SOUTHWESTERN COMMUNITY COLLEGE
Est. 1964
SCC
NORTH CAROLINA

COLLEGE OF THE GREAT SMOKY MOUNTAINS

20 TEN eleven

CATALOG

447 College Drive • Sylva, North Carolina 28779
www.southwesterncc.edu
(828) 339.4000 • (800) 447.4091

Southwestern Community College is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
(1866 Southern Lane, Decatur, Georgia 30033-4097, www.sacscoc.org), to award associate's
degrees. Questions concerning accreditation of Southwestern Community College may be
made directly to the College or to SACS at 404.679.4501.

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. Each semester, course schedules are published in a tabloid
format and distributed to residents throughout the service area of Jackson, Macon and Swain
counties.

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

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

The cover artwork by Kristi Cunningham, second year student in the
Advertising and Graphic Design program.

Cashiers Center
217 Frank Allen Road • Cashiers, NC 28717
(828) 339.4000, ext. 4272

Cherokee Center
171 Boys Club Loop Road • Cherokee, NC 28719
(828) 497.7233

Jackson Campus
447 College Drive • Sylva, NC 28779
(828) 339.4000, (800) 447.4091

Macon Annex
23 Macon Avenue • Franklin, NC 28734
(828) 339.4000, ext. 4450

Macon Campus
815 Siler Road • Franklin, NC 28734
(828) 369.7331, ext. 7001

Jerry Sutton Public Safety Training Center
225 Industrial Park Loop • Franklin, NC 28734
(828) 369.0591

Swain Center
60 Almond School Road • Bryson City, NC 28713
(828) 488.6413

Welcome to Southwestern Community College
Your College of the Great Smoky Mountains.

Choosing the right college to attend is a challenging task and we appreciate your considering Southwestern Community College.

Colleges come in all sizes, locations, looks, and missions. For example, there are research universities, private four-year colleges, two-year or community colleges, and regional universities. Each of these institutional types are designed and operated to meet specific and unique student learning and career needs.

Southwestern Community College was created and is operated to meet local and regional education and training needs, with specific emphasis given to workforce development. We believe that what we teach and how we teach supports the development of productive and responsible graduates and citizens.

Southwestern offers nationally-accredited programs, highly-credentialed and recognized faculty and staff and a demonstrated commitment to meet your educational needs. Our success, while indicated by our number four national ranking and our exceptional ranking statewide, is best evidenced by our graduates who are our greatest supporters and most ardent advocates.

This catalog provides you with an array of programs and services available to our students. You can find this same information and much more by visiting our web site at www.southwesterncc.edu. Also, I urge you to visit our Jackson Campus; new Macon Campus; Cashiers, Swain, and Cherokee centers; and the Jerry Sutton Public Safety Training Complex.

Southwestern Community College is eager to serve you. We have faculty and staff who want and are able to help you make the right decisions for that future. Meeting your educational needs and personal goals is our mission.

Cecil L. Groves, Ph.D.
President
Southwestern Community College

COLLEGE CALENDAR

2010 FALL SEMESTER

Professional Development Day .... Tuesday, August 10
Faculty Work Day .... Wednesday, August 11
Orientation/Registration ....Thursday, August 12
Final Registration ....Friday, August 13
Classes Begin, M – F, Full and First Sessions ....Monday, August 16
Drop/Add First Session Monday - Tuesday..August 16 - 17
Drop/Add Full Session Monday - Friday ....August 16 - 20
Labor Day Holiday - College Closed .... Monday, September 6
Citizenship/Constitution Day Wednesday..September 15
Last Day to Withdraw, First Session ....Tuesday, September 28
Fall Break - No Classes ....Thursday - Friday, October 7 - 8
End of First Session Classes .... Wednesday, October 13
Second Session Classes Begin ....Thursday, October 14
Drop/Add Second Session .... Thursday - Monday, October 14 - 18
Commencement Applications Due..Friday, October 29
Last Day to Withdraw, Full Session ....Wednesday, November 3
Early Registration for Spring 2011 ....Monday - Friday, November 15 - 19
Thanksgiving Break - No Classes..Wednesday, November 24
Thanksgiving Holiday - College Closed .... Thursday - Saturday, November 25 - 27
Last day to Withdraw, Second Session..Tuesday, November 30
Fall Semester Ends, Full and Second Sessions (last day of classes) ....Monday, December 13
Grades Due/Commencement... Tuesday, December 14
Holiday Break - College Closed................................ Mon, Dec 20, 2010 - Mon, Jan 3, 2011

2011 SPRING SEMESTER

College Reopens.. Tuesday, January 4
Faculty Development Day.. Wednesday, January 5
Final Registration Day..Thursday, January 6
Classes Begin, Full and First Sessions...Friday, January 7
Drop/Add First Session ....Monday - Tuesday, January 10 - 11
Drop/Add Full Session .... Monday - Friday, January 10 - 14
Martin Luther King, Jr. Day - College Closed ....Monday, January 17
Last Day to Withdraw, First Session ....Monday, February 21
End of First Session Classes .... Friday, March 4
Second Session Classes Begin .... Monday, March 7
Drop/Add Second Session ....Monday - Tuesday, March 7 and 8
Spring Break – No Classes... Monday - Saturday, March 21 - 26
Commencement Applications Due.. Friday, March 25
Last Day to Withdraw, Full Session .... Thursday, March 31
Registration for Summer/Fall 2011 .... Monday - Friday, April 11 - 15
Easter Break - College Closed...Friday - Saturday, April 22 - 23
Last Day to Withdraw, Second Session...Monday, April 25
Spring Semester Ends, Full and Second Sessions (last day of classes).............. Monday, May 9
Grades Due/Commencements... Tuesday, May 10

2011 SUMMER SEMESTER

Registration Day .... Monday, May 16
First/Full Session Classes .... Begin Tuesday, May 17
Drop/Add Period, First and Full Sessions ....Tuesday - Thursday, May 17 - 19
Memorial Day - College Closed .... Monday, May 30
Last Day to Withdraw from First Summer Session ....Wednesday, June 15
First Session Classes End ....Tuesday, June 21
First Session Grades Due/Registration/ Second Session Classes Begin/
   Full Session Continues ....Wednesday, June 22
Drop/Add Period, Second Session ....Wednesday - Thursday, June 22 - 23
Commencement Applications Due ....Thursday, June 23
Independence Day Holiday - College Closed .... Monday, July 4
Last Day to Withdraw from Full Summer Session ....Thursday, July 7
Last Day to Withdraw from Second Summer Session..............................Wednesday, July 20
Summer Semester Ends, Full and Second Sessions...................................Wednesday, July 27
Grades Due/Commencement...Thursday, July 28

STAFF HOLIDAY CALENDAR

Labor Day ....Monday, September 6, 2010
Thanksgiving Holiday ....Thursday - Friday, November 25 - 27, 2010
Holiday Break ....Monday, December 20, 2010 - Monday, January 3, 2011
Martin Luther King Holiday ....Monday, January 17, 2011
Easter Break ....Friday, April 22, 2011
Memorial Day.. Monday, May 30, 2011
Independence Day Holiday... Monday, July 4, 2011

ABOUT SCC

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Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Donnie Stiles
Branch Manager

When Donnie Stiles came to Southwestern Community College in the fall of 1990, he did not have a clue what he wanted to do with his life - let alone what course of study to pursue. "The instructors at SCC took heart in me and I graduated with Associate in Applied Science degrees in Business Administration and Accounting in 1993 and 1994. From there, I took the solid foundation I gained at SCC and transferred into Western Carolina University, graduating in the spring of 1997." Donnie often laughs that it took him seven years to finish his education. "But that's what happens when you work your way through school – you gain work ethic while receiving a grade A education. Plus, it helped me find balance in my life," said Donnie, who is now branch manager of the State Employees' Credit Union in Robbinsville.

COLLEGE VISION
Southwestern Community College will be:
• A Gateway for enriching lives and broadening horizons
• A Guiding Force in growing and caring for our mountain community
• A Creative Partner in collaborative solutions

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

GOVERNANCE
Southwestern Community College is one of 59 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year, postsecondary 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 14 Trustees - five appointed by the county commissioners, four appointed by the Board of Education, four appointed by the Governor of North Carolina.

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.

INSTITUTIONAL GOALS
The College will...
1. Seek excellence in learning and teaching for transfer, vocational and technical education, literacy development, business and industry training and life long learning in an accessible format to serve a diverse population.
2. Maintain a nurturing learning environment by providing comprehensive support and intervention services for every individual.
3. Proactively identify, acquire and maintain college resources to support the vision, mission and goals of the college.
4. Attract and retain quality employees and provide for their personal and intellectual growth.
5. Develop cooperative community-based relationships which contribute to the cultural, economic, educational and social betterment of the region.
6. Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles.
7. Effectively promote the college to the community.

INSTITUTIONAL PROFILE

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

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

Currently, including all diploma, certificate and associate's degree curricula as well as concentrations, instruction is provided in more than 60 programs. In addition to the Jackson Campus, the College opened a new Macon Campus in 2007 and also operates four centers located in Bryson City, Cherokee, Franklin and Cashiers. More than 2,600 students enroll annually in credit courses, and more than 5,500 (unduplicated) participate in a wide variety of courses, workshops and seminars offered through Continuing Education.

Located on a 57-acre tract of land on North Carolina Highway 116 between Webster and Sylva, the Southwestern Community College Jackson Campus consists of seven buildings, totaling 194,728 square feet, including a Library. Centrally located to serve southwestern North Carolina, the college is 50 miles southwest of Asheville, NC, and 90 miles southeast of Knoxville, TN.

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

MISSION STATEMENT

Southwestern Community College is a comprehensive learning and teaching institution offering high-quality, innovative instruction and support to all who need and value these services. Seamless links with the community, advanced technology and a culturally rich environment promote student achievement and academic excellence.

Southwestern Community College accomplishes its mission through customer focus, continuous improvement and teamwork:

- to awaken the potential of each student, offering multiple pathways for learning what is important to know and to do -- giving coherence and meaning to the total educational experience,
- to aggressively pursue the most current technologies while maintaining a nurturing atmosphere which appreciates the value of every individual,
- to be a catalyst for community service -- removing barriers, creating linkages, building relationships and integrating resources to enhance the quality of life,
- to be a leader in economic development and a mindful steward of the natural and cultural resources of the area,
- to prepare citizens to live, learn and work in a diverse global village.

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 Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees. 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

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

JACKSON CAMPUS MAP

BALSAM CENTER
Admissions Office (1st Floor)
Auditorium (1st Floor)
Bookstore (3rd Floor)
Business Office (1st Floor)
Career Counseling (1st Floor)
Financial Aid (1st Floor)
Health Sciences Division (2nd Floor)
President's Office (1st Floor)
Public Information (1st Floor)
Registrar (1st Floor)
Resource & Community
   Development (1st Floor)
Technology Services (3rd Floor)
Student Services (1st Floor)
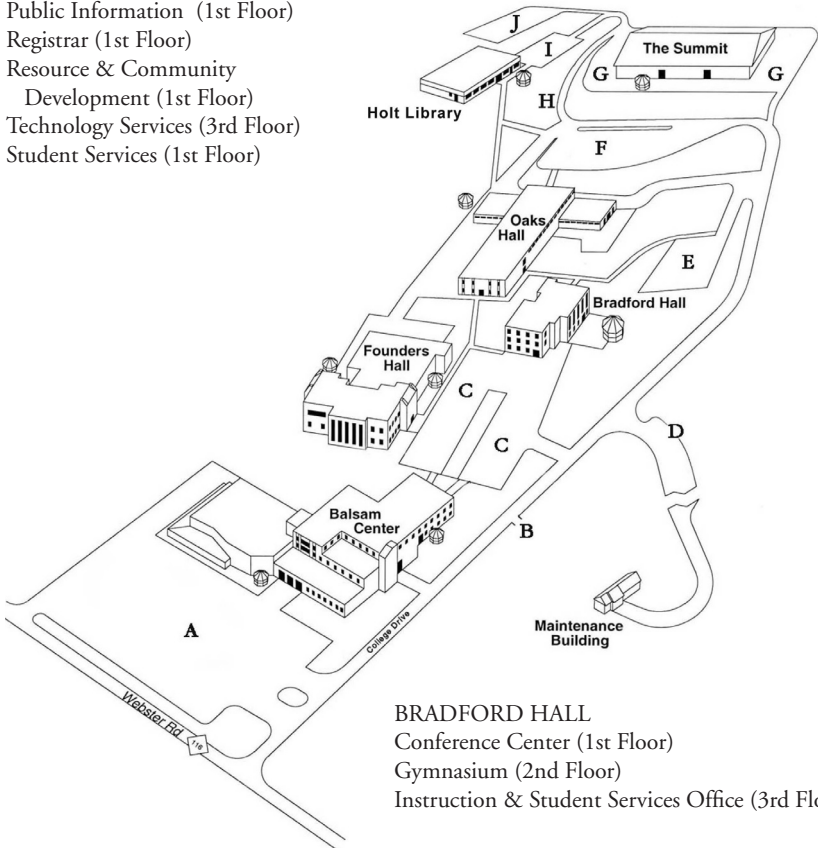
BRADFORD HALL
Conference Center (1st Floor)
Gymnasium (2nd Floor)
Instruction & Student Services Office (3rd Floor)

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

HOLT LIBRARY

OAKS HALL
Arts & Sciences Division Office (1st Floor)
Student Support Services (1st Floor)
Jackson County Early College (2nd Floor)
Learning Assistance Center (2nd Floor)

THE SUMMIT
Classrooms

MACON CAMPUS

The Macon Campus is on a 20-acre site on Siler Road just south of Franklin. This high-tech, state of the art facility is the beginning of a resource-rich campus, offering technology enhanced learning with computer laboratories, virtual and interactive classrooms, borrower privileges at SCC Library on Jackson Campus and adjacent Macon County Public Library, and access to major research institutions.

Several curriculum programs are offered:
- Business Administration - AAS Degree
- College Transfer - AA Degree
- Civil Engineering Technology - first year, AAS Degree
- Computer Information Technology - AAS Degree
- Criminal Justice - AAS Degree (via interactive TV)
- Early Childhood - AAS Degree
- Health Information Technology - first year, AAS Degree
- Human Services Substance Abuse - Certificate
- Real Estate - Certificate
- Surveying Technology - first year, AAS Degree
- Networking Technology - first year, AAS Degree
- Web Technology - first year, AAS Degree
- Developmental Education Course work in Math, Reading and English.

In addition to the curriculum offerings there will be a variety of continuing education classes available in the following areas:
- Arts and Crafts
- Basic Skills and Literacy Training
- Business and Industry Training
- Occupational/Certification/Licensure Courses
- Nursing Assistant
- Small Business Center Courses

The Macon Campus is home to the Macon Early College High School. This high school is designed to be housed on the community college campus for students who seek a different public school experience that allows them to earn college and high school credit. Students have the potential to graduate in four or five years with both a high school diploma and an Associates Degree.

For additional information call (828) 369.7331, or email connie@southwesternncc.edu.

ADMISSIONS/ENROLLMENT

- Admissions/Enrollment
- Steps to Enroll
- Applications for Admission
- Testing
- Orientation
- mySCC/Web Mail/Information Technology
- Attendance Requirements
- Other Enrollment Policies
- Registration
- Other Enrollment Procedures

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Success Story

Julie Naegler
Registered Nurse

Registered Nurse Julie Naegler graduated in May of 2008 and started working at Harris Regional Hospital the very next month. "I was hired right after my clinicals at Harris Regional during my last semester of nursing school," said Julie, mother of three girls. "I loved Southwestern because with three girls I needed flexible hours. Plus, Southwestern prepared me extremely well for a career I truly love." On her job she "administers medications, carries out doctors' orders and communicates with the physicians to provide the best possible care for my patients." Julie said she loves it now when the current RN students do clinical with her because she looks for extra opportunities for them to learn. "I know that was what I enjoyed during clinicals. I feel well prepared to teach them and it's an interesting twist to be the teacher now, rather than the student."

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

    Any person who is at least 18 years of age or a high school graduate or its equivalent may be accepted by the College. High school students and home-schooled applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the concurrent enrollment policies adopted by the State of North Carolina. Students under the age of 16 years may be admitted to an Early College High School program or admitted to the Learn and Earn online program or Huskins Bill program. The college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from another college or educational entity for non-academic disciplinary reasons.

Requirements
    Admission to a degree, diploma or certificate program requires a high school diploma or the equivalent from an accredited school. Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and admission to certain Health Science programs may have additional specific entrance requirements. Students who interrupt their course of study must reapply. The Dean of Student Services coordinates and administers all admission requirements, policies and procedures.

If you have a …	You may enroll in…
• A High School Diploma	• All programs **
• A GED	• All programs **
• No high school diploma or GED	• Specific courses as Special Credit • High School age students enrolled in Dual, Huskins, Learn & Earn or Early College High School programs

** See selective admission health science programs on the next page.

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

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.

How to Contact the Admissions Office
    Location: Jackson Campus, Balsam Center
    Telephone: (800) 447.4091 • (828) 339.4000, ext. 4352 or 4253
    Address: 447 College Drive, Sylva, North Carolina 28779
    Web page: www.southwesterncc.edu
    E-mail Address: admissions@southwesterncc.edu

STEPS TO ENROLL
1. Application for Admission must be submitted
   • Official transcripts must be sent by the student's high school and other institutions attended.
2. Placement Testing requirement must be met.
3. Attend New Student Orientation.
4. Log into mySCC and assigned web mail address
5. Meet with an assigned advisor to register for classes.
6. Attend class on the first day.

APPLICATION FOR ADMISSION
All Students – High School Graduates, GED Recipients, Transfers from other Institutions
All Applicants to SCC are required to:
1. Submit a completed Application for Admission, written or on-line, to the Admissions Office. The online Application for Admission is located at www.southwesterncc.edu
   • High School Age Students (enrolled in high school or home school) submit a one page application available through the College Access office.
2. Submit an official high school transcript or a copy of GED scores to the Registrar's Office.
   • High school MUST be accredited by at least one of the "Regional Accrediting Agencies" and 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.
   • All transcripts from other institutions become the property of Southwestern Community College and can not be returned or reissued.
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.** All transcripts from other institutions become the property of Southwestern Community College and cannot be returned or reissued.

Application To Selective Admissions Health Science Programs
Applicants to selective SCC health science programs are required to:
1. Submit all documents described above in the section "Application for Admission – ALL Students".
2. Applicants MUST meet the Placement Test requirements as described in the Testing section.
3. Applicants MUST meet all of the additional requirements outlined by the deadline indicated in the particular Health Science program description – see the appropriate program listing in this catalog.
4. Additional transcripts are not necessary UNLESS the applicant has taken coursework since the last submission of transcripts. GED students must submit official transcript of completed high school work.
5. Applicants for more than one selective admission program must notify the Admission Office.

Deadlines for Selective Admission Applications:

Health Program	Application Deadline	Beginning	HOAE Required
Emergency Medical Science	May 15	Fall 2011	No
Medical Assisting	April 15	Fall 2011	Yes
Medical Laboratory Technology	March 1	Fall 2011	No
Medical Sonography	March 15	Fall 2011	Yes
Nursing Associate Degree(RN)	January 31	Fall 2011	Yes
Phlebotomy	May 1	Fall 2011	No
Physical Therapist Assistant	April 15	Fall 2011	Yes
Practical Nursing	January 31	Fall 2011	Yes
Radiography	February 15	Fall 2011	Yes
Respiratory Therapy	March 1	Fall 2011	Yes
Therapeutic Massage	May 15	Fall 2011	No
(see program descriptions for details)			(see Testing section)
Applicants should meet with assigned advisor prior to deadline.			

TESTING

Applicants to all degree, diploma and selected certificate programs of study are required to demonstrate competence in the following five areas:
- Reading Comprehension
- Sentence Skills/Grammar
- Arithmetic
- Elementary Algebra
- Basic Computer Skills

Applicants can satisfy or meet each of the five competencies for initial college level placement as follows:

	SATISFIED BY			
	Accuplacer Placement Test	SAT	ACT	College Credit
COMPETENCE AREAS	Minimum Score Required	Minimum Score Required	Minimum Score Required	100-level course ≥ "C" grade
Reading Comprehension	CPT Score ≥ 80	CR or Writing ≥ 500	Reading ≥ 21	English course
Sentence Skills/Grammar	CPT Score ≥ 86	CR or Writing ≥ 500	English ≥ 21	English course
Arithmetic	CPT Score ≥ 55	Math ≥ 500	Math ≥ 21	math course
Elementary Algebra	CPT Score ≥ 55 (see 1 below)	Math ≥ 500	Math ≥ 21	Algebra course
Basic Computer Skills	CPT Score ≥ 15	Take CPT section	Take CPT section	computer course

Exempt from Test:
- Students with "College Prep" or "Tech Prep" high school diplomas awarded within six years from the date of intended enrollment are considered to have met this requirement.
- Students with college transfer credit of 100-level course with a grade of ≥ C are considered to have met this requirement.

Not Exempt from Test:
- High School graduates with diplomas awarded more than six years prior to the date of intended enrollment.
- GED students and high school graduates with "General Prep" or "Occupational Prep" diplomas.

See next page for specific requirements and scores

Contact the SCC Testing Office for details and test scheduling

1. ACCUPLACER Placement Test
   a) Taking the Test
   - Free to all SCC applicants.
   - Average test completion time is 1.5 to 2 hours.
   - Schedule to take the test by contacting the Testing office.
   - A valid photo I.D. is required at the time of testing.
   - Test Regulations - Calculators, notebooks, earphones, dictionaries and textbooks are not allowed in the testing room. The testing center will provide scratch paper and a pencil for test takers. All cell phones need to be turned off during testing. Talking to other students is not permitted.
   - Distance Learning students (those who do not live in the Jackson, Macon and Swain County area) may contact the SCC Testing Office for assistance in securing a test site near them.
   - Test Study Guide - For more information on preparing for the ACCUPLACER (CPT), go online to: www.southwesterncc.edu/admissn/testing.htm and click on the SCC testing study guide and a sample test. Other Study Guides:
     Study Guide (free): www.collegeboard.com/student/testing/accuplacer
     Sample Test (free): www.purplemath.com
     www.google.com - search for "Accuplacer Practice Test" at no cost
   b) Test Results
   - <u>Score Report</u>: 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.
   - <u>Time Limit on Use of Scores</u>: Test scores are considered valid for initial placement for a period of three years from the date the assessment was completed.
   - <u>Score Interpretation:</u> For test scores that fall below the established minimums, the College requires Developmental Education courses to improve basic skills.
     1) **Reading & Sentence Skills** - All students except Early Childhood Education
        - A Reading score of ≥ 80 and Sentence Skills score of ≥ 86, requires a student to take ENG 111.
        - A Reading score of ≥ 80 requires a student to take most College Transfer courses.
        - Reading scores of < 80 requires a student to take RED 090.
        - Sentence Skills scores of < 86 requires a student to take ENG 090 and ENG 090A.
        - A Reading score of 70-79 and a Sentence Skills score of 76-85 permits a student to take ENG 095 (combines ENG 090 & RED 090).
     2) **Reading & Sentence Skills** - Early Childhood Education students only
        - A Reading score of ≤ 56 and a Sentence Skills score of ≤ 65 requires a student to take ENG 085.
        - A Reading score of 57-79 requires a student to take RED 090.
        - A Sentence Skills score of 66-85 requires a student to take ENG 090.
        - A Reading score of 70-79 and a Sentence Skills score of 76-85 permits a student to take ENG 095 (combines ENG 090 & RED 090).
     3) **Arithmetic and Elementary Algebra** -
        - An Arithmetic score of ≥ 55 and Elementary Algebra scores between 55-74, a student may take MAT 080, 110, 115, 121, or 140.
        - An Arithmetic score of ≥ 55 and Elementary Algebra scores of ≥ 75, a student may take MAT 141, 151, 161, or 171.
        - Math courses above 171 require either higher scores or successful completion of the required prerequisite course or courses. The college may require additional math testing prior to being permitted to take upper level math courses.

- An Arithmetic score of < 55 requires a student to take MAT 060.
- An Elementary Algebra score of < 55 requires a student to take MAT 070.
  4) **Basic Computer Skills** -
  - A Basic Computer Skills score of ≥ 15 is required to meet this competency.
  - A Basic Computer Skills score of < 15 requires a student to take CIS 070.
  - Contact the Testing Office for details.

c) Retest Policy:
- If a student places into a Developmental Education course and feels that the placement test did not adequately reflect skill level, the student may request a retest.
- A student may retest no more than one time for a term.
- If after the retest, the student continues to feel that the test did not adequately reflect skill level and places in the borderline range of 47-50 percentile in Sentence Skills or Reading Comprehension, the student may be permitted to demonstrate proficiency by taking an alternative assessment under the direction of the Dean of Arts & Sciences.

d) Other Placement Tests
- The college accepts ASSET and COMPASS scores. Scores must be sent from the institution administering the test.
- Contact the SCC Testing Office for details.

2. SAT
a) <u>Scores:</u> SAT scores of ≥ 500 in Verbal (Critical Reading) OR ≥ 500 in Writing AND ≥ 500 in Math are required for tests taken after April 1, 1995.
b) For test scores that fall below the established minimums, the College requires Developmental Education courses to improve basic skills.
c) The college may require additional math testing prior to being permitted to take upper level math courses. A SAT Math score of ≥ 600 is required to be considered eligible to register for MAT courses at or above 175.
d) Basic Computer Skills must be met by taking the Basic College Skills Test module of the CPT.
<u>Exempt from Test:</u>
- Students with "College Prep" or "Tech Prep" high school diplomas awarded within six years from the date of intended enrollment are considered to have met this requirement.
- Students with college transfer credit of ≥ 100-level course with a grade of ≥ C are considered to have met this requirement.
<u>Not Exempt from Test:</u>
- High School graduates with diplomas awarded more than six years prior to the date of intended enrollment.
- GED students and high school graduates with "General Prep" or "Occupational Prep" diplomas.

3. ACT
a) <u>Scores:</u> ACT scores of ≥ 21 in Reading, ≥ 21 in English AND ≥ 21 in Math are required for tests taken after April 1, 1995. (The composite score is not accepted.)
b) For test scores that fall below the established minimums, the college requires Developmental Education courses to improve basic skills.
c) Basic Computer Skills must be met by taking the Basic College Skills Test module of the CPT.
<u>Exempt from Test:</u>
- Students with "College Prep" or "Tech Prep" high school diplomas awarded within six years from the date of intended enrollment are considered to have met this requirement.
- Students with college transfer credit of ≥ 100-level course with a grade of ≥ C are

considered to have met this requirement.

<u>Not Exempt from Test:</u>
- High School graduates with diplomas awarded more than six years prior to the date of intended enrollment.
- GED students and high school graduates with "General Prep" or "Occupational Prep" diplomas.

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

5. HOAE – Health Occupations Aptitude Examination
   a) Applicants seeking admission into the following Selective Admission Health Science programs must take the Health Occupations Aptitude Examination: Medical Assisting, Medical Sonography, Nursing Associate Degree, Practical Nursing, Physical Therapist Assistant, Radiography and Respiratory Therapy.
   b) The HOAE measures abilities, skills, knowledge, and attitudes important for successful performance in Health Science programs. The resulting scores are one component in the highly competitive health science selection process. A specialized internal scoring system is utilized to accumulate points applied to the selection process. The examination consists of five parts: academic aptitude, spelling, reading comprehension, natural science and vocational adjustment.
   c) A $20 fee is charged for test administration and scoring. Applicants must have signed permission from their advisor prior to scheduling and paying for the test. Information about the test and a test specimen are available from the students' health program advisor, the Testing Office or online at www.southwesterncc.edu/admissn/testing.htm.
   d) Applicants may test once during an academic year. Requests for retest must be approved by the program advisor.

How To Contact The Testing Office
Location: Jackson Campus, Balsam Center • Hours: By Appointment
Telephone: (800) 447.4091 • (828) 339.4000, ext. 4332 or 4352 • Address: 447 College Drive, Sylva, North Carolina 28779 • Web page: www.southwesterncc.edu

ORIENTATION

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

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

mySCC/WEB MAIL/INFORMATION TECHNOLOGY

Every student accepted into a curriculum program is automatically assigned an SCC account that will allow them to access mySCC, email and WebAdvisor. In addition, you will

use this account to access Blackboard and other services once your classes have started.

The SCC account will be your official e-mail account when contacting anyone here at the college and will be used by the college and your instructors to correspond with you.

If you experience any problems with your account please contact the helpdesk at workorder@southwesterncc.edu or call 828.339.4000 or 800.447.4091 ext. 4409

ATTENDANCE REQUIREMENTS

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

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

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

Students reported as never attended may request to have their status changed to "audit."

OTHER ENROLLMENT POLICIES

Home Schooled Students

Students home schooled will be considered for admission on the same basis as NC 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 progres • Standardized performance test scores • Diploma awarded with graduation date.

Under-Prepared Students

Any student who takes the College Board's ACCUPLACER (CPT) and scores below the tenth percentile level on one or more of the basic reading, writing or elementary math sections will be limited to enrolling in specific programs recommended by their assigned advisor. Any program recommended by the advisor is designed to assist in the student's progress toward a career objective.

NC Senior Citizens

Tuition shall be waived for up to six credit hours per academic semester for senior citizens age 65 or older who are qualified as legal resident of North Carolina. Applicable Fees will be charged. If an eligible senior citizen enrolls in more than six credit hours, he/she shall be charged tuition and fees above six credit hours.

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 a resident 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.

Nonimmigrant students are subject to the same considerations as United States citizens in the determination of residency status for tuition purposes. However, holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. 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 500 for the paper-based test, 173 for the computer-based test and 61 for the Internet-based test. A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma or certificate-seeking students. If the original record is written in a language other than English, then a certified copy of an English translation and evaluation by an approved outside source is required at the student's expense. A record of certain immunizations may also be required.

Application packets for international student enrollment are available from the Registrar's Office.

Undocumented Alien Students

Undocumented aliens may be eligible for admission beginning with the 2010 Fall semester. Contact the Office of Student Services for the most up-to-date information regarding admission.

Residency

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

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

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

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

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

Transcript Evaluations

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

Readmission

A student who has NOT been enrolled at the college during the previous semester must complete an application update 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 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

Early Registration

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

Final Registration Day

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

Late Registration and Drop/Add

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

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

Transfer of Earned Credit

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

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

the first semester of enrollment. All transcripts from other institutions become the property of Southwestern Community College and can not be returned or reissued.

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

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

How to Contact the Registrar's Office
Location: Jackson Campus, Balsam Center • Telephone: (800) 447.4091 • (828) 339.4000, ext. 4219 • Address: 447 College Drive, Sylva, North Carolina 28779 • Web page: www.southwesterncc.edu/registrar/index.htm

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

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

Transfer Agreements
Parallel coursework completed at Southwestern Community College will transfer into other institutions in the NC Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western North Carolina. For a complete list of institutions and transfer agreements, go to the following page on the College's web site: www.southwesterncc.edu/acadprog/transfer/index.htm

Coursework in the College Transfer Associate in Arts curriculum will satisfy general education and liberal arts requirements at all NC community colleges, NC public universities and most NC private universities and colleges, as well as most out-of-state four-year colleges and universities. 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 Registrar. For more details, contact the Office of the Registrar located in Student Services, Balsam Center.

Credit for AP & CLEP

Southwestern Community College awards Advanced Placement credit as follows:

AP EXAMINATION	SCORE REQUIRED	HOURS GRANTED	SCC COURSE(S) SATISFIED
American History	3	6	HIS 131, 132
Art 3-D Design	3	3	ART 122
Biology	3	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	3	8	MAT 271, 272
Chemistry	3	8	CHM 151, 152
Computer Science A	3	3	CIS 115
Computer Science AB	3	6	CIS 115
English Lang/Comp	3	3	ENG 111
English Lang/Comp	4 or above	6	ENG 111, 113
English Lit/Comp	3	3	ENG 111
English Lit/Comp	4 or above	6	ENG 111, 113
European History	3	6	HIS 121, 122
French Language	3	6	FRE 112, 211
	4	6	FRE 211, 212
	5	6	FRE 212
German Language	3	6	GER 112, 211
	4	6	GER 211, 212
	5	6	GER 212
US Government & Politics	3	3	POL 120
Comparative Gov. & Politics	3	3	POL 230
History of Art	3	6	ART 114, 115
Macroeconomics	3	3	ECO 252
Microeconomics	3	3	ECO 251
Physics B	3	8	PHY 151, 152
Physics C	3	4	PHY 251
Physics C	4 or above	8	PHY 251, 252
Psychology	4 or above	3	PSY 150
Spanish Language	3	6	SPA 112, 211
	4	6	SPA 211, 212
	5	6	SPA 212
Statistics	3	3	MAT 151
World History	3	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:

EXAM	SCORE	HOURS CREDIT	SCC COURSE CREDIT
Freshman College Comp	49	3	ENG 111
College Algebra	51	4	MAT 171/171A

* A satisfactory writing assignment is also required to receive credit for ENG 111

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
- Attendance Requirements
- Change of Schedule
- College Access
- Commencement Application
- Degrees
- Distance Learning
- Grades
- Honors/Academic Organizations
- Licensing of Graduates
- Policies/Procedures
- Weather

Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Chris Turpin
Security Specialist

Even if a computer's hard drive has been wiped clean or set on fire to destroy information, cyber sleuth Chris Turpin can still retrieve evidence. As a security specialist with the NC Department of Health and Human Resources Privacy and Security Office he investigates and forensically reviews allegations of possible fraud and misuse of state computer systems.

Chris holds the Certified Information Systems Security Professional Certification, considered worldwide as one of the most prestigious information security certifications available. "I think the fact that I passed the exam and received the certification makes a bold statement for Southwestern Community College," said this Cyber Crime Technology graduate.

Based in Raleigh, Chris works with various agencies, including law enforcement, in coordinating internal and external security incidents He also assists in the development of current and future technologies to enhance the department's security.

ACADEMIC ADVISING

Each student will be assigned an academic advisor as part of the application process. Advisors are staff and faculty members who guide students in making wise selections of course offerings with careful attention to institution policies, procedures and degree requirements.

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

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

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

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

ATTENDANCE REQUIREMENTS

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

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

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

Students reported as never attended may request to have their status changed to "audit."

CHANGE OF SCHEDULE
Add/Drop

The add/drop period is defined in the academic calendar. Schedule changes are permitted during this time without grade penalty and are made on the "Add/Drop/Withdrawal Form." Courses dropped after this period will result in a grade of "W."

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 by the advisor and the appropriate instructor(s) and returned to the Registrar's Office. If a student withdraws by the official withdrawal date for the semester (published in the academic calendar), the grade received will be a "W."

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

It is the responsibility of the student 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 will be made for Developmental Education coursework.

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

COLLEGE ACCESS

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

Concurrent Enrollment

The Concurrent Enrollment program can help young people make the most of their high school years by earning college credit while still in school—without the cost of tuition. These courses can be taken in a traditional classroom, over interactive television, through the Internet or via telecourses.
Students can:
- take college-level courses on their high school campus through the Huskins-ACE Program and Learn and Earn Online
- take college-level courses at a Southwestern campus site through the Dual Enrollment Program
- take selected high school courses that, upon graduation, earn college credit through the College Tech Prep Program.

College Tech Prep

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 Tech Prep credit, students must score a minimum of 70% on the VoCATS post-test or equivalent; have a minimum grade of "B" in the course; and enroll in SCC coursework within two years of high school graduation or obtain approval of the SCC instructor.

Huskins-ACE

Huskins courses are college classes generally taught at area high school campuses, via ITV or online by Southwestern instructors. ACE (Accelerated College Education) offers students pathways of sequenced courses to give the maximum number of credits possible within the high school day. Credit is earned at both the high school and SCC (or other post-secondary schools based on transferability). Most courses are tuition-free. Students must be in 9th grade or higher to participate and must have the academic and social maturity necessary to succeed in college-level work. Students must have placed into college-level classes on the College Placement Test or SAT and be recommended by their high school principal. Additional programs include:
- Automotive
- Carpentry

- College Transfer
- Computer Information Technology
- Cosmetology
- Criminal Justice
- Early Childhood
- EMT Basic
- Outdoor Leadership
- Web Design

Dual Enrollment

Dual Enrollment allows students to enroll in regularly scheduled courses taught at a Southwestern campus site or online, and credit is earned at SCC (or other post-secondary schools based on transferability). The courses are tuition-free. Students can attend any semester, including summer, as long as they are enrolled in high school. Students must be 16, enrolled in high school for half a day (unless attending summer semester), recommended by the principal and approved by the community college president.

Early College High School

An Early College High School is a small, autonomous high school usually located on a campus of Southwestern Community College. Early College High School provides high school students, who enroll in the 9th grade, the opportunity to earn both their high school diploma and an associate's degree (or two years of college credit) within their five years of enrollment in Early College High School. 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 a unique high school environment accepting students of diverse ability levels through an application process conducted each spring. For more information, contact the local school boards in Jackson and Macon counties regarding Early College opportunities.

Learn and Earn Online

Learn and Earn offers public high school students, grades 9-12, the opportunity to take college-level courses during the day. Students can earn both college and high school credits.

New Century Scholars

New Century Scholars is a locally-funded initiative that provides guaranteed last-dollar tuition support to attend Southwestern Community College with the option of continuing to WCU. Rising seventh graders in Jackson, Macon and Swain counties are selected by public school personnel. Students take part in college prepatory activities and enrichment opportunities throughout middle and high school that prepare them to succeed in college and beyond.

GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is intended to significantly increase the number of area students who are prepared to enter and succeed in postsecondary education. The program is designed to impact all students in par-ticipating schools in Jackson, Macon and Swain counties and the Qualla Boundary. Students receive supplemental instruction and remediation, enrichment experiences, cultural activities, career and college awareness, tutoring and mentoring.

Upward Bound

The Upward Bound program helps first-generation and income eligible high school students in Swain, Macon and Jackson counties and the Qualla Boundary develop the skills and motivation needed to succeed in high school and college. Students take part in weekly tutoring, academic advising and support, college tours, service learning opportunities,

monthly campus experiences, outdoor adventures, cultural enrichment activities and a summer institute experience.

For more information about these programs/services for high school students, visit our website at: www.southwesternccc.edu and click on College Access.

COMMENCEMENT APPLICATION

Commencement exercises are held at the end of the fall, spring and summer semesters for all students who are candidates for degrees, diplomas or certificates. Students should apply between the first and 50th class day of the semester in which they expect to complete their program (published in the Academic Calendar). Applications will not be accepted after the announced deadline. Students wishing to submit commencement applications after the deadline must submit an appeal to the Dean of Student Services. Application steps are as follows:

1. For each major, obtain an Application for Commencement from the Registrar's Office or academic advisor.
2. Complete the Candidates section of the application.
3. Take the application to your advisor.
4. Submit application to the Registrar's Office for final approval by the announced deadline.
5. If applicant plans to participate in commencement, purchase graduation materials at the college bookstore and pay all debts owed to the College at the Business office.
6. All applicants must have completed all requirements by the end of the semester in which they plan to participate in commencement.

Students completing requirements during each semester can apply by the deadline for commencement and purchase graduation materials at the end of the particular semester. If the student is qualified, the registrar orders credentials and mails them to the student. 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 an overall average of C (2.00 GPA) to graduate. Some health science programs have additional graduation requirements as defined by those programs.

No fee for graduation is charged to the student when filing an application. The only fees charged are for cap, gown and tassel purchased in the bookstore.

DEGREES

Associate Degrees

Academic programs for which an Associate of Applied Science degree is awarded require the successful completion of 64 - 76 semester hour credits and are designed to provide entry-level employment training. An Associate of Arts degree requires the successful completion of 64 semester hour credits and is designed to facilitate transfer to one of the 16 public universities in North Carolina.

Diploma

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

Certificate

A certificate is awarded after successful completion of 12 -18 semester hour credits in a particular certificate-granting program. Certificate programs are designed for specific skill development.

Completion of General Core Requirements

College transfer students who choose to transfer after completion of the 44-hour general education core must contact their advisor, who will then notify the Registrar's office if the student has met the core requirements. Upon certification of completion, a notation appears on the student's transcript.

Minimum Course Work Requirements (Credit in Residence)

In order for an Associate's 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 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.

DISTANCE LEARNING

Opportunities to Earn College Credit via Distance Learning

A course that is taken outside the traditional classroom is considered a distance learning course. Southwestern Community College offers distance learning opportunities in several ways: Telecourse, Instructional Websites, TeleWeb and Community Link - Interactive Television (ITV). These distance learning options allow flexibility in course scheduling and often require less time on campus. Successful distance learners are highly motivated individuals, who are determined and confident of their academic abilities. Moreover, they are comfortable working in an independent learning environment while actively participating in the learning process by performing tasks and projects assigned by the instructor. Students interested in pursuing distance education courses should read the "Prospective Students" which is available on the web at: www.southwesterncc.edu/distlearn/blackboard/distlearning.htm. Students enrolling in distance learning courses pay regular tuition and fees, have access to all student services, study under the College's rules and regulations and receive academic credit.

Students who have Internet access, e-mail, and are comfortable using a computer, may take advantage of SCC's courses that use distance learning. Students do not need to be computer experts to enroll in a distance learning course; however, they should be comfortable using e-mail, word processing and Internet browser. If students are not comfortable using these tools, they may want to consider enrolling in an introductory computer class to help upgrade their computer skills.

Hands-on Blackboard training sessions will be offered for students. The sessions, conducted on the Jackson Campus, are announced prior to registration each semester. An online orientation is also available. Visit the Online Student Resources website at: www.southwesterncc.edu/distlearn/blackboard/bb_student.htm for complete information about online classes at SCC and a tutorial on getting started.

Web-centered (WC)

- Instruction will be delivered using your computer over the World Wide Web.
- A web-centered course is actively led and monitored by the instructor on the Internet.
- Because of the interactive nature of a web-centered course, access to a computer with Internet capability and active student participation are requirements for satisfactory course completion.

Hybrid (HY)
- A hybrid course is one in which a substantial amount of the course requirements will be completed online via the class website and e-mail.
- Students may be required to come to campus on designated dates and times. These dates will be communicated to the student by the instructor.

Web-enhanced
- These courses use websites to enhance traditional face-to-face classes.
- While most of the instruction is accomplished in the classroom, the web enhancement allows instructors and students to extend their discussions and exchange information throughout the week.
- When appropriate for the course content and goals, a reduction of face-to-face class time may be permitted at the discretion of the instructor.
- It is most convenient for students if they have a working computer with Internet access at home, but this is not required. Many students choose to work on their web-enhanced coursework on campus in open computer labs or the library.

Teleweb (TW)

Teleweb course is a telecourse with a web-enhancement. Students enrolled in a teleweb course work independently, view televised programs and read printed materials at home with guidance from course instructors who use a variety of communication tools and instructional techniques. Lecture materials and course assignments may be accessed over the Internet. Additional materials (which may include professionally produced telecourses, or video materials produced "in-house" by the instructor and college media department) may be provided to the student by UNC-TV, local educational cable access, or videocassette. If students are unable to view the regularly scheduled telecourse broadcasts, SCC may provide a complete set of videotapes that can be used throughout the semester and returned to the college at the end of the term. Students may be required to report to the campus for tests and/or review sessions as determined by the instructor.

Community Link – Interactive Television (ITV)

Community Link - Interactive Television (ITV) is an interactive television network that links 12 educational sites in western North Carolina through fiber-optic cable and broadband T1. Community Link provides fully interactive audio and video communication in real time using video cameras, monitors and microphones. The benefits of Community link include increased course offerings while reducing drive time for students and instructors. Though Community Link is primarily used for course offerings, community groups and organizations may also use the network. Community Link sites include: SCC Jackson Campus, Cherokee, Swain and Macon County Centers, Smoky Mountain High School, Cherokee High School, Swain County High School, Blue Ridge School, Highlands School and Nantahala School.

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 quality points by the number of credit hours attempted. A GPA of 2.00 is required for graduation. Transfer credits are not included in the GPA computation.

Grade Definition   Grade Points per Semester Hour

A	The student has, in a superior way, met the objectives established for the course.	4
B	The student has more than adequately met the objectives established for the course.	3
C	The student has adequately met the objectives established for the course.	2
D	The student has minimally met the objectives established for the course.	1
F	The student failed to meet the objectives established for the course.	0
I	Incomplete: Indicates that a student has been doing acceptable work in the course but has not completed all required work. A minimum of 80 percent of course requirements must have been completed for the student to be eligible for an "I" contract. It is the student's responsibility to have this deficiency removed during the first two weeks of the following semester or the grade will be automatically changed to an "F." An "I" does not count as hours attempted or as hours earned.	0
CS	Continued Study: Indicates that a student must continue study at his current level of Developmental Education coursework. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
NA	Never Attended: Indicates the student registered but never attended.	0
AU	Audit: This grade does not count as hours attempted or as hours earned.	0
W	Withdraw: Indicates the student withdrew before the published withdrawal date that can be found in the college calendar. This symbol does not count as hours attempted or as hours earned for purposes of calculating GPA. For financial aid purposes, these hours count as attempted but not completed.	0
S	Credit by Exam: The student received credit for the course through a proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree, a diploma, or a certificate may be earned through "Credit by Exam" unless otherwise approved by the Vice President for Instruction and Student Services.	0
P	Passing: Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.	0
AP	Advanced Placement: This symbol counts as credit hours earned but does not count in GPA calculations.	0
SP	Secondary Placement: This symbol counts as credit hours earned for certain eligible high school courses but does not count for purposes of calculating GPA.	0

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.

Auditing Courses

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

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

Cooperative Education

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

Course Credit by Examination

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

Grades in Developmental Courses

Grades in all courses below the 100 level should be one of the following: A, B, C, CS or W and will not count as hours attempted or hours earned for the purpose of calculating a Grade Point Average (GPA).
Exception: Courses below the 100 level are counted as hours attempted for financial aid purposes.

Student Grade Appeal

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.
1. Student must appeal the grade to the instructor of record within the following semester. If not resolved;
2. Student may then appeal the grade to the appropriate dean. If not resolved;
3. (Final Step) Student may then appeal the grade to the Vice President for Instruction and Student Services. The decision of the vice president is final.

HONORS/ACADEMIC ORGANIZATIONS
President's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a minimum 3.85 Grade Point Average (GPA) to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

Dean's List
1. Only students who have completed a minimum of 12 credit hours at the end of the semester are considered.
2. The student is to have a 3.500 - 3.849 GPA to qualify for the semester under consideration.
3. Unresolved "I" and "F" grades will automatically eliminate a student from this list for that particular semester. Credit for a course by examination or transfer does not affect eligibility.
4. Developmental courses do not count toward the 12 hours or the GPA.

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

Graduating with Honors
1. During the final week of the semester, the registrar will rank the candidates for associate's degrees or diplomas according to their cumulative GPA from the previous semesters of work. Each cumulative GPA will be rounded to two decimal places.
2. Each candidate with a cumulative GPA from 3.95 to 4.00 will graduate summa cum laude.
3. Each candidate with a cumulative GPA from 3.90 to 3.94 will graduate magna cum laude.
4. Each candidate with a cumulative GPA from 3.85 to 3.89 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.

Alpha Beta Gamma International Business Honor Society – Alpha Omega Chapter

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

To be considered for membership, students must:
- be currently enrolled as a full or part-time student in a qualifying business-related associate in applied science program
- have completed at least 15 hours of college-level academic credit during the previous three semesters
- have a cumulative GPA of 3.0 or higher
- demonstrate the ideals of scholarship, leadership, and cooperation
- be nominated by program faculty.

SCC Honors Program

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

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

Benefits to Honors Students
- Honors designation on the Degree/Diploma with the successful completion of program of study with a 3.5 or higher and the successfully completion of 12 hours of Honors course credit with an "A" or "B" in each course.
- WCU will accept 12 credit hours of SCC Honors courses.

To participate, contact Cheryl Contino-Conner at (828) 339.4000, ext. 4245 or via emails at Cheryl@southwesterncc.edu.

National Technical Honor Society

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 are nominated by program faculty from the student population with a 3.5 or greater grade point average and who have completed 12 hours of academic course work above the 100 level. To be eligible for membership, a nominee must be enrolled as an active student in a degree, diploma or certificate program.

Nominees 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 a citizen of their community and country.

Phi Theta Kappa International Honor Society - Alpha Eta Nu Chapter

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

To be considered for membership, a student must:
- be enrolled full-time at Southwestern Community College (12 credit hours), and have completed 24 hours on a full-time basis toward an associate's degree at Southwestern Community College
- have a cumulative GPA at Southwestern Community College of 3.50 or better for the last two semesters enrolled
- possess both ethical standards and qualities of citizenship and leadership
- complete membership formalities as prescribed by the national organization
- pay national, regional and chapter dues

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 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 twelve semester hours of curriculum courses should have been completed with a GPA of 3.00 or greater.
- The request for forgiveness should 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. Grades of A, B, and C, earned during an academic forgiveness period can count as hours earned toward graduation requirements. Grades earned during the forgiveness period will not be factored in the GPA calculation; this includes grades of A, B, and C.

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

Academic Probation

Level 1 Probation (Warning): Degree, diploma and certificate seeking students performing below a 2.0 grade point average in the previous semester will be placed on academic probation. A student on academic probation will work with his/her advisor to develop an academic plan and/or will be directed into specialized coursework. (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 two consecutive terms will be required to review and modify their academic plans with their advisor. Additionally, they may be required to limit their semester course load and will be advised to register for ACA 118 if they have not already done so. (A "Probation" notation appears on the student's transcript.)

Academic Suspension

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

Disciplinary Suspension

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

Course Substitution

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

Course substitutions from curricula outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must also be approved by the Dean of Arts and Sciences. The advisor must notify the registrar in writing of all applicable course substitutions on an individual student basis.

Curriculum Course Prerequisites

Students may not take a course until a course prerequisite has been met. There are occasions when exceptions may be deemed desirable and appropriate. The instructor and/or program coordinator and the dean/director must approve such exceptions. The documentation will be maintained on file in the dean's office.

Repeating Courses

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

Student Records

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

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

WEATHER

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

Announcements concerning college operation will be made by 6:30 a.m. on the local TV and radio stations listed 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 3:00 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 10:00 a.m. Students should report to the class/lab/clinic they would be in at 10:00 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 10:00 a.m. and use extreme caution.
3. **College Closed:** This means there are extremely hazardous conditions and no one should report to work or class.
4. **Early Dismissal:** Early Dismissal will be announced when weather conditions dictate the early dismissal of day or evening classes. This type of announcement will be made by telephone to a designee in each building on campus, who will communicate the early dismissal information to the occupants of the building.

Radio Stations:
    99.9 FM - WKSF, Asheville
    1480 AM - WPFJ, Franklin
    95.3 FM - WCQS, Asheville
    104.5 FM - WHLC, Highlands
    1590 AM - WBHN, Bryson City
    1320 AM - WKRK, Murphy
    1370 AM - WGHC, Clayton, GA
    95.9 FM - WCVP, Robbinsville
    104.1 FM - WRBN, Clayton, GA
    680 AM - WRGC, Sylva
    1050 AM - WFSC, Franklin
    104.9 FM - WQNS, Waynesville
    96.7 FM - WRFR, Franklin

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

SCC Web Page:
    www.southwesterncc.edu

Sign up for SCC Twitter notification through the SCC Web Page

FINANCIAL INFORMATION

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

Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Henrietta Heeter
Oconaluftee Institute for Cultural Arts
Graduate

When Henrietta Heeter walked across the stage in May 2009 to receive her associate degree in fine arts from Southwesten Community College, she had the distinct honor of being the first graduate of the Oconaluftee Institute for Cultural Arts.

"Through the years I tried to go back to school but I never found anything that interested me. But when I heard about the new fine arts institute, I knew right away that's what I wanted to do," said this Cherokee native.

Through a partnership with Southwestern Community College, which provides the instruction and accreditation, and the Eastern Band of Cherokee, which provides the funding, students can earn an associate's degree in fine arts.

"When I first began I was self conscious as to whether I could do it or not because it has been so long since I'd been in school," said Henrietta. "At 51, I'm older than some of my teachers. But it's been a wonderful experience and I encourage others-young or old- to take the program." Heeter plans to attend Western Carolina University for a bachelor's degree in art education and her master's in painting.

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.

TUITION AND FEES*
*Tuition for 2009-10. Tuition for 2010-11 will be available after July 1, 2010

Per Semester
Full-Time, 16 hours or more 832.00
Non-Resident Full-Time, 16 hours or more $3,892.80
Part-Time Student (per credit hour) $50.00
Non-Resident Part-Time Student (per credit hour) $241.30

OTHER FEES*
*Tuition for 2009-10. Tuition for 2010-11 will be available after July 1, 2010
Activity Fee (per semester)...$1 per credit hour.
    Maximum $16 per semester. Collected fall and spring only.
Computer Use and Technology Fee (per semester).......................$1 per credit hour.
    Maximum $16 per semester.
Exception: Curriculum students at Job Corps sites will not be assessed Student Activity or Computer Use and Technology Fees.

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
Health Occupations Aptitude Exam (if applicable) (anticipated $20).....................$15
Malpractice Insurance (subject to change) Required for following programs - per year
        Cosmetology $17
        Emergency Medical Services (per semester)...$35.50
        Health Information Technology $17
        Human Services Technology..$17
        Human Services Technology Substance Abuse...$17
        Medical Laboratory Technology $17
        Nursing Assistant $17
        Nursing (Associate Degree) $17
        Physical Therapist Assistant...$17
        Phlebotomy...$17
        Practical Nursing...$17
        Radiography...$17
        Respiratory Therapy...$17
        Therapeutic Massage $17
Late Registration Fee...$5
        (Full-time returning students registering after registration day)
Commencement Fee (Cap & Gown - subject to change)) $45
Textbooks/Supplies..................Cost varies depending on the student's curriculum.
        Check with the college bookstore for prices.

NC Senior Citizens

Tuition shall be waived for up to six credit hours per academic semester for senior citizens age 65 or older who are qualified as legal resident of North Carolina. Applicable Fees will be charged. If an eligible senior citizen enrolls in more than six credit hours, he/she shall be charged tuition and fees above six credit hours.

PAYMENT OF TUITION AND FEES

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

Methods of Payment:
Pay online with Mastercard, Visa or American Express using mySCC access
OR
Cash or Personal Check
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 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.

Students unable to pay tuition and fees in full at registration can make a one-time request to the Business Services Office for a 10 calendar day deferment. This request must be made on registration day and is a one-time only privilege. Even if a deferment is granted, students will be required to pay 25% of the tuition and fees at the time of the request.

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 Cashiers Office
Location: Jackson Campus, Balsam Center
Telephone: (828) 339.4000, ext. 290 • Toll-free: (800) 447.4091, ext. 4290
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: 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 percent 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 tenth 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 "Steps to Successfully Completing Financial Aid" section found later in this section.

Eligibility Requirements

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

Financial Need

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

Cost of Attendance
- Expected Family Contribution
Financial Need

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

Financial Aid Programs at SCC

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

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

- The Federal Pell Grant is generally awarded to undergraduate students with financial need who have not earned a bachelor's degree. Pell Grants for the 2009- 2010 school year ranged from $976 to $5,350 per year. A student's EFC will determine whether or not he is eligible and how much he will receive. If a student is eligible, he will be notified of the full-time award amount, but the amount actually paid will depend on whether he is enrolled full-time or part-time, and whether he attends for a full academic year or less.
- The Federal Supplemental Educational Opportunity Grant (FSEOG) 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 Academic Competitiveness Grant (ACG) is a federal grant for students who have recently graduated from high school and have completed a rigorous program of study in high school. The award can be paid for both first and second years in the student's program, but the student is required to have a 3.0 cumulative GPA at the end of the first year in order to receive the grant in the second year.
- The North Carolina Student Incentive Grant is available to students considered North Carolina residents for tuition purposes who have the greatest financial need (lowest EFC). Students must be enrolled full-time (12 credit hours per semester) and have filed their FAFSA early to be considered for this limited grant. Awards are made until funds are exhausted and are granted on a first-eligible/first-served basis.
- The North Carolina Community College Grant is a program established by the North Carolina General Assembly to help meet the educational costs of attending a community college. To be considered for this grant, a student must be a North Carolina resident for tuition purposes and enrolled at least half-time (6 credit hours per semester). A student's EFC will determine whether or not he is eligible and how much he will receive.
- The North Carolina Education Lottery Scholarship (ELS) is a need-based scholarship, and the student's EFC will determine whether or not he is eligible and how much he will receive. The student must be a North Carolina resident for tuition purposes, and be enrolled at least half-time (6 credit hours per semester). Filing the FAFSA will submit the student's name for consideration for this scholarship.

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

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

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

Scholarships are funds that do not have to be repaid and may be awarded based on financial need or some type of merit (such as academic) or a combination of the two. Students are encouraged to pursue scholarship opportunities throughout their communities

such as civic organizations and churches, and to research other national scholarships through reputable organizations and web sites. A limited number of scholarships are offered through the SCC Foundation and other private donors each year. The most current list of scholarships administered through SCC and the filing instructions and deadlines can be found in the Financial Aid Office or by going to the Scholarship page of the SCC web site.

Other Programs

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

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

Steps to Successfully Completing Financial Aid

1. File the FAFSA (Free Application for Federal Student Aid)
- Students should apply online at www.fafsa.ed.gov using a PIN obtained at www.pin.ed.gov to electronically sign the application. Worksheets to help prepare the application can be found at the FAFSA website, and are available at the SCC Financial Aid Office.
- The application will require information from the prior year's federal tax return. Be accurate and complete, and obtain all required signatures either by PIN or actual signature. Keep materials used to complete the FAFSA, such as worksheets, W-2s and tax forms, in case you are asked to provide them later.
- The FAFSA for the 2010-2011 school year can be filed starting January 1, 2010 and up until June 30, 2011. The 2010-2011 FAFSA will ask for information from the 2009 federal tax return. Students must file one time for each school year. The FAFSA for the school year beginning in Fall 2011 will be available January 1, 2011.
- The federal School Code for SCC is **008466**

2. Meet All Deadlines
- A FAFSA should be submitted to the U.S. Department of Education by the following dates in order to ensure timely delivery of awards. The semester refers to the date the student starts at SCC. Students filing FAFSAs after these dates will be awarded based on the best efforts of the SCC Financial Aid Office staff.
    - Fall 2010 Semester – May 1, 2010
    - Spring 2011 Semester – September 30, 2010
    - Summer 2011 Semester – February 15, 2011
- In addition to filing their FAFSA, students must submit all requested documents to the SCC Financial Aid Office before an award can be processed.

3. Be Accepted to SCC
- Complete an admissions application and meet all requirements to be accepted into a program that is eligible for financial aid. See the SCC Financial Aid Office or website for a list of eligible programs. Students will know that their admissions file is complete when they receive an acceptance letter from the SCC Admissions Office.

4. Review the Student Aid Report (SAR)
- Students will receive an email within a few days after signing their FAFSA which will link them to their SAR. If they did not provide an email address on their FAFSA, students will receive the SAR in the mail in 2-3 weeks. Students are expected to review their SAR carefully because it summarizes the information on the FAFSA, reports the Expected Family Contribution (EFC) and alerts them of any issues with their SAR. If information on the SAR is not correct, students should contact the SCC Financial Aid Office about making corrections.

5. Send Requested Documents to the Financial Aid Office
- When the SCC Financial Aid Office receives your SAR, we will review all of the eligibility criteria the school must check and notify you of any issues. You may need to provide us with additional documents if you are selected for verification by the U.S. Dept. of Education, even if this process has been performed at another institution. Please submit any requested documentation to the SCC Financial Aid Office as quickly as possible.

6. Review Award on mySCC
- Read carefully all information included in award notice on mySCC. The notice will explain how funds are credited and the rules and guidelines students must follow.

Satisfactory Academic Progress

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

Satisfactory Academic Progress is measured in two ways.
1. Students must earn a 2.0 cumulative Grade Point Average, which is consistent with the requirements for graduation or completion of a program.
2. Students are limited to the number of credit hours they may attempt before finishing a program of study. That limit is measured as 150% of the credit hours required for the student's current program. Therefore, in order to be on track to complete a program before financial aid ends, SCC requires students to complete 70% of the courses they have attempted on a cumulative basis.

If a student is not making Satisfactory Academic Progress, he will be notified and placed on financial aid probation for the next semester he is in attendance so that he will have an opportunity to regain Satisfactory Academic Progress. He will receive any financial aid for which he is eligible during this probationary term.

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 to the SCC Financial Aid Committee. Appeals should be based on mitigating circumstances such as severe illness of the student, death of an immediate family member or a change of academic program. Additional details of the Satisfactory Academic Progress policy are available in a publication from the SCC Financial Aid Office.

Withdrawals

If a student completely withdraws from all classes or stops attending all classes and has received a Pell Grant, a Federal Supplemental Educational Opportunity Grant, an Academic Competitiveness Grant or a Stafford Loan for that semester, the Financial Aid Office must determine if those funds were earned. Students earn their aid once they have attended beyond the 60% date of the semester. If more funds were disbursed than earned, the student must repay a portion of the difference. The Financial Aid Office will determine the amount the student must repay the US Department of Education (DOE) and the amount SCC must repay the DOE. If SCC is required to repay funds because of a student's full withdrawal, the student will be expected to repay SCC. The student will receive written notification from the SCC Financial Aid Office of any funds owed due to a full withdrawal.

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

For further details of this process and sample calculations, see the SCC Student Handbook. According to the SCC Withdrawal Procedure described elsewhere in this catalog, in order to withdraw a student should contact his advisor to initiate the Drop/Add form.

The form must be signed by the advisor and appropriate instructor(s) and returned to the Registrar's Office for processing.

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 themself, 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 it cannot be appealed to the U.S. Department of Education.

How to Contact the Financial Aid Office

Location: Jackson Campus, Balsam Center
Telephone: (800) 447.4091 • (828) 339.4000, ext. 4438
Fax: (828) 586.3129 • Attn: Financial Aid
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu/finaid/index.htm
E-mail: financialaid@southwesterncc.edu

STUDENT LIFE

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

Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Julie Spiro
Executive Director

Jackson County Chamber of Commerce Executive Director Julie Spiro understands the importance of community. Some of that understanding comes from her times spent at Southwestern Community College. "I like the way Southwestern concentrates on each one of us as an individual, but also our role in the community," said Julie, who received her college transfer degree at SCC and went on to graduate Summa Cum Laude from Western Carolina University with a BS in communications. Chamber director now for 10 years, Julie says she has the best job in the world. Her goal is to "every day positively impact the lives of the people who live, work and visit Jackson County."

AMBASSADORS

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

BOOKSTORE

New and used textbooks and school supplies are available in the College Bookstore located on the third floor of the Balsam Center.

Southwestern maintains a contract with College Bookstores of America to operate the bookstore. Hours of operation typically are 9 a.m. until 5 p.m., Monday through Thursday and limited hours on Friday.

CAREER CENTER

Your Key to the Real World…

The mission of the Career Center is to educate students and alumni to prepare them for successful job searches and to develop and maintain rewarding relationships with a diversity of employers and SCC faculty and staff.

Career Services offers a broad range of resources. With so many career possibilities available and a lifetime of work ahead, the Career Center encourages students to invest time in planning to achieve academic and career success. We encourage students to take advantage of the Career Center early in their college careers so they are prepared for job search or transferring to another college.

Services include:
- Career Assessment and Advising
- Career Assessments
- Research and Explore Careers
- Workshops and Seminars
- On-Line Career Library
- Interviewing Software
- Job Search and Placement Services

How to Contact the Career Center

Balsam Center, First Floor, Office 142

Telephone: : (828) 339.4000, ext. 4212

www.southwesterncc.edu/careercenter/index.htm

CLUBS AND ORGANIZATIONS

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

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

Active clubs at the time of this catalog's printing include:
- Alpha Beta Gamma Intenational Business Honor Society (ABG)
- Anime Club
- Car Club
- CJ & Cyber Crime Club
- Culinary Arts Club
- Electronics Club
- Emergency Medical Services Club
- Environmental Club
- Future Educators Club
- Health Information Technology (HIT) Club
- Human Services Technology (HSE) Club
- Latent Image Club
- Math and Science Club
- Medical Assisting Club
- National Technical Honor Society (NTHS)
- Native American Society
- New Century Scholars Club
- Nursing Club
- Outdoor Leadership Club
- Phi Theta Kappa Honor Society
- PTA Club
- Respiratory Therapy First Year Club
- Respiratory Therapy Second Year Club
- Sonography Club
- Spanish Club

CONDUCT STANDARDS

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

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

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

HOLT LIBRARY

Holt Library on the Jackson Campus, an 11,000 sq. ft. facility, houses the 40,000 book collection, periodicals, magazines & newspapers, microfilm, audiovisuals, 24 computer lab workstations, snack bar, instruction/conference room, two study rooms, and other College offices. Seating space for 120 is designated into collaborative, quiet, and silent study areas. Internet access and the Microsoft Office suite are available on the Library's computers.
- Online Access: The "My SCC" page (Library tab) gives detailed information about services and resources available for students, staff and faculty. Community patron may access this information from the library's website.
- Circulation Collection: 30,000+ books directly support academic programs, in

addition to and 170 hard-copy journals, magazines, and newspapers.
- Reference Collection: Specialized, research materials, and legal books are for in-house use.
- Reserve Collection: The faculty places materials in this collection behind the Information Desk.
- Recreational Materials: VHS, DVDs, Fiction, North Carolina Collection, and children's books.
- Online Catalog: Use the "24/7" online catalog to search by title, author, subject or keyword.
- NCLIVE: To guarantee access to scholarly resources for students' assignments, NCLIVE provides a searchable, online index to full-text articles from 16,000 print publications, including magazine articles, national and local newspapers, academic journals, and reference sources. NC LIVE is accessible for students (from home computers) from the Library's homepage.
- Live Chat 24/7: This chat service connects you with a N.C. librarian who can help you find resources, and answer your questions.
- Interlibrary Loan Services: Since Holt Library is a member of CCLINC, (a consortium of 46 N.C. community college libraries), patrons may borrow from these library collections, too. Nationwide interlibrary loan service is available through by contacting the Library staff.
- Laptops are available for use within the library building. Users must present their student I.D.
- Research Instruction: Librarians create instructional workshops to demonstrate NCLive resources, and teach information literacy and online research skills. Faculty may request a basic or customized workshop for their classes. Research assistance for individual students or faculty members is always available.
- Returning Materials: All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate or receive a transcript.
- Library Hours: Monday – Thursday (8 a.m. until 9 p.m.); Friday (8 a.m. until 5 p.m.); Saturday (9 a.m. until 1 p.m.).

LEARNING ASSISTANCE CENTER

The Learning Assistance Center (LAC) is a professionally staffed facility offering tutoring, exam proctoring, and workshops on effective learning strategies and other topics, such as documenting research papers using MLA or APA style. Students are encouraged to take advantage of over 50 hours per week of individualized instruction from professional learning consultants and specialized instructors. The LAC also provides a modern facility for the nationally certified peer tutoring program provided by Student Support Services.

The LAC area features a 16-station computer lab, six enclosed study carrels (four with computers) for individual study and tutoring, two 24 computer-station classrooms, a lounge, and a resource library. The library includes text and video resources, available for checkout, in the areas of reading, writing, literature, business and law, history, math, sciences, and "life skills," focusing on vocabulary and spelling, study skills, test preparation, and career choices. Novels and classics also are available for checkout. Instructors are invited to use resources as well and to recommend future resources. They are also welcome to use the LAC's exam proctoring service for the occasional makeup exam. Our proctoring service fully supports online classes.

LAC services and workshops are available to all SCC students and instructors free of charge. Most services are provided on a walk-in basis to ensure that students are able to obtain the help they need at the times that are most convenient for them. However, appointments may be made by calling the LAC coordinator at ext. 4325. Schedules are posted on

campus and provided online each semester for specialized services, such as advanced math assistance. Tours of the LAC are available on a drop-in basis for individuals as well as by appointment for classes.

The LAC is open from 8 a.m. until 8 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Friday during fall and spring semester. It is closed during fall and spring breaks, as well as for holidays. These and any unusual closings—due to illness, for example—known beforehand are posted to the LAC web page. Summer hours vary according to staffing. For additional information, contact the LAC Coordinator at ext. 4325, stop by Oaks Hall 101, or see the LAC website (www.southwesternccc.edu/learnasstctr/schedule. htm).

STUDENT IDENTIFICATION/LIBRARY CARDS

ID/library cards are required for all students and cost $1 per year. These cards are the property of the college and must be shown on request of a representative of the college. Students are required to be in possession of their ID cards at all times and are prohibited from loaning their ID cards to any other person for any reason. It is prohibited to use any other card except college-issued cards. ID Cards are issued in the Business Office on the Jackson and Macon campuses. Replacement cards may be obtained for a $5 charge.

STUDENT LIFE

Student Life is coordinated by the college's Student Life Committee. The committee, whose members include students, faculty, and staff, is responsible for 1) planning, coordinating and sponsoring campus-wide student activities, educational and cultural events; 2) assisting student clubs and organizations with resources and training; 3) coordinating events and programs of student clubs through the Club Council; and 4) allocating the student activity fee funds for programs and services that benefit students and student club activities. Student Life events include Welcome Back, Constitution Day, Veteran's Day, guest speakers, spelling bee, contests, special events throughout the year and Spring Fling. Student Life sponsored programs and services include 1) support for the campus literary magazine – Milestone, 2) diploma covers for graduates, 3) refreshments for student orientation events and career workshops and 4) student club support.

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

STUDENT POLICIES

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

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

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 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 one-and-one-half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at Southwestern is available from the registrar. The Career 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

The College is funded for a Title IV educational grant for students in need of academic and personal support services. The Student Support Services (SSS) Program assists first-generation, income eligible students or students with documented ADA disabilities to meet their educational and personal goals through academic co-advising, career advising, scholarship exploration, supplemental grant aid, workshops, tutoring, personal counseling, motheread/fatheread, civic and community enrichment, laptop loan program, educational support plans, referral to community services and cultural enrichment programs. The program also includes an initiative to assist students who want to transfer to a four-year institution.

A variety of assistive devices for individuals with documented disabilities are available through Student Support Services, including screen enlargers, zoom text, Dragon Naturally Speaking, JAWS, wrist supports, ergonomically designed chairs, the Kurzweil personal reader, tape recorders, electronic spell checkers and dictionaries. The level two nationally CRLA certified tutoring program has a wide variety of software to supplement the one-on-one and group tutoring sessions, including anatomy and physiology, medical terminology, chemistry, biology, spanish, accounting, algebra and geometry. Also available to students is a large resource area equipped with two open, Internet-connected computers and a wide variety of course ready, job ready and resource ready materials in video, text and software mediums.

Students wishing to participate in the Student Support Services program must complete an SSS application and participate in an intake interview.

How to Contact the Student Support Services Office

Location: Jackson Campus, Oaks Hall, Lower Level
Telephone: (828) 339.4000, ext. 4245
Toll-free: (800) 447.4091, ext. 4245
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesternccc.edu

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

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

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accomodations or modifications. Documentation should be submitted to the Student Disability Coordinator and may include results of medical or psychological tests or other professional evaluations that verify the existence of an ADA-recognized disability. Students with learning disabilities should provide a current psycho-educational evaluation that states the specific learning disability and the functional limitation within the learning environment. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

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

Facility modifications, when deemed reasonable and necessary, will be made to a structure or ingress/regress route in order to accommodate the needs of a person(s) with disabilities. Requests for facility modifications or other accommodations involving ingress/egress to a building should be directed to the director of Human Resources and Facility Development.

TOBACCO USE

Southwestern Community College prohibits the use of tobacco products in any college building. Tobacco use is allowed on college grounds in designated locations (gazebos) with proper receptacles.

TUTORING

Nationally certified through the College Reading and Learning Assocation (CRLA) at Level I and Level II, the tutoring program is available to students who would like additional help with their academic subjects. Advanced students who have excelled in a subject area are assigned to students desiring assistance. Applications to obtain a tutor or to serve as a tutor are available in the Student Support Services Office on the first floor of the Oaks Hall. Tutoring assistance is available at no cost to all SCC students. Students requesting free tutoring at Southwestern Community College will be alotted a maximum of five tutoring contact hours per week. Students may request tutors for more than one course; however, the total hours per week for each student will not exceed five hours. Online tutoring is available through Smarthinking.com. Interested students should contact the Tutor Coordinator at (828) 339.4000, ext. 4420.

CONTINUING EDUCATION

- General Information
- Admission Eligibility
- Cost
- Course Repetition
- Refund Policy
- Centers/Campus
- Pre-Registration/Enrollment

CreatingSuccess
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Dustin Wright
Police Officer

As soon as he graduated Southwestern Community College's Basic Law Enforcement Training program, Dustin Wright had a job waiting for him at the Eastern Band of Cherokee Police Department. Cherokee Police Chief Ben Reed, a 1996 Southwestern graduate, said he hired SCC graduates because he knew firsthand that their training had been thorough and rigorous. SCC trains 95 percent of law enforcement officers in Jackson, Macon, Swain, Clay, Cherokee and Graham counties. "I felt well prepared for the job," said Dustin. "The physical conditioning was challenging. Some called it rough, but I prefer to call it challenging." The course work was equally challenging, Dustin found, and he appreciated "the attention to detail, as well the vast experience of the instructors." He attributes SCC's BLET program with "helping me get my foot in the door with this job."

GENERAL INFORMATION

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.

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

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

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

BASIC SKILLS, LITERACY AND GED PREPARATION

The purpose of the Basic Skills program is to provide an educational opportunity for those students in the three-county service area who did not complete their high school education or have not received their GED or who need to improve their reading, languages or math skills. Classes are flexible; they are designed to allow for individual differences in persons, 16 and older, who have been out of the public school system from six months to 30 years or more. Due to the varying levels of motivation, ability, available time, work habits and class commitment among the students, ABE instructors work individually with students to achieve realistic goals.

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

Open enrollment is maintained throughout the year and there is at least one literacy class in each county to ensure the opportunity to permit students to enter at any time. Specialized classes are established at various locations in the service area. There is no fee for registration or for instructional materials. To enroll, call (800) 447.4091, ext. 4329, 4211 or 4262.

Adult Basic Skills, GED Preparation and Adult High School

Classes are offered on all levels from beginning reading to GED preparation. Classes are interactive and use adult learning techniques. Individualized instruction, open entry, multiple class locations and times make these classes customer friendly and facilitate student success. If you or someone you know needs to complete his education, call the SCC Center nearest you. All literacy classes are free.

You can start classes at any time and do not need to wait for the beginning of a new semester.

Compensatory Eduation (CED)

This program is designed for mentally challenged adults. The program is highly individualized and fosters a maximum level of independent living commensurate with personal ability. Instruction if offered in math, language, social science, health, community living, consumer education and vocational education.

English as a Second Language (ESL)

Instructors teach individuals from foreign countries to speak, read, and write English. This program is designed for adults who want to learn English language skills to function effectively in an English-speaking environment. Classes are small, individual instruction is provided, and student's work at their own pace. Classes are offered throughout the service area.

BUSINESS & INDUSTRY CENTER

Customized training courses for business and industry in the three county area are provided by the Business & Industry Center. Helping businesses and industries maintain their competitive edge is a primary role of the community college. Customized training courses are provided for little or no cost. Through the New and Expanding Industry program, the Focused Industry Training program or the Customized Industry Training program SCC can provide training or skill enhancement for the new worker or the experienced employee. SCC can deliver the training a business needs, whether it's quality, leadership, personnel, technical or other industry-specific training.

COMPUTER TRAINING

A variety of prescheduled and customized computer courses are available in both basic computer literacy and advanced topics. For additional information, visit www.southwesterncc.edu.

COMMUNITY SERVICE

Through this program, SCC conducts single courses, each complete in itself, 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, personal enrichment, dance, language, wellness, patient education, plus many more. Many courses are developed after requests from the community.

ONLINE PROGRAMS

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

GENERAL EDUCATION DEVELOPMENT (GED)
     Southwestern Community College is an official General Education Development Testing Center. These tests cover five broad areas: writing, reading, math, social studies and science.
     Individuals receiving a total passing score of 2250, with no single test score below 410, are awarded a High School Equivalency Certificate by the North Carolina Department of Public Instruction. This certificate is generally accepted on the same basis as a high school diploma when making application for employment, seeking a job promotion or applying for admission into a college or university.
Preparation: An individual wishing to take the GED Examination should come to SCC for an initial interview. He may select one of three ways to complete his preparation. Depending on the level of preparation necessary, he may choose to enroll in the Adult Basic Education program, High School Equivalency class or Developmental Studies.

Application Requirements: In order to take the GED examination, an individual must:
1.   Be at least 16 years of age.
2.   Submit a completed application and required credentials.
     (Applications are available at all College locations.)
3.   Attend 12 hours of preparation classes.

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

Test Sites: At the time of application, a testing schedule will be given to the applicant. GED testing sites are located in Bryson City, Cashiers, Cherokee, Franklin and on Jackson Campus. For additional information call (828) 339.4000 or (800) 447.4091, ext. 4486, or visit www.southwesternncc.edu.

HEALTHCARE PROFESSIONS TRAINING
     The College provides training for Nurse Aide I, Nurse Aide II, Nurse Aide I Refresher and for Medication Aide. Upon successful completion of the Nurse Aide I program, graduates are eligible to sit for the State Competency exams. Upon successfully passing the exam, they can work under the direction of a licensed RN performing basic nursing techniques for clients who are sick or who have chronic health problems.
     The Medication Aide program covers the six rights of medication administration of non-licensed personnel. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Students entering this program must be on the Nurse Aide Registry and have a current CPR certification.

HUMAN RESOURCE DEVELOPMENT
     SCC is committed to increasing employment of the citizens of our community. The Human Resource Development program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Contact your local SCC Center or the local Job Link Office.

INSTITUTE OF HERITAGE ARTS

In response to the vision created by the Swain County Blue Ridge National Heritage Committee, Southwestern Community College partnered with the Swain County Economic Development Committee to develop a multi-phase implementation plan for a "crafts education center." Launched in March 2006, the initial response to the Heritage Arts Institute has been remarkable. The Master Potter Certificate program is currently available at the SCC Swain Center.

Courses:
- Clay – Beginning Wheel, Intermediate Wheel, Handbuilding, Lidded Vessels, Joined Vessels, Distorted Vessel, Special Topics
- Ceramic Surfaces – Altering, Liquid Clays, Glaze Fabrication, Brushing, Trailing and Soft Stamps, Spraying
- Firing – Beginning Raku, Advanced Raku, Horsehair and Pit Firing, Wood Firing, Salt/Soda Firing
- Pottery Tool Making
- Clay Design – Special Studies
- Clay Business – Festival Planning, Execution and Participation, REAL, The Business of Art Seminars.

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, Real Estate Appraisers, Code Enforcement Officials, General Contractors, Electrical Contractors, Plumbing Contractors, Cosmetologists, Independent Auto Dealers, NC Auto Safety Inspection Mechanics, Tanning Bed Operators, Licensed Structural Pest Control Operators and Notary Public.

PUBLIC SAFETY TRAINING

Emergency Medical Services Training

The EMS Continuing Education Department program currently offers classes that introduce new students to the world of emergency medical care through Basic Life Support Education. Completion of the Medical Responder and Emergency Medical Technician - Basic class will prepare the student for examination by the State of North Carolina for official certification. Once certified by the state, students will be prepared to fill the role of a basic medical responder on a Transport Unit or in a Fire Department as a first responder.

This department also offers a wide variety of classes geared to the Advanced Life Support Programs in the area. From initial introduction to Advanced Life Support in an Intermediate EMT 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 all SCC locations and at various times throughout the year. Please refer to the Continuing Education handout for a list of classes currently being offered. In order to ensure a place in class, you must preregister.

Fire and Rescue Services Training

Various courses are offered in cooperation with individual fire and rescue departments in the service area. 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 offers the nationally-recognized firefighter certification program and the rescue certification program. The training curriculum is based on the 1992 edition of NFPA 1001 which was adopted by the North Carolina Fire and Rescue Commission in July 1993 and implemented in January 1994. The College also offers training to prepare individuals to work as a Wildland Firefighter.

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

Law Enforcement Training

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

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

The college offers the N.C. Detention Officer Certification program mandated by the North Carolina Sheriff's Education and Training Standards Commission. Other state certification programs offered include: General Instructor Training, Telecommunicator Training, Radar Training, Standardized Field Sobriety and others.

Also offered are training programs which lead to the following professional certification programs:

Law Enforcement Officers' Professional Certification Program:
- Basic, Intermediate and Advanced Certification

Criminal Justice Officers' Professional Certification Program:
- Basic, Intermediate and Advanced Certification

Professional Certificate Program for Sheriffs and Deputy Sheriffs:
- Basic, Intermediate and Advanced Certification

Professional Certificate Program for Detention Officers:
- Basic, Intermediate and Advanced Certification

To be eligible for one or more of the above programs, entry level qualifications must first be met. Awards are based on a formula, combining formal education, training and actual experience as an officer/professional in the field. Certification is awarded by the N.C. Criminal Justice Education and Training Standards Commission or the N.C. Sheriff's Education and Training Standards Commission.

Various specialized law enforcement courses are conducted in the area served by Southwestern Community College including: communications, courtroom procedures, criminal investigation, criminal law and procedure, defensive tactics, firearms training, first aid, detention and narcotics and dangerous drugs.

See the SCC, Education Programs, PSTC, website for additional information and schedules of training at www.southwesterncc.edu/pubsafety/index.htm.

TSALÍ CONFERENCE CENTER

Conference facilities for groups from 30 to 75 and services ranging from hospitality, to speaker materials, to multimedia equipment are provided by the Tsalí Conference Center. Meeting facilitation services for board retreats are also provided for a variety of for non-profit, governmental, and for-profit organizations by trained, experienced facilitators in assisting boards in goal setting and devising mission statements either at the Swain Center or at other locations.

SMALL BUSINESS CENTER

Entrepreneurs, both currently in business and contemplating starting a business, have found the Small Business Center of great value. No-fee services provided include counseling and assistance with business plans, marketing, production and accounting controls and a variety of other business issues. Additionally, the Small Business Center regularly schedules business seminars offered for a nominal fee and maintains a host of reference materials for use by business owners. Seminars are offered on a scheduled and customized basis in the three county area.

For additional information, visit www.southwesterncc.edu.

TEACHER CERTIFICATE RENEWAL

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

ADMISSION ELIGIBILTY

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

COST

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

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

0-24 hours.......................................$65
25-50 hours.....................................$125
Over 51 hours.................................$175

Some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals. Tutition shall also be waived for up to 96 contact hours of non-credit instruction, occupational, per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. Academic semesters are defined consistent with the academis periods defined by 23 NCAC 02D.0327(a)(1): Spring period: January 1- May 15; Summer period: May 16-August 15; Fall period: August 15-December 31. For the purposed of calculating the wavier, contact hours are categorized into academic semesters based on the date the course starts. (Note: This may differ from the academic semester for which the contact hours are reported.)

Other Fees: Computer Use and Technology Fee (per Occupational computer class) $5 per class. Public Safety classes are fee exempt.

COURSE REPETITION

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

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

REFUND POLICY

Registration fee refunds are granted only under the following circumstances:

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

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

CENTERS/CAMPUS
Cashiers Center
The Cashiers Center located on Frank Allen Road, contains computer labs, general classrooms and personal development facilities. In addition to coordinating general extension and curriculum needs of the Cashiers-Highlands area, this office provides community service classes and healthcare training and workshops for all three counties. For additional information call (828) 339.4000, ext. 4497 or visit www.southwesterncc.edu/centers/cashiers.htm

Cherokee Center
The Cherokee Center is located on 171 Boys Club Loop Road in Cherokee. It contains a computer lab, personal development classroom, an ITV classroom, and two general classrooms. Extension and curriculum needs of the Qualla Boundary are coordinated from this Center. For additional information, call (828) 497.7233 or visit www.southwesterncc.edu/center/cherokee.htm

Jackson Campus
Housed in the Founders Hall on the Jackson Campus, extension facilities include a computer lab and many classrooms shared with curriculum programs. The office coordinates the Extension Education division and coordinates the Basic Skills, Literacy and GED preparation programs. For additional information, call (828) 339.4000 or (800) 447.4091, ext. 4426, or visit www.southwesterncc.edu.

Macon Annex
The Macon Annex is located in downtown Franklin at 23 Macon Avenue behind the Macon County Courthouse Annex. The Macon Annex facility houses administration, computer labs, and general classrooms with GED Prep courses, English As A Second Language classes, curriculum and continuing education offerings.
The Macon Annex Center coordinates the Professional Licensure and Certification courses for the service area, as well as managing six trade programs at the Lyndon B. Johnson Job Corp Center, two programs at the Oconaluftee Job Corps and providing facilitation for special on-line extension education programs. For additional information, call (828) 339.4000, ext. 4450 or ext. 4221 or visit www.southwesterncc.edu/macon/index.htm

Jerry Sutton Public Safety Training Center
The Jerry Sutton Public Safety Training Center is located in the Macon County Industrial Park, Highway 64 West. The facility is primarily dedicated to coordinating the College's Public Safety Training Programs and has general classrooms, a computer lab, a weight training room, multipurpose room and ITV classroom.
The Fire and Rescue Training Facility and the driver training range is also located in the Industrial Park. For information about any Public Safety Training program, call (828) 369.0591 or visit www.southwesterncc.edu./pubsafety/index.htm

Swain Center
Located 5 ½ miles west of Bryson City on Highway 74 in the Luada Community, the Swain Center occupies the old Almond School. This charming old school building houses the Institute of Heritage Arts, the Small Business and Business and Industry Center, Tsali Conference Center, the Outdoor Leadership program, computer labs, general classrooms and an ITV classroom. Phone (828) 488.6413 or visit www.southwesterncc.edu/swain/index.htm

CONTINUING EDUCATION

PRE-REGISTRATION/ENROLLMENT

Pre-registration is essential on or before the date designated on course announcements or quarterly schedules. Students may preregister by calling the closest continuing education office:

Cashiers Center .... (828) 339.4000, ext.4 497
FAX: (828) 743.0458

Cherokee Center ....(828) 497.7233
FAX: (828) 497.7135

JacksonCampus...(828) 339.4000, ext. 4426
(800) 447.4091, ext. 4426
FAX: (828) 586.3129

Macon Annex... (828) 339.4000, ext. 4449
FAX: (828) 349.6310

Jerry Sutton Public Safety Training Center ....(828) 369.0591
FAX: (828) 369.2428

Swain Center ....(828) 488.6413
FAX: (828) 488.2982

Values for Teaching Excellence

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

- 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

"We feel that something unique happens between the student and the instructor at Southwestern Community College. As we honor our past and look to the future, this seemed like a good point in our college's history to describe that distinctive relationship between faculty members and students."
Gene Couch
SCC Vice President for Instruction and Student Services

Keys for Classroom Success

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

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

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

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

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

Writing Across the Curriculum

Goal of the Writing Across the Curriculum (WAC) QEP:
To improve and reinforce student writing skills across the curriculum.
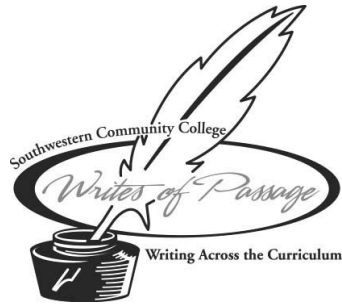
Initiative A:
Improving student writing skills in selected courses through in-class strategies.

Student workshops on effective writing strategies including:
- Gathering, organizing, and evaluating materials for research-based papers and projects
- Paraphrasing, summarizing, and using direct quotations
- Citing sources in MLA and APA format
- Plagiarism prevention
- Grammar and mechanics
- Vocabulary building and spelling
- College writing for ESL students

Initiative B:
Improving student writing in selected classes through out-of-class writing assistance from the LAC, peer tutoring, and/or Smarthinking.
In selected classes, students will be required to seek writing assistance for at least two assignments. New WAC referral forms will track the process and facilitate communication between instructors and the learning consultants and peer tutors providing writing assistance.

For more information visit www.southwesterncc.edu/WAC or call (828) 339.4000, ext. 4496.

OCONALUFTEE INSTITUTE OF CULTURAL ARTS

Fine Arts at the Oconaluftee Institute of Cultural Arts in Cherokee
Southwestern offers the Associate in Fine Arts (AFA) degree program in collaboration with the Oconaluftee Institute for Cultural Arts (OICA) in Cherokee. Southwestern's AFA program provides a thematic focus on Cherokee and other Native American arts while providing students a well-rounded education in foundational visual art skills and an understanding of historic and contemporary artistic expressions worldwide. The OICA facility includes art studios, classrooms, offices, and exhibition space. OICA hosts numerous art shows and workshops for College students and the community.

JACKSON CAMPUS

(800) 447.4091 • (828) 339-4000

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

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

College Access -Balsam Center, 1st Floor...Ext. 4394
    Linda Dyke, Director of College Access

Continuing Education - Founders Hall, 1st Floor ....Ext. 4426
    Susan McCaskill, Vice President for Extension Education & Economic Development
    Suzanne Vincent, Administrative Assistant

Health Sciences - Balsam Center, 2nd Floor..Ext. 4305
    Deb Kalvohn, Dean of Health Sciences
    Lisa Crawford, Administrative Assistant

Holt Library
    Dianne Lindgren, Director...Ext. 4269
    Vickie Lepore, Librarian...Ext. 4268

Instruction & Student Services - Bradford Hall, 3rd Floor....................Ext. 4377
    Gene C. Couch, Jr., Vice President for Instruction and Student Services
    Betsy Clayton, Administrative Assistant

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

Student Services - Balsam Center, 1st Floor
    Philip Weast, Dean of Student Services ....Ext. 4431
    Dominique Benson, Admissions Officer...Ext. 4217
    Jody Woodring, Administrative Assistant: Admissions ....Ext. 4253
    Kathy Owens, Administrative Assistant: Enrollment Services ....Ext. 4352
    Patty Kirkley, Career Planning & Placement Coordinator ....Ext. 4212
    Christy Deaver, Registrar...Ext. 4406
    Karen Reed, Administrative Assistant: Student Records...................Ext. 4219
    Jan Smith, Testing Coordinator/Enrollment Counselor ....Ext. 4332
    Melody Lawrence, Financial Aid Director ....Ext. 4224
    Suzy Gregory, Financial Aid Officer..Ext. 4315
    Cathy Setser, Administrative Assistant: Financial Aid ....Ext. 4338

Student Support Services - Oaks Hall, 1st Floor
    Cheryl Contino-Conner, Director...Ext. 4245
    Peter Buck, Counselor...Ext. 4243
    Laurie Butler, Counselor ....Ext. 4231
    Lisa Fisher, Administrative Assistant.. Ext. 4420

ACADEMIC PROGRAMS OF STUDY

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

Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Sandra Beaver
Financial Advisor

As a displaced Contel Telephone worker Sandra Beaver came to Southwestern Community College to start a whole new direction in life. First she got a degree in accounting, then returned to complete a business administration degree. "One day I saw an ad on the bulletin board at Southwestern for Edward Jones Investments. I didn't even know what the company was all about but I applied anyway. I got the job and went to work on Aug. 22, 1994 - I'll never forget the date because that same night I graduated from SCC with my business administration degree." Sandra's first job with Edward Jones was as a business office administrator. Now, some 15 years later, she moved up through the ranks to financial advisor with her own office in Sylva. "Southwestern gave me direction and for a whole new profession," said Sandra, who likes helping people take charge of their money. Her daughter, Jessica Beaver, now attends SCC as a college transfer student.

Accounting - A25100, C25100-- AAS, Certificate
Advertising and Graphic Design - A30100 ---AAS
Air Conditioning, Heating & Refrigeration Technology - C35100 ------------------- Certificate
Air Conditioning, Heating & Refrigeration Technology - D35100-------------------- Diploma
Associate in Arts - College Transfer - A10100, D10100 ----------------------------AA, Diploma
Associate in Fine Arts - A10200 --AFA
Associate in General Education - A10300 -- AGE
Automotive Systems Technology - A60160, C60160 ---------------------------- AAS, Certificate
Automotive Systems Technology - D60160 --- Diploma
Biotechnology - A20100---AAS
Business Administration - A25120, C25120 ------------------------------------- AAS, Certificate
Business Administration - Electronic Commerce - A2512I, C2512I ---------- AAS, Certificate
Civil Engineering Technology - A40140 --AAS
Computer Engineering Technology - A40160---AAS
Computer Information Technology - A25260, C25260------------------------- AAS, Certificate
Cosmetology - A55140, D55140, C55140 ---------------------------- AAS, Diploma, Certificate
Criminal Justice Technology - A55180 ---AAS
Criminal Justice Technology/Latent Evidence - A5518A, C5518A ------------ AAS, Certificate
Culinary Technology - A55200, C55200 -- AAS, Certificate
Cyber Crime Technology- A55210--AAS
Early Childhood Education - A55220, C55220 --------------------------------- AAS, Certificate
Electrical/Electronics Technology - D35220, C35220 --------------------- Diploma, Certificate
Electronics Engineering Technology - A40200--AAS
Emergency Medical Science - A45340, D45340----------------------------------- AAS, Diploma
Entrepreneurship - A25490 ---AAS
Environmental Science Technology - A20140---AAS
Gaming Management Technology - C25250-- Certificate
General Occupational Technology - A55280--AAS
Health Informatics - C453601 -- Certificate
Health Information Technology - A45360--AAS
Health Information Technolog/Medical Coding - D45360 ------------------------------ Diploma
Hotel and Restaurant Management - D25240, C25240-------------------- Diploma, Certificate
Human Services Technology - A45380 --AAS
Human Services Technology/Substance Abuse Concentration - A4538E, C4538E -------------
--- AAS, Certificate
Infant/Toddler Care - C55290--- Certificate
Lateral Entry - C55430 --- Certificate
Manicuring/Nail Technology - C55400--- Certificate
Medical Assisting - A45400 ---AAS
Medical Laboratory Technology - A45420---AAS
Medical Office Administration - A25310 ---AAS
Medical Sonography - A45440, D45440-- AAS, Diploma
Medical Transcription (HIT) - C25320 -- Certificate
Networking Technology - A25340, D25340 ------------------------------------- AAS, Diploma

Networking Technology/CISCO Certificate - C25340C ------------------------------- Certificate
Nursing - Associate's Degree - A45110 ---AAS
Occupational Education Associate - A55320, D55320 , C55320-- AAS, Diploma, Certificate
Office Adminstration - A25370, C25370-- AAS, Certificate
Office Administration - Legal Concentration - A2537A--AAS
Office Administration - Virtual Office Assistance - A2537B, C2537B -------- AAS, Certificate
Outdoor Leadership - A55330, C55330, C55331------------------------------ AAS, Certificate
Paralegal Technology - A25380 --AAS
Phlebotomy - C45600 --- Certificate
Physical Therapist Assistant - A45620--AAS
Practical Nursing - D45660-- Diploma
Pre-Major Business Administration, Accounting, Economics,
   Finance & Marketing - A1010B -- AA
Pre-Major Criminal Justice - A1010D--- AA
Pre-Major Elementary Education - A1010R-- AA
Pre-Major English Education - A1010F--- AA
Pre-Major History - A1010H --- AA
Pre-Major Middle Grades Education - A1011A--- AA
Pre-Major Nursing - A1010I --- AA
Pre-Major Physical Education - A1010J-- AA
Pre-Major Political Science - A1010K --- AA
Pre-Major Psychology - A1010L--- AA
Pre-Major Social Science Secondary Education - A1010M---------------------------------- AA
Pre-Major Sociology - A1010N-- AA
Pre-Major Special Education - A1010Z -- AA
Radiography - A45700---AAS
Real Estate Licensing - C25480 --- Certificate
Respiratory Therapy - A45720--AAS
School Age Education - A55440 --AAS
Surgical Technology - D45740--- Diploma
Surveying Technology - A40380---AAS
Sustainability Technologies - A40370--AAS
Therapeutic Massage - D45750 --- Diploma
Trades:
   *Carpentry - D35180, C35180 --------------------------------------- Diploma, Certificate
   Welding Technology - C50420-- Certificate
Web Technologies - A25290 --AAS
Web Technologies/Web Design - C25290D-- Certificate
Web Technologies/Web Programming - C25290P ------------------------------------ Certificate

* Huskins (High School) Students only
** Program approval pending from NC Community College System
These programs are offered at various times during the day, evening, online and/or weekend.
Check with your advisor about scheduling options.

ACCOUNTING

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
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
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	16	6	0	19

SPRING SEMESTER 1

ACC	121	Principles of Managerial Accounting	3	2	0	4
CTS	130	Spreadsheet	2	2	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
OST	136	Word Processing	2	2	0	3
		Totals	13	6	0	16

SUMMER SEMESTER 1

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

Choose one of the following:

BUS	230	Small Business Management	3	0	0	3
COE	112	Co-op Work Experience I	0	0	20	2
		Totals	6-9	0	0-20	8-9

FALL SEMESTER 2

ACC	129	Individual Income Taxes	2	2	0	3
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	150	Accounting Software Applications	1	2	0	2
ACC	180	Practices in Bookkeeping	3	0	0	3
ACC	221	Intermediate Accounting II	3	2	0	4
ACC	240	Gov. & Not-for-Profit Accounting	3	0	0	3
BUS	225	Business Finance	2	2	0	3
		Totals	12	6	0	15

Total Semester Hour Credits: 74-75

CERTIFICATE C25100

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accouting	3	2	0	4
ACC	121	Principles of Managerial Accounting	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	150	Accounting Software Applications	1	2	0	2
ACC	180	Practices in Bookkeeping	3	0	0	3
		Totals	12	10	0	16

Total Semester Hour Credits: 16

FACULTY
Diania McRae
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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
ENG	111	Expository Writing	3	0	0	3
GRD	121	Drawing Fundamentals I	1	3	0	2
GRD	141	Graphic Design I	2	4	0	4
GRD	145	Design Applications I	0	3	0	1
GRD	151	Computer Design Basics	1	4	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	10	14	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
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 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
GRD	167	Photographic Imaging I	1	4	0	3
PSY	150	General Psychology	3	0	0	3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	6-7	4-6	0	9

FALL SEMESTER 2

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

SPRING SEMESTER 2

GRA	220	Industry Survey	1	2	0	2
GRD	210	Airbrush I	1	2	0	2
GRD	242	Graphic Design IV	2	4	0	4
GRD	247	Design Applications IV	0	3	0	1
GRD	280	Portfolio Design	2	4	0	4
Choose one of the following:						
MKT	123	Fundamentals of Selling	3	0	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	3
Choose one of the following:						
COE	111	Co-op Work Experience 1	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: 75

FACULTY
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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	0	3	2
AHR	210	Residential Building Code	1	2	0	2
AHR	211	Residential System Design	2	2	0	3
ELC	111	Intro to Electricity	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
		Totals	19	26	3	33

CHOOSE 6 CREDITS FROM THE FOLLOWING COURSES:

AHR	212	Advanced Comfort Systems	2	6	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
COE	111	Co-op Work Experience I	0	0	10	1
COE	112	Co-op Work Experience I	0	0	20	2
COE	114	Co-op Work Experience I	0	0	40	4
ELC	112	DC/AC Electricity	3	6	0	5
MAT	115	Mathematical Models	2	2	0	3
WLD	110	Cutting Processes	1	3	0	2

Total Semester Hour Credits: 39

CERTIFICATE C35100
FALL SEMESTER 1

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

SPRING SEMESTER 1

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

Total Semester Hour Credits: 18

FACULTY
Randy Speights
rspeights@southwesterncc.edu

Through an agreement with the University of North Carolina system, SCC students can earn up to 65 hours worth of credit that will transfer to any public university in the state. There are two structured transfer options: completion of the Associate in Arts degree ensures students' transfer with junior status into most major universities; completion of the 44-hour general education core ensures transfer with sophomore status at the university. 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 or the 44-hour core should consult closely with their advisors for course-by-course equivalencies.

ASSOCIATE IN ARTS (AA) A10100
COURSE AND HOUR REQUIREMENTS

English/Composition	6
Humanities/Fine Arts	12
Social/Behavioral Science	12
Natural Science	8
Mathematics	6
Physical Education/Health	3
Other Required Hours	17
TOTAL	64

ENGLISH/COMPOSITION - Six Semester Hour Credits required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3

HUMANITIES/FINE ARTS - Twelve Semester Hour Credits required
Choose at least one Literature course

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	131	Introduction to Literature	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Literature I	3	0	0	3
ENG	252	Western World Literature II	3	0	0	3

Choose from at least two curricula

Prefix	Number	Title	Class	Lab	Clinical	Credit
ART	111	Art Appreciation	3	0	0	3
ART	114	Art History Survey I	3	0	0	3
ART	115	Art History Survey II	3	0	0	3
COM	231	Public Speaking	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French 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

Prefix	Number	Title	Class	Lab	Clinical	Credit
MUS	110	Music Appreciation	3	0	0	3
PHI	210	History of Philosophy	3	0	0	3
REL	111	Eastern Religions	3	0	0	3
REL	112	Western Religions	3	0	0	3
REL	211	Introduction to Old Testament	3	0	0	3
REL	212	Introduction to New Testament	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

SOCIAL/BEHAVIORAL SCIENCE - Twelve Semester Hour Credits required
Choose at least one History course

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	115	Introduction to Global History	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

Choose from at least two curricula - 9 hours

ANT	210	General Anthropology	3	0	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ANT	221	Comparative Cultures	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Prin. of Microeconomics	3	0	0	3
ECO	252	Prin. of Macroeconomics	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
GEO	112	Cultural Geography	3	0	0	3
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 Psych	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3

NATURAL SCIENCE - Eight Semester Hour Credits required

BIO	110*	Principles of Biology	3	3	0	4
BIO	111*	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	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	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4

Prefix	Number	Title	Class	Lab	Clinical	Credit
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

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

MATHEMATICS - Six Semester Hour Credits required

MAT	140	Survey of Mathematics	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	161	College Algebra	3	0	0	3
MAT	162	College Trigonometry	3	0	0	3
MAT	165	Finite Mathematics	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	175	Precalculus	4	0	0	4
MAT	271	Calculus I	3	2	0	4

PHYSICAL EDUCATION/HEALTH - Choose Three Semester Hour Credits

HEA	110	Personal Health/Wellness	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	3	0	1
PED	117	Weight Training I	0	3	0	1
PED	118	Weight Training II	0	3	0	1
PED	120	Walking for Fitness	0	3	0	1
PED	121	Walk, Jog, Run	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	128	Golf-Beginning	0	2	0	1
PED	130	Tennis-Beginning	0	2	0	1
PED	137	Badminton	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	163	Kayaking - Basic	0	2	0	1
PED	169	Orienteering	0	2	0	1
PED	170	Backpacking	0	2	0	1
PED	171	Nature Hiking	0	2	0	1
PED	172	Outdoor Living	1	2	0	2
PED	174	Wilderness Pursuits	0	2	0	1
PED	186	Dancing for Fitness	0	2	0	1
PED	210	Team Sports	0	3	0	1
PED	211	New Games	0	2	0	1

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. Be sure to consult the various pre-major degree options available through SCC.

Due to similarities in program requirements, students may not earn both the AA degree and an AA pre-major. Students who can document a specific reason for earning both degrees may appeal in writing to the Dean of Arts and Sciences.

Choose Seventeen Additional SHC
NOTE: The following courses can be used as electives only. They cannot be used toward the 44-hour core requirements: BIO 163, BIO 168, BIO 169, ENG 125, ENG 126, ENG 272, HIS 145, HIS 233, HUM 170, HUM 230, MAT 151A, MAT 171A, MAT 172A, MAT 175A, PSY 215, PSY 275, SPA 181 and SPA 182. Students can apply a maximum of two credit hours of ACA courses toward the completion of their degree.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
ACA	120	Career Assessment	1	0	0	1
ACA	122	College Transfer Success	1	0	0	1
ACA	220	Professional Transition	1	0	0	1
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
ANT	221	Comparative Cultures	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	Design I	0	6	0	3
ART	122	Design II	0	6	0	3
ART	131	Drawing I	0	6	0	3
ART	240	Painting I	0	6	0	3
ART	241	Painting II	0	6	0	3
ART	251	Weaving I	0	6	0	3
ART	252	Weaving II	0	6	0	3
ART	261	Photography I	0	6	0	3
ART	264	Digital Photography I	1	4	0	3
ART	281	Sculpture I	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	283	Ceramics I	0	6	0	3
ART	284	Ceramics II	0	6	0	3
ART	288	Studio	0	6	0	3
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
BIO	163	Basic Anatomy & Physiology	4	2	0	5
BIO	168	Anatomy & Physiology I	3	3	0	4
BIO	169	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
BIO	271	Pathophysiology	3	0	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	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Intro. to Chemistry Lab	0	3	0	1
CHM	132	Organic and Biochemistry	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4

Prefix	Number	Title	Class	Lab	Clinical	Credit
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 Enforcements Operations	3	0	0	3
CJC	141	Corrections	3	0	0	3
COM	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
EDU	216	Foundations of Education	3	2	0	4
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
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	131	Introduction to Literature	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Lit. I	3	0	0	3
ENG	252	Western World Lit. II	3	0	0	3
ENG	272	Southern Literature	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	3	0	0	3
GEO	111	World Regional Geography	3	0	0	3
GEO	112	Cultural Geography	3	0	0	3
HEA	110	Personal Health/Wellness	3	0	0	3
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	115	Introduction to Global History	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HIS	145	The Second World War	3	0	0	3
HIS	233	History of Appalachia	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	170	The Holocaust	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
MAT	161	College Algebra	3	0	0	3
MAT	161A	College Algebra Lab	0	2	0	1

Prefix	Number	Title	Class	Lab	Clinical	Credit
MAT	162	College Trigonometry	3	0	0	3
MAT	162A	College Trigonometry Lab	0	2	0	1
MAT	165	Finite Mathematics	3	0	0	3
MAT	165A	Finite Mathematics Lab	0	2	0	1
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	0	1
MAT	175	Precalculus	4	0	0	4
MAT	175A	Precalculus Lab	0	2	0	1
MAT	271	Calculus I	3	2	0	4
MUS	110	Music Appreciation	3	0	0	3
PED	110*	Fit and Well for Life	1	2	0	2
PED	111*	Physical Fitness I	0	3	0	1
PED	117*	Weight Training I	0	3	0	1
PED	118*	Weight Training II	0	3	0	1
PED	120*	Walking for Fitness	0	3	0	1
PED	121*	Walk, Jog, Run	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	128*	Golf-Beginning	0	2	0	1
PED	130*	Tennis-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	163*	Kayaking - Basic	0	2	0	1
PED	169*	Orienteering	0	2	0	1
PED	170*	Backpacking	0	2	0	1
PED	171*	Nature Hiking	0	2	0	1
PED	172*	Outdoor Living	1	2	0	2
PED	174*	Wilderness Pursuits	0	2	0	1
PED	186*	Dancing for Fitness	0	2	0	1
PED	210*	Team Sports	0	3	0	1
PED	211*	New Games	0	2	0	1
PHI	210	History of Philosophy	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
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	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
REL	211	Introduction to Old Testament	3	0	0	3
REL	212	Introduction to New Testament	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

Prefix	Number	Title	Class	Lab	Clinical	Credit
SOC	220	Social Problems	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	181	Spanish Lab I	0	2	0	1
SPA	182	Spanish Lab II	0	2	0	1
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3

* Limited to 2 elective credit hours

TRANSFER CORE DIPLOMA D10100

Upon completion of the 44-hour general education core, students are eligible for the Transfer Core Diploma. The diploma may assist with university transfer since it signifies that the student has completed the general education core requirements per the North Carolina Comprehensive Articulation Agreement. Some students benefit from transferring upon completion of the core diploma, while others benefit from finishing the Associate in Arts (AA) degree by adding 17 hours of transferrable electives to the core. Consult with your SCC advisor and the university which you plan to attend regarding the best option for you.

    English/Composition .... 6 credit hours
    Humanities/Fine Arts .... 12 credit hours
      (Including at least one literature course)
    Social/Behavioral Science .... 12 credit hours
      (Including at least one history course)
    Natural Science .... 8 credit hours
    Mathematics/Computer Science* .... 6 credit hours
    Total.. 44 credit hours

*CIS 110 is an option toward requirements in the transfer core diploma, but in the AA degree it counts as an elective. Students who pursue the AA degree are required to take two transferrable math courses.

FACULTY: To contact the following instructors, call 586-4091 in Sylva or (800) 447-4091 outside the area then dial their respective extensions.

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

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

Through an agreement with the University of North Carolina system, our students can earn up to 65 hours of course credit that will transfer to any public university 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. Coursework in the AFA program is aligned with the general education requirements of the state system. It is advised that all 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 advisor to assure course equivalencies and track their academic progress.

ASSOCIATE IN FINE ARTS DEGREE (AFA) A10200
VISUAL ARTS
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ART	114	Art History Survey I	3	0	0	3
ART	121	Design I	0	6	0	3
ART	131	Drawing I	0	6	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
		Totals	9	12	0	15

SPRING SEMESTER 1

ART	115	Art History Survey II	3	0	0	3
ART	122	Design II	0	6	0	3
ART	251	Weaving I	0	6	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	113	Literature-Based Research	3	0	0	3
		Totals	8	14	0	15

SUMMER SEMESTER 1

ART	288	Studio	0	6	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	6	6	0	9

FALL SEMESTER 2

ART	283	Ceramics I	0	6	0	3
BIO	111	General Biology I	3	3	0	4
ENG	131	Introduction to Literature	3	0	0	3
Choose one of the following:						
ART	281	Sculpture I	0	6	0	3
ART	231	Printmaking I	0	6	0	3
		Totals	6	15	0	13

SPRING SEMESTER 2

ART	252	Weaving II	0	6	0	3
COM	231	Public Speaking	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
Choose one of the following:						
ART	232	Printmaking II	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	284	Ceramics II	0	6	0	3
		Totals	6	12	0	12

Total Semester Hour Credits: 64

FACULTY
Joel Queen
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(828) 497.3945

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

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

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

ASSOCIATE IN GENERAL EDUCATION (AGE) A10300
I. GENERAL EDUCATION

Prefix	Number	Title	Class	Lab	Credit
ENGLISH – Six SHC required for AGE degree.					
ENG	111	Expository Writing	3	0	3
ENG	113	Literature-Based Research	3	0	3
ENG	114	Professional Research and Reporting	3	0	3
HUMANITIES/FINE ARTS – Three SHC required for AGE degree.					
***	***	Humanities Elective	3	0	3
SOCIAL/BEHAVIORAL SCIENCE – Three SHC required for AGE degree.					
***	***	Social Science Elective	3	0	3

NATURAL SCIENCE/MATHEMATICS – Three 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.

Total Curriculum Major Hour Credits: 49-50

Total Semester Hour Credits: 64-65

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
AUT	110	Introduction to Auto Technology	2	2	0	3
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
AUT	161	Basic Auto Electricity	4	3	0	5
MAT	115	Mathematical Models	2	2	0	3
		Totals	10	13	0	15

SPRING SEMESTER 1

AUT	163	Advanced Auto Electricity	2	3	0	3
AUT	163A	Advanced Auto Electricity Lab	0	3	0	1
AUT	181	Engine Performance I	2	3	0	3
AUT	181A	Engine Performance I Lab	0	3	0	1
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	11	14	0	16

SUMMER SEMESTER 1

AUT	171	Auto Climate Control	2	4	0	4
AUT	183	Engine Performance II	2	6	0	4
AUT	212	Auto Shop Management	3	0	0	3
		Totals	7	10	0	11

Diploma (D60160) awarded after first three semesters

FALL SEMESTER 2

AUT	113	Automotive Servicing I	0	6	0	2
AUT	116	Engine Repair	2	3	0	3
AUT	231	Manual Transmission/Axles/Drtrains	2	3	0	3
AUT	231A	Manual Transm/Axles/Drtrains Lab	0	3	0	1
AUT	281	Advanced Engine Performance	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	9	17	0	15

SPRING SEMESTER 2

AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Lab	0	3	0	1
AUT	221	Automatic Transmissions/Transax	2	3	0	3
AUT	221A	Automatic Transmissions/Transax Lab	0	3	0	1
AUT	283	Advanced Auto Electronics	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	9	14	0	14

Total Semester Hour Credits: 71

CERTIFICATE C60160

Prefix	Number	Title	Class	Lab	Shop	Credit
AUT	110	Intro to Auto Technology	2	2	0	3
AUT	113	Automotive Servicing I	0	6	0	2
AUT	141	Suspension & Steering Systems	2	3	0	3
AUT	141A	Suspension & Steering Systems Lab	0	3	0	1
AUT	151	Brake Systems	2	3	0	3
AUT	151A	Brake Systems Lab	0	3	0	1
Choose one of the following:						
AUT	161	Basic Auto Electricity	4	3	0	5
AUT	171	Auto Climate Control	2	4	0	4
		Totals	8-10	23-24	0	17-18

Total Semester Hour Credits: 17-18

FACULTY
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The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

This program is offered in conjunction with Asheville-Buncombe Technical Community College in Buncombe County. Students will take course work at both institutions. General education courses will be taken at Southwestern Community College and the biotechnology courses at Asheville-Buncombe Technical Community College.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A20100
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills*	0	2	0	1
BIO	111	General Biology I*	3	3	0	4
CHM	131	Introduction to Chemistry*	3	0	0	3
CHM	131A	Introduction to Chemistry Lab*	0	3	0	1
ENG	111	Expository Writing*	3	0	0	3
MAT	161	College Algebra*	3	0	0	3
		Totals	12	8	0	15

SPRING SEMESTER 1

BIO	112	General Biology II*	3	3	0	4
CHM	132	Organic & Biochemistry*	3	3	0	4
***	***	Elective SBS or HFA*	3	0	0	3
Choose one of the following sets:						
MAT	151	Statistics I*	3	0	0	3
MAT	151A	Statistics I Lab*	0	2	0	1
MAT	155	Statistical Analysis	3	0	0	3
MAT	155A	Statistical Analysis Lab	0	2	0	1
		Totals	12	8	0	15

SUMMER SEMESTER 1

BIO	275	Microbiology	3	3	0	4
BTC	181	Basic Lab Techniques	3	3	0	4
		Totals	6	6	0	8

FALL SEMESTER 2

Minimester I

BTC	285	Cell Culture	2	3	0	3

Minimester II

BTC	250	Molecular Genetics	3	0	0	3

Full Semester

CIS	110	Introduction to Computers*	2	2	0	3
BIO	140	Environmental Biology*	3	0	0	3
BIO	140A	Environmental Biology Lab*	0	3	0	1

Choose one of the following:

ENG	114	Professional Research and Reporting*	3	0	0	3
COM	231	Public Speaking*	3	0	0	3
		Totals	13	8	0	16

SPRING SEMESTER 2

BTC	286	Immunological Techniques	3	3	0	4
BTC	270	Recombinant DNA Tech	3	3	0	4
BTC	281	Bioprocess Techniques	2	6	0	4
***	***	Elective SBS or HFA*	3	0	0	3
		Totals	11	12	0	15

SUMMER SEMESTER 2

Choose one of the following:

BTC	288	Biotech Lab Experience Techniques	0	9	0	3
COE	213BT	Coop Work Experience	0	0	30	3
		Totals	0	0-9	0-30	3

Total Semester Credit Hours: 72

* Courses offered through Southwestern Community College
   Other courses are taught at Asheville-Buncombe Technical Community College

Degree awarded by Asheville-Buncombe Technical Community College

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BUSINESS ADMINISTRATION

The Business Administration curriculum introduces students to the various aspects of the free enterprise system. Students are provided with a fundamental knowledge of business functions, processes, and an understanding of today's globe-reaching business organizations.

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.

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25120

FALL SEMESTER 1

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
BUS	139	Entrepreneurship I	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
OST	136	Word Processing	2	2	0	3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	15-16	4-6	0	18

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	125	Personal Finance	3	0	0	3
ECM	210	Intro to Electronic Commerce	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Totals	14	4	0	16

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	121	Principles of Managerial Acct	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
		Totals	14	4	0	16

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	285	Business Management Issues	2	2	0	3
BUS	253	Leadership & Management Skills	3	0	0	3
BUS	270	Professional Development	3	0	0	3
Choose one of the following:						
BUS	230	Small Business Management	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
		Totals	14-15	2	0	15-16

Total Semester Hour Credits: 74-75

CERTIFICATE - C25120

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 ahead in the business world.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accouting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	13	6	0	16

Total Semester Hour Credits: -16

FACULTY

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The Electronic Commerce Concentration in Business Administration prepares graduates to enter the Internet economy with a competitive edge. As a concentration within the Business Administration curriculum, the program gives students a foundation for careers in Internet-based businesses, as well as traditional businesses adapting to the Internet economy.

The Business Administration foundation includes business concepts such as accounting, business law, economics, management and marketing. In addition to business fundamentals, students also learn to plan, create, market and manage successful business web sites.

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

SCC offers the courses required for this degree over the Internet, a convenient option for many students.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A2512I
FALL SEMESTER 1

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
ENG	111	Expository Writing	3	0	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14-16	4-6	0	17-18

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

BUS	115	Business Law I	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	260	Business Communication	3	0	0	3
ECM	168	Electronic Business	2	2	0	3
ECM	220	Electronic Commerce Planning & Implementation	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
		Totals	15	6	0	18

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
ACC	121	Principles of Managerial Accounting	3	2	0	4
ECM	230	Capstone Project	1	6	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	3
Choose one of the following:						
ECO	151	Survey of Economics	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
Choose one of the following:						
COE	111	Co-op Work Experience I	0	0	10	1
MKT	223	Customer Service	3	0	0	3
		Totals	9-12	10	0-10	14-16

Total Semester Hour Credits: 71-74

CERTIFICATE - C2512I

If you already have a college degree or business skills, you may choose to pursue a Business Administration - Electronic Commerce certificate. SCC offers the six courses required for the certificate over the Internet, a convenient format for many students. Further, the certificate course requirements earn credit toward an associate's degree in the program.

Prefix	Number	Title	Class	Lab	Clinical	Credit
ECM	168	Electronic Business	2	2	0	3
ECM	210	Introduction to Electronic Commerce	2	2	0	3
ECM	220	Electronic Commerce Planning & Implementation	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	12	12	0	18

Total Semester Hours Credit: 18

FACULTY
Carolyn Porter
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The Civil Engineering Technology curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional coursework will cover the operation of computers and application software including computer-aided drafting.

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
CIS	111	Basic PC Literacy	1	2	0	2
EGR	115	Introduction to Technology	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
***	***	Social/Behavioral Sciences Elective	3	0	0	3
		Totals	12	7	0	15

SPRING SEMESTER 1

CIV	110	Statics/Strength of Materials	2	6	0	4
CIV	125	Civil/Surveying CAD	1	6	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	0	1
SRV	110	Surveying I	2	6	0	4
		Totals	11	20	0	18

SUMMER SEMESTER 1

CIV	111	Soils and Foundations	2	3	0	3
PHY	151	College Physics I	3	2	0	4
SRV	111	Surveying II	2	6	0	4
		Totals	7	11	0	11

FALL SEMESTER 2

CIV	210	Engineering Materials	1	3	0	2
CIV	211	Hydraulics & Hydrology	2	3	0	3
CIV	212	Environmental Planning	2	3	0	3
CIV	215	Highway Technology	1	3	0	2
SRV	210	Surveying III	2	6	0	4
		Totals	8	18	0	14

SPRING SEMESTER 2

SRV	230	Subdivision Planning	1	6	0	3
SRV	240	Topographic/Site Surveying	2	6	0	4
CIV	230	Construction Estimating	2	3	0	3
CIV	240	Project Management	2	3	0	3
***	***	Humanities/Fine Arts Elective	3	0	0	3
		Totals	10	18	0	16

Total Semester Hours Credit: 74

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

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

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

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

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

CSC	134	C++ Programming	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3

Choose one of the following:

ELN	215	Semiconductor Physics	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	11	6-8	0	13-14

FALL SEMESTER 2

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

SPRING SEMESTER 2

CET	211	Computer Upgrade/Repair II	2	3	0	3
CET	245	Internet Servers	2	3	0	3
ELN	233	Microprocessor Systems	3	3	0	4
ELN	257	Telecom Software	2	3	0	3
***	***	Humanities Elective	3	0	0	3
Choose one of the following:						
COE	112	Co-Op Work Experience I	0	0	20	2
EGR	285	Design Project	0	4	0	2
		Totals	12	12-16	0-20	18

Total Semester Hour Credits: 75-76

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25260
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	11	9	0	15

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
NOS	130	Windows Single User	2	2	0	3
		Totals	12	8	0	15

SUMMER SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
***	***	Social Science Elective	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER II

Prefix	Number	Title	Class	Lab	Clinical	Credit
CSC	139	Visual BASIC Programming	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	230	Windows Admin I	2	2	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
		Totals	13	12	0	18

SPRING SEMESTER II

			Class	Lab	Clinical	Credit
COE	111	Co-op Work Experience I	0	0	10	1
CTS	250	User Support & Software Evaluation	2	2	0	3
CTS	287	Emerging Technologies	3	0	0	3
CTS	289	System Support Project	1	4	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	11	8	10	16

Total Semester Hour Credits: 73

COMPUTER INFORMATION TECHNOLOGY CERTIFICATE C25260

FALL SEMESTER

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

SPRING SEMESTER

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

Total Semester Hour Credits: 18

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COSMETOLOGY

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and 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
COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	0	24	8
		Totals	4	0	24	12

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	113	Cosmetology Concepts II	4	0	0	4
COS	114	Salon II	0	0	24	8
ENG	111	Expository Writing	3	0	0	3
***	***	Elective	1	2	0	2
		Totals	8	2	24	17

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
***	***	Elective	3	0	0	3
		Totals	7	0	12	11

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	0	21	7
MAT	115	Mathematical Models	2	2	0	3
***	***	Elective	2	2	0	3
		Totals	6	4	21	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
Choose one of the following:						
BUS	230	Small Business Management	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
		Totals	12-13	0	0	12-13

Total Semester Hour Credits: 67-68

DIPLOMA D55140 (1500 Hours)

FALL SEMESTER 1

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

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

Total Semester Hour Credits: 47

CERTIFICATE C55140 (1500 Hours)

FALL SEMESTER 1

COS	111	Cosmetology Concepts I	4	0	0	4
COS	112	Salon I	0	0	24	8
		Totals	4	0	24	12

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

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

FALL SEMESTER 2

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

Total Semester Hour Credits: 41

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

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

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

CERTIFICATE - C55400
FALL SEMESTER 1

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

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
COS	222	Manicure/Nail Technology II	4	0	6	6

Total Semester Hour Credits: 12

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
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
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	CJ Elective	1-3	0-2	0	2-3
		Totals	15-17	2-4	0	17-18

SPRING SEMESTER 1

CJC	113	Juvenile Justice	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	CJ Elective	1-3	0-2	0	2-3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	15-18	2-6	0	18-19

SUMMER SEMESTER 1

COE	111	Co-op Work Experience I	0	0	10	1
		Totals	0	0	10	1

FALL SEMESTER 2

CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	215	Organization & Administration	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
COM	110	Introduction to Communication	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
***	***	Humanities Elective	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: 69-71

POSSIBLE ELECTIVES

CJC	114	Investigative Photography	1	2	0	2
CJC	120	Interviews/Interrogations	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	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
CJC	256	Forensic Surverying	2	3	0	3

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Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) - A5518A
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	144	Crime Scene Processing	2	3	0	3
CJC	251	Forensic Chemistry I	3	2	0	4
ENG	111	Expository Writing	3	0	0	3
		Totals	15	7	0	18

SPRING SEMESTER 1

CJC	113	Juvenile Justice	3	0	0	3
CJC	114	Investigative Photography	1	2	0	2
CJC	131	Criminal Law	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
CJC	252	Forensic Chemistry II	3	2	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	16	6	0	19

SUMMER SEMESTER 1

PSY	150	General Psychology	3	0	0	3

Choose one of the following:

MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	5-6	0-2	0	6

FALL SEMESTER 2

CJC	132	Court Procedure and Evidence	3	0	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
CJC	245	Friction Ridge Analysis	2	3	0	3
CJC	250	Forensic Biology I	2	2	0	3
		Totals	13	5	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	120	Interviews/Interrogations	1	2	0	2
CJC	146	Trace Evidence	2	3	0	3
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	246	Advanced Friction Ridge Analysis	2	3	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	8	0	14

Total Semester Hour Credits: 72

CERTIFICATE C5518A
REQUIRED COURSES

Prefix	Number	Title	Class	Lab	Clinical	Credit
CJC	144	Crime Scene Processing	2	3	0	3
CJC	222	Criminalistics	3	0	0	3
CJC	251	Forensic Chemistry I	3	2	0	4

Choose one of the following:

CJC	114	Investigative Photography	1	2	0	2
CJC	250	Forensic Biology I	2	2	0	3

Choose one of the following:

CJC	146	Trace Evidence	2	3	0	3
CJC	245	Friction Ridge Analysis	2	3	0	3
CJC	252	Forensic Chemistry II	3	2	0	4

Semester Hour Credits: 15-17

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55200
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	6	14	0	13

SPRING SEMESTER 1

CUL	112	Nutrition for Foodservice	3	0	0	3
CUL	240	Advanced Culinary Skills	1	8	0	5
CUL	260	Baking II	1	4	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	10	14	0	17

SUMMER SEMESTER 1

COE	112	Co-op Work Experience I	0	0	20	2
		Totals	0	0	20	2

FALL SEMESTER 2

BUS	153	Human Resource Management	3	0	0	3
CUL	250	Classical Cuisine	1	8	0	5
ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Social Science Elective	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	13	10	0	18

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
BUS	230	Small Business Management	3	0	0	3
CUL	120	Purchasing	2	0	0	2
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Service Lab	0	2	0	1
CUL	180	International & American Region Cuisine	1	8	0	5
***	***	Humanities Elective	3	0	0	3
		Totals	11	10	0	16

Total Semester Hour Credits: 66

CERTIFICATE - C55200

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	5	12	0	11

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
BUS	153	Human Resource Management	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	4	2	0	5

Total Semester hour Credits: 16

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
CCT	110	Introduction to Cyber Crime	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
NOS	110	Operating System Concepts	2	3	0	3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	11-12	5-7	0	14

SPRING SEMESTER 1

CCT	112	Ethics and High Technology	3	0	0	3
CCT	121	Computer Crime Investigation	3	2	0	4
NET	110	Networking Concepts	2	2	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
***	***	Approved Elective	1-3	2-4	0	2-4
		Totals	14-16	8-10	0	18-20

SUMMER SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

CCT	231	Technology Crimes & Law	3	0	0	3
CCT	240	Data Recovery Techniques	2	3	0	3
CCT	250	Network Vulnerabilities I	2	2	0	3
CJC	231	Constitutional Law	3	0	0	3
CTS	120	Hardware/Software Support	2	3	0	3
		Totals	12	8	0	15

SPRING SEMESTER 2

CCT	241	Advanced Data Recovery	2	3	0	3
CCT	251	Network Vulnerabilities II	2	2	0	3
CCT	285	Trends in Cyber Crime	2	2	0	3
CCT	289	Capstone Project	1	6	0	3
CJC	131	Criminal Law	3	0	0	3
		Totals	10	13	0	15

Total Semester Hour Credits - 71-73

*Criminal Justice Elective:

CCT	220	Forensic Accounting	3	3	0	4
CJC	114	Investigative Photography	1	2	0	2
CJC	120	Interviews/Interrogations	1	2	0	2
NET	125	Routing & Switching I	1	4	0	3
NOS	220	Linux/UNIX Admin I	2	2	0	3

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The purpose of the Developmental Studies program is to provide an educational opportunity for students to increase their foundation skills in preparation for regular curriculum courses. Pre-curriculum courses are designed to provide individualized and group instruction in the areas of reading, standard written English, and mathematics.

These courses are required of students who do not achieve minimum scores on one or more sections of the college placement test and recommended to students on probation or suspension. Also, curriculum students who made a sufficient score on the college placement test but who desire to sharpen their skills for regular curriculum composition or math courses may choose to take developmental course work.

The college placement test results determine the pre-curriculum course areas and levels appropriate for students. Preferably, course work should be taken prior to, or concurrently with, first-year curriculum studies to avoid extending the total time for graduation.

Prefix	Number	Title	Class	Lab	Credit
BIO	090	Foundations of Biology	3	2	4
CHM	090	Chemistry Concepts	4	0	4
CIS	070	Fundamentals of Computing	0	2	1
ENG	060	Speaking English Well	2	0	2
ENG	075	Reading & Language Essentials	5	0	5
ENG	085	Reading & Writing Foundations	5	0	5
ENG	090	Composition Strategies	3	0	3
ENG	090A	Composition Strategies Lab	0	2	1
ENG	095	Reading & Comprehension Strategies	5	0	5
MAT	050	Basic Math Skills	3	2	4
MAT	060	Essential Mathematics	3	2	4
MAT	070	Introductory Algebra	3	2	4
MAT	080	Intermediate Algebra	3	2	4
RED	080	Introduction to College Reading	3	2	4
RED	090	Improved College Reading	3	2	4

The Developmental Studies program is open to students on a year-round basis. Upon course completion, students will have developed:

1. academic skills in the content areas of reading, standard written English, and/or mathematics.
2. expanded vocabulary and higher-level thinking skills.
3. responsibility for effective time management, learning styles, and study strategies.
4. enhanced self-confidence, positive attitude, motivation, and commitment to learning.
5. basic computer and keyboarding skills.

ACADEMIC RELATED AND ORIENTATION CLASSES

Prefix	Number	Title	Class	Lab	Credit
ACA	115	Success & Study Skills	0	2	1
ACA	118	College Study Skills	1	2	2
ACA	120	Career Assessment	1	0	1
ACA	122	College Transfer Success	1	0	1
ACA	220	Professional Transition	1	0	1

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

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

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

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	119	Introduction to Early Childhood Education	4	0	0	4
EDU	144	Child Development I	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	13	2	0	12-13

SPRING SEMESTER 1

EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14-15	0-2	0	15

SUMMER SEMESTER 1

EDU	184	Early Childhood Introductory Practicum	1	3	0	2
EDU	221	Children with Exceptionalities	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	7	3	0	8

FALL SEMESTER 2

EDU	131	Child, Family, & Community	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
PSY	150	General Psychology	3	0	0	3

FALL SEMESTER 2 continued
Choose one of the following tracks:
Early Childhood General Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	154	Social/Emotion/Behavorial Dev.	3	0	0	3
EDU	288	Advanced Issues in Early Childhood	2	0	0	2

Special Education/Inclusion Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	223	Specific Learning Disabilities	3	0	0	3
EDU	247	Sensory and Physical Disabilities	3	0	0	3

Administration Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	153	Human Resource Management	3	0	0	3
EDU	261	Early Childhood Administration I	3	0	0	3
		Totals	17-18	0	0	17-18

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	259	Curriculum Planning	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	280	Language & Literacy Experiences	3	0	0	3
EDU	284	Early Child Captstone Practice	1	9	0	4

Choose one of the following tracks:
Early Childhood General Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	162	Observation and Assessment in ECE	3	0	0	3
EDU	251	Exploration Activities	3	0	0	3

Special Education/Inclusion Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	222	Learners with Behavior Disorders	3	0	0	3
EDU	248	Development Delays	3	0	0	3

Administration Track

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3
		Totals	15	11	0	19

Total Semester Hour Credits: 71-73

CERTIFICATE - C55220

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

Total Semester Hour Credits: 16

FACULTY

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

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

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

DIPLOMA D35220

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
COE	112	Co-op Work Experience I	0	0	20	2
DFT	117	Technical Drafting	1	2	0	2
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
ELC	114	Basic Wiring II	2	6	0	4
ELC	116	Telecom Cabling	1	2	0	2
ELC	117	Motors and Controls	2	6	0	4
ELC	128	Introduction to PLC	2	3	0	3
ELN	131	Electronic Devices	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
		Totals	22	38	20	38

Total Semester Hour Credits: 38

CERTIFICATE - C35220
FALL SEMESTER 1

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

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
		Totals	4	12	0	8

Total Semester Hour Credits: 17

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ELECTRONICS ENGINEERING TECHNOLOGY

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A40200

FALL SEMESTER 1

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

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ELC	128	Introduction to PLC	2	3	0	3
ELN	131	Semi Conductor Applications	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	8	0	13

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ELN	132	Linear IC Applications	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3

Choose one of the following:

Prefix	Number	Title	Class	Lab	Clinical	Credit
ELN	215	Semiconductor Physics	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	12	6-8	0	14-15

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
CET	111	Computer Upgrade/Repair I	2	3	0	3
ELN	229	Industrial Electronics	2	4	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ELN	275	Troubleshooting	1	3	0	2
		Totals	11	16	0	17

SPRING SEMESTER 2

ELN	152	Fabrication Techniques	1	3	0	2
ELN	231	Industrial Controls	2	3	0	3
ELN	258	FCC Commercial License Prep	3	0	0	3
ELN	264	Advanced Communication	4	3	0	5
***	***	Humanities Elective	3	0	0	3
Choose one of the following:						
COE	112	Co-op Work Experience I	0	0	20	2
EGR	285	Design Project	0	4	0	2
		Totals	13	9-13	0-20	18

Total Semester Hour Credits: 75-76

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The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industries, educational institutions, and government agencies.

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
EMS	110	EMT-Basic	5	6	0	7
EMS	150	Emergency Vehicles & EMS Communication	1	3	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
		Totals	14	14	0	19

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical Practicum I	0	0	6	2
EMS	130	Pharmacology I for EMS	1	3	0	2
EMS	131	Advanced Airway Management	1	2	0	2
		Totals	7	11	6	13

SUMMER SEMESTER 1

EMS	220	Cardiology	2	6	0	4
EMS	221	EMS Clinical Practicum II	0	0	9	3
EMS	230	Pharmacology II for EMS	1	3	0	2
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	6	9	9	12

FALL SEMESTER 2

EMS	140	Rescue Scene Management	1	3	0	2
EMS	210	Advanced Patient Assessment	1	3	0	2
EMS	231	EMS Clinical Practicum III	0	0	9	3
EMS	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	8	12	9	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	235	EMS Management	2	0	0	2
EMS	240	Special Needs Patients	1	2	0	2
EMS	241	EMS Clinical Practicum IV	0	0	9	3
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	9	7	9	15

Total Semester Hour Credits: 74

DIPLOMA D45340   EVENING PROGRAM
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
EMS	131	Advanced Airway Management	1	2	0	2
MAT	110	Mathematical Measurement	2	2	0	3
		Totals	6	7	0	9

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy and Physiology II	3	3	0	4
EMS	120	Intermediate Interventions	2	3	0	3
EMS	121	EMS Clinical Practicum I*	0	0	6	2
EMS	130	Pharmacology I for EMS	1	3	0	2
		Totals	6	9	6	11

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	220	Cardiology	2	6	0	4
EMS	221	EMS Clinical Practicum II**	0	0	9	3
EMS	230	Pharmacology II for EMS	1	3	0	2
		Totals	3	9	9	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	231	EMS Clinical Practicum III***	0	0	9	3
EMS	250	Advanced Medical Emergencies	2	3	0	3
EMS	260	Advanced Trauma Emergencies	1	3	0	2
		Totals	3	6	9	8

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
EMS	240	Special Needs Patients	1	2	0	2
EMS	270	Life Span Emergencies	2	2	0	3
EMS	285	EMS Capstone	1	3	0	2
		Totals	4	7	0	7

Total Semester Hour Credits: 44

  * Clinical may be completed on Tuesday, Thursday, Saturday, or Sunday for a total of 96 hours
  ** Clinical may be completed Sunday-Satuday for a total of 144 hours
  *** Clinical may be completed Sunday-Saturday for a total of 144 hours.
Prerequisite: SCC's EMS Evening Diploma program is an EMT-Intermediate through Paramedic curriculum.

ADMISSIONS CRITERIA

The admission requirements for the Emergency Medical Science program is as follows:

PHASE I - To be completed by May 15

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED). 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 assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c) Successful completion of a college-level math, algebra, English and computer literacy course.
6. Submit a copy of a current/valid North Carolina drivers license.
7. Be 18 years of age by the end of the first semester of the program.
   Exception: current high school students must turn 18 within one year of completion of EMS 110
8. Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a program faculty member prior to seeking admission.

PHASE II

Those individuals who have completed all the components of Phase I requirements are notified of provisional acceptance status and 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. These forms should be sent to the program director. Once satisfactory health forms have been received, the Admissions Office will send a letter of acceptance.

Notes:

1. The EMS program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and supporting documents submitted by May 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. Further more, if the number of prospective students who complete Phase I requirements exceeds the number of available slots, the college may use a competitive admission/

selection process to include a personal interview.

2. Selected learning experiences (clinical education) will be provided at cooperating emergency medical care providers. Students are responsible for providing their own transportation to these sites.
3. The program requires that students maintain a high level of academic and clinical performance. Failure to meet these standards will prevent normal progression through the program.
4. Applicants are responsible for submitting all the necessary records to the Admissions Office.
5. Applications must be updated annually by applicants who were not accepted the previous year.
6. Applicants may take non-EMS, general education and related course work prior to being accepted into the program.
7. All students accepted into the program must successfully obtain EMT-Basic certification upon completion of the first semester. Failure to do so will prevent progression through the program.
8. Students who already hold current EMT-Basic or EMT Intermediate (state or national) may be eligible for advanced placement credit.
9. Current high school students meeting program requirements may only be accepted into EMS certificate program

BRIDGING PROGRAM COURSE WORK

The Emergency Medical Science Bridging program is designed to allow a currently 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, students must:
1. Meet SCC's institutional requirements for admission as an EMS student.
2. Hold current certification as an EMT-Paramedic.
3. Hold current certificate in the following:
   a) Advanced Cardiac Life Support (ACLS);
   b) Basic Trauma Life Support or Prehospital Trauma Life Support (BTLS-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
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professionsl Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	20	8	0	23

EMERGENCY MEDICAL SCIENCE COURSES

EMS	140	Rescue Scene Management	1	3	0	2
EMS	235	EMS Management	2	0	0	2
EMS	280	EMS Bridging Course	2	2	0	3
		Totals	5	5	0	7

Total Semester Hour Credits: 30

Notes

A student who holds an active, basic or intermediate level of state certification may be eligible for advance placement credit. Student must provide an official copy of current/active licensure or certification and proof of training completed to the admissions office. 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.

All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/ or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.

All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

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The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)   A25490
FALL SEMESTER 1

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
ENG	111	Expository Writing	3	0	0	3
ETR	210	Introduction to Entrepreneurship	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	14	2	0	15

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
ECM	210	Intro to Electronic Commerce	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
ETR	230	Entrepreneur Marketing	3	0	0	3
Choose one of the following:						
MAT	115	Mathematical Models	2	2	0	3
MAT and	151	Statistics I	3	0	0	3
MAT	151A	Statistics I lab	0	2	0	1
		Totals	13-14	6	0	16-17

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
ETR	220	Innovation and Creativity	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	121	Principles of Managerial Accounting	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	260	Business Communication	3	0	0	3
CTS	130	Spreadsheet	2	2	0	3
ETR	270	Entrepreneurship Issues	3	0	0	3
		Totals	14	4	0	16

SPRING SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
BUS	270	Professional Development	3	0	0	3
BUS	280	REAL Small Business	4	0	0	4
ECO	251	Principles of Microeconomics	3	0	0	3
ETR	240	Funding for Entrepreneurs	3	0	0	3
		Totals	16	0	0	16

Total Semester Hour Credits: 72-73

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In conjunction with Blue Ridge Community College, the Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of man's impact on his environment.

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

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A20140

FALL SEMESTER 1 - Southwestern Community College

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills	0	2	0	1
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	0	3	1
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
ENG	111	Expository Writing	3	0	0	3
Choose one of the following:						
MAT	121	Algebra/Trigonometry I	2	2	0	3
MAT	161	College Algebra	3	0	0	3
		Totals	11-12	5-7	3	15

SPRING SEMESTER 1 - Southwestern Community College

BIO	111	General Biology I	3	3	0	4
CHM	132	Organic and Biochemistry	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	15	6	0	17

SUMMER SEMESTER 1 - Blue Ridge Community College

CIS	110	Introduction to Computers	2	2	0	3
***	***	Major Course Elective	2-5	0-3	0-30	6
		Totals	4-7	2-5	0-30	9

FALL SEMESTER 2 - Blue Ridge Community College

BIO	240	Waste Management	3	0	0	3
EHS	114	OSHA Regulations	4	0	0	4
ENV	218	Environmental Health	3	0	0	3
PHS	130	Earth Science	3	2	0	4
***	***	Major Course Elective	3	0	0	3
		Totals	16	2	0	17

SPRING SEMESTER 2 - Blue Ridge Community College

ENV	214	Water Quality	3	2	0	4
ENV	222	Air Quality	3	2	0	4
ENV	228	Environmental Issues	1	0	0	1
ENV	226	Environmental Law	3	0	0	3
		Totals	10	4	0	12

Total Semester Hour Credits: 70

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

BIO	112	General Biology II	3	3	0	4
BIO	120	Introduction to Botany	3	3	0	4
BIO	130	Introduction to Zoology	3	3	0	4
BIO	145	Ecology	3	3	0	4
BIO	170	Introduction to Microbiology	3	3	0	4
COE	111	Co-op Work Experience I	0	0	10	1
COE	112	Co-op Work Experience I	0	0	20	2
COE	113	Co-op Work Experience II	0	0	30	3
EHS	112	Industrial Hygiene	5	0	0	5
EHS	215	Incident Management	3	2	0	4
ENV	224	Land Resource Management	3	2	0	4
ENV	236	Wetlands Science	2	2	0	3
FOR	171	Introduction to Forest Resources	3	0	0	3
GIS	111	Introduction to GIS	2	2	0	3
MAT	161A	College Algebra Lab	0	2	0	1

Degree awarded by Blue Ridge Community College

ADVISOR
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The Gaming Management curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and administrative positions in the gaming industry.

Coursework includes gaming operations, guest relations and customer service, gaming facility management, marketing, gaming law and regulations, personnel administration, accounting and controls, security and surveillance, social issues in gaming, and other areas critical to the success of gaming industry professionals.

Graduates should qualify for supervisory or entry-level management positions, gaming operations, marketing, finance, food and beverage, and facilities coordination.

CERTIFICATE C25250

Prefix	Number	Title	Class	Lab	Clinical	Credit
GAM	110	Introduction to Gaming Industry	3	0	0	3
GAM	112	Guest Relations & Customer Service	2	2	0	3
GAM	170	Survey of Casino Games	2	2	0	3
GAM	230	Casino Marketing	3	0	0	3
GAM	250	Personnel Administration - Casinos	3	0	0	3
HRM	122	Casino/Gaming Management	2	0	0	2
		Totals	15	4	0	17

Total Semester Hour Credits: 17

ADVISOR
Thom Brooks
tbrooks@southwesternncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4202

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55280
I. GENERAL EDUCATION

Prefix	Number	Title	Class	Lab	Credit
ENGLISH - Six SHC required for AAS degree.					
ENG	111	Expository Writing	3	0	3
ENG	114	Professional Research and Reporting	3	0	3

HUMANITIES/FINE ARTS - Three Semester Hour Credits **required for AAS degree.**

***	***	Humanities Elective	3	0	3

SOCIAL/BEHAVIORAL SCIENCE - Three Semester Hour Credits **required for AAS degree.**

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

NATURAL SCIENCE/MATHEMATICS -Three Semester Hour Credits **required for AAS degree.**

MAT	110	Mathematical Measurement	2	2	3

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

General Education Totals: 15/16

II. CURRICULUM MAJOR HOURS

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

Total Curriculum Major Hour Credits: 49

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

ACA	115	Success & Study Skills	0	2	1
CIS	111	Basic PC Literacy	1	2	2
Or choose:					
CIS	110	Introduction to Computers	2	2	3

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

ADVISOR
Debra Klavohn
debm@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4331

This program teaches students the skills to process, analyze and report health information. It places you right where healthcare meets the cutting edge of technology.

HIT graduates 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.

Upon successful completion of the program, graduates will be eligible to take the national certification examination to become a Registered Health Information Technician (RHIT). Graduates with the coding diploma, may choose to take a national coding certification examination to become a Certified Coding Specialist (CCS). Employment opportunities exist in acute care hospitals, ambulatory care, rehab facilities, long-term care, hospice, outpatient clinics, physician offices, mental health facilities, law firms, pharmaceutical companies, insurance companies and managed care organizations. With the transcription certificate graduates may be able to work from home or start their own business.

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
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
HIT	110	Fundamentals of HIM	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
		Totals	13	5	0	15

SPRING SEMESTER 1

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
MAT	110	Mathematical Measurement	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
		Totals	13	8	0	16

SUMMER SEMESTER 1

HIT	112	Health Law & Ethics	3	0	0	3
HIT	220	Computers in Healthcare	1	2	0	2
HIT	226	Principles of Disease	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	10	2	0	11

FALL SEMESTER 2

HIT	122	Professional Practice Experience I	0	0	3	1
HIT	212	ICD-9 CM Coding	3	3	0	4
HIT	216	Quality Management	1	3	0	2
HIT	218	Management Principles in HIT	3	0	0	3
HIT	221	Life Cycle of EHR	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	12	8	3	16

SPRING SEMESTER 2

HIT	124	Professional Practice Experience II	1	0	3	2
HIT	210	Healthcare Statistics	2	2	0	3
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	3	0	2
HIT	222	Professional Practice Experience III	0	0	6	2
HIT	280	Professional Issues	2	0	0	2
		Totals	7	8	9	13

Total Semester Credit Hours: 71

ADMISSIONS CRITERIA
The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at extension 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c) Successful completion of a college-level math, algebra, English and computer literacy course.

NOTES:
1. Applicants should be able to demonstrate typing competence.
2. Applicants are responsible for submitting all the necessary records to the College Registrar's Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non Health Information Technology general education and related coursework prior to being accepted into the program.
5. All students admitted into a health science program 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.
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 be able to enroll in the Directed Practice courses: HIT 122 Directed Practice I; HIT 124 Directed Practice II; and HIT 222 Directed Practice III.

Also, prior to Directed 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 Directed Practice slots, the program is limited on the number of students that can participate in these courses. If there are more students ready to enter Directed Practice than there are clinical slots, then selection will be based on objective criteria, including GPA and progression in the program.

FACULTY
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Penny Wells
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" I came to Southwestern for its reputation and success in preparing students for jobs. "

-Ken Rhoades, Health Information Technology student, Franklin

Penny Wells,
SCC HIT Instructor

CreatingSuccess
.... the Southwestern Way

HEALTH INFORMATICS

      The Healthcare 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 - C-453601

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIT	225	Healthcare Informatics	3	2	0	4
HIT	221	Lifecycle of EHR	2	2	0	3
		Totals	5	4	0	7

SPRING SEMESTER 1

HIT	227	Informatics Project Mgt	2	2	0	3
HIT	114	Health Data Systems/Standards	2	3	0	3
		Totals	4	5	0	6

SUMMER SEMESTER 1

HIT	112	Health Law & Ethics	3	0	0	3
HIT	220	Computers in Health Care	1	2	0	2
		Totals	4	2	0	5

Total Semester Hour Credits: 18

ADMISSIONS CRITERIA
The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic

HEALTH INFORMATICS

computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See Admissions section for additional details

c) Successful completion of a college-level math, algebra, English and computer literacy course.

NOTES:
1. Applicants are responsible for submitting all the necessary records to the College Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Health Professionals may be able to advance place out of some courses. Coursework required will be program specific. A grade of "S" will be awarded for all courses that cover subject matter demonstrated mastered by the attainment and proof of current/ active licensure or certification or degree.

FACULTY
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MEDICAL CODING

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.

DIPLOMA - D45360

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
HIT	110	Fundamentals of HIM	2	0	0	2
HIT	212	ICD-9-CM Coding	3	3	0	4
MED	121	Medical Terminology I	3	0	0	3
		Totals	14	6	0	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy and Physiology II	3	3	0	4
HIT	114	Health Data Systems/Standards	2	3	0	3
HIT	124	Professional Practice Experience II	1	0	3	2
HIT	214	CPT/Other Coding Systems	1	3	0	2
HIT	215	Reimbursement Methodology	1	3	0	2
HIT	222	Professional Practice Experience III	0	0	6	2
MED	122	Medical Terminology II	3	0	0	3
		Totals	11	12	9	18

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
HIT	112	Health Law & Ethics	3	0	0	3
HIT	226	Principles of Disease	3	0	0	3
		Totals	8	2	0	9

Total Semester Hour Credits: 43

FACULTY
Penny Wells
pwells@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4362

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

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

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

DIPLOMA D25240
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
HRM	110	Introduction to Hospitality	2	0	0	2
MAT	115	Mathematical Models	2	2	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	13-14	6	0	16-17

SPRING SEMESTER 1

ACC	115	College Accounting	3	2	0	4
BUS	153	Human Resource Management	3	0	0	3
HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	220	Food & Beverage Controls	3	0	0	3
HRM	280	Hospitality Mgmt Problems	3	0	0	3
		Totals	15	2	0	16

SUMMER SEMESTER 1

COE	112	Co-op Work Experience I	0	0	20	2
HRM	240	Hospitality Marketing	3	0	0	3
		Totals	3	0	20	5

Total Semester Hour Credits: 37-38

CERTIFICATE C25240

BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
CUL	110	Sanitation & Safety	2	0	0	2
HRM	110	Introduction to Hospitality	2	0	0	2
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	11-12	2	0	12-13

Total Semester Hour Credits: 12-13

FACULTY:
Ceretta Davis
ceretta@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4256

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	12	8	0	16

SPRING SEMESTER 1

ENG	111	Expository Writing	3	0	0	3
HSE	212	Group Process II	1	2	0	2
HSE	225	Crisis Intervention	3	0	0	3
HSE	227	Children & Adolescents in Crisis	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	16	2	0	17

SUMMER SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	12	0	0	12

FALL SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
HSE	125	Counseling	2	2	0	3
HSE	155	Community Resources Management	2	0	0	2
HSE	210	Human Services Issues	2	0	0	2
HSE	220	Case Management	2	2	0	3
HSE	240	Issues in Client Services	3	0	0	3
		Totals	12	4	10	15

SPRING SEMESTER 2

COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
DDT	110	Developmental Disabilities	3	0	0	3
GRO	120	Gerontology	3	0	0	3
HSE	242	Family Systems	3	0	0	3
HSE	250	Financial Services	2	0	0	2
HSE	255	Health Problems & Prevention	2	2	0	3
		Totals	14	2	10	16

Total Semester Hour Credits: 76

Notes:

All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/ or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.

All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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Eric Sarratt
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(828) 339.4000 or (800) 447.4091, ext. 4397

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A4538E
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Introduction to Human Services	2	2	0	3
HSE	112	Group Process I	1	2	0	2
HSE	123	Interviewing Techniques	2	2	0	3
PSY	150	General Psychology	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
		Totals	12	8	0	16

SPRING SEMESTER 1

ENG	111	Expository Writing	3	0	0	3
HSE	225	Crisis Intervention	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	18	0	0	18

SUMMER SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
COE	115	Work Experience Seminar I	1	0	0	1
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
SAB	125	SAB Case Management	2	2	0	3
SAB	220	Group Techniques/Therapy	2	2	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
		Totals	12	6	10	16

SPRING SEMESTER 2

COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Experience Seminar II	1	0	0	1
HSE	242	Family Systems	3	0	0	3
HSE	255	Health Problems & Prevention	2	2	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	4	10	14

Total Semester Hour Credits: 73

CERTIFICATE C4538E

Prefix	Number	Title	Class	Lab	Clinical	Credit
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	125	SAB Case Management	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
SAB	220	Group Techniques/Therapy	2	2	0	3
SAB	240	SAB Issues & Client Services	3	0	0	3
		Totals	15	6	0	18

Total Semester Hour Credits: 18

Notes:

    All students admitted into a health science program may be required, by clinical or Co-op site, to submit to a criminal background check and/or drug testing, prior to, or during clinical education coursework. The results of these tests could affect the student's ability to progress in the program.

    All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/ or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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Eric Sarratt
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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 young children under the supervision of qualified teachers.

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 parents 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	Introduction 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

Prefix	Number	Title	Class	Lab	Clinical	Credit
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
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The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

CERTIFICATE C55430
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	245	Policies and Procedures	3	0	0	3
Choose one of the following:						
EDU	244	Human Growth/Development	3	0	0	3
PSY	241	Developmental Psychology	3	0	0	3
		Totals	6	0	0	6

SPRING SEMESTER 1

EDU	243	Learning Theory	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
		Totals	5	2	0	6

SUMMER SEMESTER 1

EDU	131	Child, Family & Community	3	0	0	3
EDU	163	Classroom Management & Instruction	3	0	0	3
		Totals	6	0	0	6

Total Semester Hour Credits: 18

ADVISOR
Barbara Putman
bputman@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4496

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
BIO	163	Basic Anatomy and Physiology I	4	2	0	5
ENG	111	Expository Writing	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	Administrative Office Procedures I	1	2	0	2
		Totals	14	4	0	16

SPRING SEMESTER 1

			Class	Lab	Clinical	Credit
MAT	110	Mathematical Measurement	2	2	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	131	Administrative Office Procedures II	1	2	0	2
MED	140	Exam Room Procedures I	3	4	0	5
MED	150	Laboratory Procedures I	3	4	0	5
		Totals	12	12	0	18

SUMMER SEMESTER 1

			Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
MED	250	Laboratory Procedures II	3	4	0	5
MED	270	Symptomatology	2	2	0	3
		Totals	8	6	0	11

FALL SEMESTER 2

			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

			Class	Lab	Clinical	Credit
MED	114	Professional Interaction & Healthcare	1	0	0	1
MED	260	MED Clinical Externship	0	0	15	5
MED	262	Clinical Perspectives	1	0	0	1
MED	264	Medical Assisting Overview	2	0	0	2
MED	276	Patient Education	1	2	0	2
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	2	15	17

Total Semester Hour Credits: 75

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 15 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 15
The applicant must:
1.   Complete an application for admission to the college.
2.   Be a high school graduate or have earned a high school equivalency diploma (GED).
3.   Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4.   Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5.   Meet the Southwestern Community College Placement Test requirement.
     This may be met by one of the following methods:
     a)   Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
     b)   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
     c)   Successful completion of a college-level math, algebra, English and computer literacy course.
6.   It is recommended that the applicant spend observation time in a medical assisting environment.
7.   Take the Health Occupations Aptitude Exam. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

Phase II

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

Phase III

Those individuals who are notified of acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1.

Notes:
1. Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-medical assisting, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program 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.
5. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
Melissa Allison
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(828) 339.4000 or (800) 447.4091, ext. 4391

The Medical Laboratory Technology curriculum prepares individuals through **online** coursework, labs, and clinical experience to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology. These procedures are to 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 are eligible to take MLT certification examinations given by the American Society of Clinical Pathologist Board of Registry or the National Certifying Agency. Employment opportunities include laboratories in hospitals, physician offices, industry and research facilities, and sales.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45420
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
*BIO	111	General Biology I	3	3	0	4
**MLT	110	Introduction to MLT	2	3	0	3
MLT	116	Anatomy & Medical Terminology	5	0	0	5
**MLT	253	MLT Practicum I (Phlebotomy clinic)	0	0	9	3
PSY	150	General Psychology	3	0	0	3
		Totals	13	6	9	18

Note:
1. Students successfully completing the first semester MLT courses and PSY 150 are eligible to take the national certification exam for phlebotomy.
2. The weekly hours for class/lab/clinical are based on a 16 week semester. Weekly hour requirements will increase if course is offered over a period less than 16 weeks.

SPRING SEMESTER 1

MLT	118	Medical Lab Chemistry	3	0	0	3
MLT	120	Hematology/Hemostasis I	3	3	0	4
MLT	125	Immunohematology I	4	3	0	5
MLT	140	Introduction to Microbiology	2	3	0	3
		Totals	12	9	0	15

SUMMER SEMESTER 1

ENG	111	Expository Writing	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	6	0	0	6

FALL SEMESTER 2

ENG	114	Professional Research & Reporting	3	0	0	3
MLT	111	Urinalysis & Body Fluids	1	3	0	2
MLT	130	Clinical Chemistry I	3	3	0	4
MLT	220	Hematology/Hemostasis II	2	3	0	3
MLT	240	Special Clinical Microbiology	2	3	0	3
		Totals	11	12	0	15

***SPRING SEMESTER 2**

MLT	215	Professional Issues	1	0	0	1
MLT	263	MLT Practicum II (Hematology/Hemostasis)	0	0	9	3
MLT	271	MLT Practicum III (Urinalysis/Serology)	0	0	3	1
MLT	272	MLT Practicum III (Chemistry)	0	0	6	2

MLT	273	MLT Practicum III (Immunohematology)	0	0	9	3
MLT	274	MLT Practicum III (Microbiology)	0	0	12	4
		Totals	1	0	39	14

Total Semester Hour Credits: 68

* BIO 111, General Biology (minimum 4 credits) is not available online through SCC. It may be taken on the Jackson Campus or through another local college or university. Credits earned at another college must be transferred to SCC.

** MLT 110 in Fall Semester 1 runs for first 8 weeks of the semester. MLT 253 in Fall Semester 1 runs for the latter 8 weeks of the Fall semester.

***Spring Semester 2, the student will spend the full 16 weeks (39 hours/week) in clinical rotations along with completing the MLT 215 course (1 hour/week) online. The clinical rotations will consist of the following: Hematology/Hemostasis, Urinalysis/Serology, Chemistry, Immunohematology and Microbiology.

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Acceptance into the program is based on the following objective criteria:

- Completion of Phase I requirements.
- Highest GPAs (grade point averages).
- The completed medical forms must indicate that you are capable of meeting the physical requirements for the program.
- Students must be 18 years of age or older by August 15, the year they plan to attend the program, in order to be accepted into the MLT program for Fall Semester.

All Phase I requirements must be completed by March 1 of the year in which the student wishes to enroll in the program. Students who complete Phase I requirements after March 1 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 for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
    This may be met by one of the following methods:
    a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

     b)   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

     c)   Successful completion of a college-level math, algebra, English and computer literacy course.

6. Completion of 8 hours of observation is recommended (not required).
7. Have a computer (PC compatible) or access to a computer.
8. Have access to word processing and spreadsheet software and Internet Explorer 6.0 or 7.0 or higher.
9. Review and make sure you have access to the technical requirements necessary for online learning at http://www.southwesterncc.edu/distlearn/blackboard/studentreadiness.htm
10. Have an approved laboratory site for performing the lab and clinical rotations if not able to attend on-campus labs.

PHASE II

1. Review of applicant GPAs (grade point averages) by program director. Individuals will be selected based on GPA, not to be below a 2.5.
2. Admissions will mail out an Acceptance Packet to selected individuals. In order to con firm their slot, the individual must complete and return all required forms by the **scheduled due dates noted in the Acceptance Packet**. Students who fail to submit required paperwork by the stated due dates will not be able to register for curriculum courses.
   The Acceptance Packet includes:
   1. Provisional Acceptance Letter
   2. Acknowledgement of Acceptance form
   3. MLT labsite information form
   4. Medical and technical/academic standards form - **Due August 1**.
3. Students must sign the signature sheet at the end of the MLT Student Policy Manual and submit it to the program coordinator by August 1. The MLT Policy Manual may be found at http://www.southwesterncc.edu/mlt
4. **Accident and malpractice insurance must be purchased in the College Business Office at the time fall tuition is paid.**

Notes:

1. All components of Phase I must be completed before moving to the Phase II requirements.
2. Applicants are responsible for submitting all the necessary records to the College Business Office.
3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Medical Laboratory, general education and related coursework prior to being accepted into the program.
5. All students admitted into a health science program 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.
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.

PROGRAM STRUCTURE

The program offers its MLT courses online. All non-MLT prefixed courses may be taken online as well. Any courses not taken at SCC must be transferred in with a grade of "C" or better and approved by the registrar's office.

Labs are offered concurrently and can be completed on campus or in the student's geographical area at a pre-approved clinical facility. Contact the program director for guidelines on selecting an off-campus clinical facility for performance of laboratory skills.

Clinical rotations take place in the first and final semester of the program and may be completed in the student's geographical area 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 2.5 on a 4.0 scale. Failure to meet these standards will prevent normal progression through the program.

STUDENT POLICY MANUAL

The student policy manual is available online at www.southwesterncc.edu/mlt   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 August 1** of the year in which they plan to enroll.

INSURANCE

Accident and malpractice insurance must be purchased prior to beginning the program. The insurance can be purchased in the College Business Office at the time fall semester tuition is paid.

ACCREDITATION

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is as follows: NAACLS, 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631, (733) 714-8880.

FACULTY

Dale Hall
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(828) 339.4000 or (800) 447.4091, ext. 4285

Andrea Kennedy
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(828) 339.4000 or (800) 447.4091, ext. 4312

Dr. Michael Rohlfing, Medical Director

MLT Website:
www.southwesterncc.edu/mlt

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

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

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25310

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	149	Medical Legal Issues	2	0	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	13	6	0	17

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
CTS	130	Spreadsheet I	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MED	121	Medical Terminology I (1st half)	3	0	0	3
MED	122	Medical Terminology II (2nd half)	3	0	0	3
OST	236	Adv. Word/Information Processing	2	2	0	3
		Totals	16	6	0	19

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	125	Personal Finance	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	148	Medical Coding Billing and Insurance	3	0	0	3
OST	184	Records Management	2	2	0	3
		Totals	12	6	0	15

SPRING SEMESTER 2

ACC	150	Accounting Software Applications	1	2	0	2
BUS	260	Business Communication	3	0	0	3
OST	138	Advanced Software Applications	2	2	0	3
OST	241	Medical Office Transcription I	1	2	0	2
OST	243	Medical Office Simulation	2	2	0	3
OST	289	Adminstrative Office Management	2	2	0	3
		Totals	11	10	0	16

Total Semester Hours Credit: 76

FACULTY
Elizabeth Haynes
ehaynes@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4240

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45440
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
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	9	11	9	16

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	169	Anatomy and Physiology II	3	3	0	4
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	9	9	15	17

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SON	121	SON Clinical Education II	0	0	15	5
SON	241	Obstetrical Sonography I	2	0	0	2
		Totals	8	0	15	13

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	114	Professional Research and Reporting	3	0	0	3
SON	220	SON Clinical Education III	0	0	24	8
SON	242	Obstetrical Sonography II	2	0	0	2
SON	250	Vascular Sonography	1	3	0	2
		Totals	6	3	24	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
SON	221	SON Clinical Education IV	0	0	24	8
SON	225	Case Studies	0	3	0	1
SON	289	Sonographic Topics	2	0	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	5	3	24	14

Total Semester Hour Credits: 75

ADMISSION CRITERIA

Suggested preparatory courses for individuals desiring a career as a Medical Sonographer would include biology, medical terminology, Basic CP Literacy, algebra and physics.

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 March 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 15

The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale on the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c) Successful completion of a college-level math, algebra, English and computer literacy course.
6. Complete eight hours of observation time in Medical Sonography at a health care facility. A form for documenting attendance is available from the Program's Advisor. It is the prospective student's responsibility to obtain necessary documentation of attendance and return the form to the Admissions Office. It is your responsibility to schedule your visits, if you have questions about possible sites see your advisor.
7. Take the Health Occupations Aptitude Examination. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II
The top 20 candidates* who have completed all parts of Phase I by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.
* As determined by GPA, HOAE score, and completion of general education courses.

PHASE III
Those individuals who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1. Qualified applicants who have not been assigned a space in the program will be placed on a waiting list for the college of application. Should a space become available, the next applicant on the list will be contacted for admission to the program.

Notes:
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. 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. Contact your advisor for detailed information about the objective selection process.
5. 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.
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 within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

DIPLOMA D45440
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
PHY	110	Conceptional Physics	3	0	0	3
PHY	110A	Conceptional Physics Lab	0	2	0	1
SON	110	Introduction to Sonography	1	3	3	3
SON	130	Abdominal Sonography I	2	3	0	3
SON	222	Selected SON Clinical Education	0	0	6	2
		Totals	6	8	9	15

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 1

SON	121	SON Clinical Education II	0	0	15	5
SON	241	Obstetrical Sonography I	2	0	0	2
		Totals	2	0	15	7

FALL SEMESTER 2

ENG	111	Expository Writing	3	0	0	3
SON	220	SON Clinical Education III	0	0	24	8
SON	242	Obstetrical Sonography II	2	0	0	2
		Totals	5	0	24	13

Total Semester Hour Credits: 45

ADMISSION REQUIREMENTS

Suggested preparatory courses for individuals desiring a career as a Medical Sonographer would include biology, medical terminology, Basic CP Literacy, algebra and physics.

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 March 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 15

The applicant must:
1. Complete an application for admission to the College.
2. Be a graduate of a two-year health science program with a focus in patient care such as Emergency Medical Science, Radiography, Nursing, or hold a bachelor's degree.
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 on the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.

This may be met by one of the following methods:

a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

c) Successful completion of a college-level math, algebra, English and computer literacy course.

6. Complete a minimum of eight hours of observation time in Medical Sonography at a health care facility. A form for documenting attendance is available from the Program's Advisor. It is the prospective student's responsibility to obtain necessary documentation of attendance and return the form to the Admissions Office. It is your responsibility to schedule your visits, if you have questions about possible sites see your advisor. (Clinical Observation Form)

7. Take the Health Occupations Aptitude Examination. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II
The top 20 candidates* who have completed all parts of Phase I by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.
* As determined by GPA, HOAE score, and completion of general education courses.

PHASE III
Those individuals who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1. Qualified applicants who have not been assigned a space in the program will be placed on a waiting list for the college of application. Should a space become available, the next applicant on the list will be contacted for admission to the program.

Notes:
1. Applicants are responsible for submitting all the necessary records to the Admissions Office.
2. 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. Contact your advisor for detailed information about the objective selection process.

5. 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.
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 within the area served by the College. Transportation and associated expenses are the sole responsibility of the student.

FACULTY
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The Medical Transcription curriculum prepares individuals to become medical language specialists who interpret and transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills and knowledge of voice processing equipment, students must master English grammar, spelling, and proofreading.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, private transcription businesses, research facilities, insurance companies, and publishing companies. After acquiring work experience, individuals can apply to the American Association for Medical Transcription to become Certified Medical Transcriptionists.

CERTIFICATE C25320

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy and Physiology	4	2	0	5
MED	121	Medical Terminology I	3	0	0	3
OST	203	Fundamentals of Med Documentation	3	0	0	3
		Totals	10	2	0	11

SPRING SEMESTER 1

MED	122	Medical Terminology II	3	0	0	3
MED	134	Medical Transcription	2	2	0	3
		Totals	5	2	0	6

Total Semester Hours: 17

ADMISSION CRITERIA

In order to enter the program the student must meet the SCC Placement Test requirement. This may be met by one of the following methods:

1. Take and pass the reading comprehension and grammar portion of the Computerized Placement Test. The test is administered several times each week on the Jackson Campus and is free of charge. To schedule a test session, contact Testing Services at ext. 4338. If you do not pass the comprehension and grammar portion of this test, it is required that you enroll in and successfully complete the appropriate developmental coursework.
2. Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details.
3. Successful completion of a college-level English course.

Notes:

1. Strong typing skills are a must. Interested students may choose to strengthen their skills by taking additional keyboarding/word processing courses.
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.

FACULTY

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25340
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	12	7	0	15

SPRING SEMESTER1

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

SUMMER SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

CTS	120	Hardware/Software Support	2	3	0	3
CTS	285	Systems Analysis & Design	3	0	0	3
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	120	Linux/UNIX Single User	2	2	0	3
NOS	230	Windows Administration I	2	2	0	3
		Totals	11	15	0	18

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
NET	225	Routing & Switching I	1	4	0	3
NET	226	Routing & Switching II	1	4	0	3
NET	289	Networking Project	1	4	0	3
NOS	220	Linux/UNIX Administration I	2	2	0	3
NOS	231	Windows Admininistration II	2	2	0	3
Choose one of the following:						
CSC	139	Visual BASIC Programming	2	3	0	3
CTS	286	Network Support	2	2	0	3
NET	113	Home Automation Systems	2	2	0	3
WEB	230	Implenting Web Servers	2	2	0	3
		Totals	9	18-19	0	18

Total Semester Credit Hours: 75

DIPLOMA D25340
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
		Totals	9	7	0	12

SPRING SEMESTER 1

CIS	115	Introduction to Programming & Logic	2	3	0	3
CTS	120	Hardware/Software Support	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
NOS	130	Windows Single User	2	2	0	3
SEC	110	Security Concepts	3	0	0	3
		Totals	11	11	0	15

FALL SEMESTER 2

NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NOS	230	Windows Administration 1	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	7	10	0	12

Total Semester Credit Hours: 39

CISCO CERTIFICATE C25340C

Prefix	Number	Title	Class	Lab	Clinical	Credit
NET	125	Networking Basics	1	4	0	3
NET	126	Routing Basics	1	4	0	3
NET	225	Routing and Switching I	1	4	0	3
NET	226	Routing and Switching II	1	4	0	3
		Totals	4	16	0	12

Total Semester Hour Credits: 12

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The Associate Degree Nursing curriculum provides knowledge and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

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 below. All nursing courses must be taken in the order they appear in the curriculum.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
NUR	111	Intro to Health Concepts	4	6	6	8
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
Choose one of the following:						
MAT	110	Mathematical Measurements	2	2	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	12	11	6	18

SPRING SEMESTER 1

NUR	112	Health-Illness Concepts	3	0	6	5
NUR	114	Holistic Health Concepts	3	0	6	5
BIO	169	Anatomy and Physiology II	3	3	0	4
PSY	241	Developmental Psychology	3	0	0	3
		Totals	12	3	12	17

SUMMER SEMESTER 1

NUR	113	Family Health Concepts	3	0	6	5
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	6	0	6	8

FALL SEMESTER 2

NUR	211	Health Care Concepts (First 8 Weeks)	3	0	6	5
NUR	212	Health System Concepts (Second 8 Weeks)	3	0	6	5
BIO	175	General Microbiology	2	2	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	3	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	9-10	4	12-15	15-16

SPRING SEMESTER 2

NUR	213	Complex Health Concepts	4	3	15	10
***	***	Humanities Elective	3	0	0	3
		Totals	7	3	15	13

Total Semester Hour Credits: 71-72

NURSING PROGRAM INFORMATION

The philosophy of the Associate Degree Nursing Program is derived from statements about the health, quality of life, achievement of potential, the individual, environment, health, nursing, the practice, and education of the Associate Degree Nurse. Within this mission, the goal of nursing faculty is to promote the highest quality of nursing care to the individual, families and significant persons, and the community. The aim is to facilitate optimum health, quality of life and achievement of potential for the individual.

The Associate Degree Nursing program supports the mission of the North Carolina Community College System and the mission of Southwestern Community College. The faculty is committed to providing accessible high quality nursing education to meet the diverse and changing health-care needs of the service area and to promoting the development of qualified students prepared for the professional role of registered nurse at the entry level.

Graduates of this program receive an Associate in Applied Science degree with a nursing major (ADN), and meet the education requirements to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse. Successful completion of the nursing program does not guarantee licensure. The Board of Nursing may not issue a license to an applicant who has been convicted of a felony.

Persons interested in entering the nursing program are encouraged to apply. Due to enrollment limitations, interested individuals are urged to begin the process of application as early as possible. Information on nursing and the program requirements are available in the Nursing Department. Applications may be obtained from the Admissions office or online.

THE SCHEDULE

The schedule is designed for full-time study. Non-nursing courses in the curriculum may be completed at the college of enrollment or wherever is most convenient for the student. Students, however, are responsible for having their transcripts for non-nursing courses taken at other colleges sent to the college of enrollment. Clinical experiences are provided in a variety of settings throughout Western North Carolina.

The structure of the nursing program permits individuals to make choices about their career in health care. After successful completion of one semester, a student is eligible to test for listing as a Nurse Aide I; after two semesters students may apply for Nurse Aide II listing.

ADMISSIONS REQUIREMENTS

All applicants for admission to the associate degree nursing program will follow a standard admission process, be given identical information regarding the nursing program and the criteria for admission, and assigned a nursing advisor who will follow the applicant through the pre-nursing period.

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. Admission application forms are available at both Jackson and Macon campuses as well as online. The applicant will also be referred from Admissions to Nursing or Nursing to Admissions for further information and processing.

PHASE I – To be completed by January 31

The criteria for admission to the nursing program include:

1. A completed college Application for Admission.
2. Evidence of high school graduation or completion of GED certificate (High School Seniors must send an interim transcript by January 31st)
3. Official copies of all high school and college course transcripts (High school seniors must have a final transcript sent within one month of graduation).
4. Satisfactory scores on the college placement test or completion of necessary remediation. (See SCC Placement Test Requirements in Admission Enrollment section.)
5. Completion of the Health Occupations Aptitude Examination, HOAE, which may be taken once in an admission cycle (February 1- January 31). (See HOAE requirements in Admission Enrollment section.)
6. Evidence of completion of chemistry at the high school level or above with a grade of "C" or better.
7. 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.
8. All grades on co-or prerequisites must be "C" or better to be eligible for fall placement.
9. All requirements must be completed by January 31 for all applicants.

PHASE II

Following completion of all criteria, the Admissions Office will notify the applicant of his or her status. After the January 31 deadline has passed, all eligible applicants will be scored in accordance with the selection system criteria:

- Up to 15 points for Health Occupation Aptitude Exam
- Grade point average is multiplied by 10: Up to 40 points
- Up to 10 points for college courses completed with a grade of "C" or better
     2 points – BIO 168
     2 points – BIO 169
     2 points – BIO 175
     2 points – CHM 131 & 131A or an equivalent or higher course
     2 points – MAT 110 or higher math course
- Up to 3 points for other educational experience or current licensure **
     1 point – Health Occupations I or Allied Health Science I
     1 point – Health Occupations II or Allied Health Science II
     1 point – LPN
     1 point – Nurse Aide I
     1 point – Nurse Aide II
     1 point - EMT
     1 point – Paramedic
     1 point – Certified Medical Assistant
     1 point – Bachelor Degree or higher
     **Must be submitted to admissions prior to January 31st deadline
- Up to 25 points for interview (39 highest ranking candidates will be interviewed)

   After the interview process is completed the points will be totaled and the 26 applicants with the highest numerical score will be accepted into the nursing program. High school students selected for the program will be given provisional acceptance contingent upon graduation from high school. Determination of eligibility for advanced placement applicants will be made based on successful completion of required coursework and available seats. These applicants will be given provisional acceptance contingent upon satisfactory completion of all prerequisite courses. Space availability for advance placement applicants will be determined at the end of the each semester. Advance placement applicants will fill available spaces beginning with the highest scoring applicant then the second highest scoring applicant etc, and moving downward until spaces are filled.

Qualified applicants who have not been assigned a space in the program will be placed on an alternate list. Should a space become available, the next applicant on the list will be contacted for admission to the program.

PHASE III

Applicants will be notified by the admissions office of provisional or alternate admission to the program, and will also receive health forms. These forms must be completed and returned to the Program Coordinator for the Associate Degree in Nursing 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. Original copies of completed health forms will be kept on file. Letters of full acceptance to the nursing program will then be sent to all accepted students.

Alternate list applicants who are accepted into the nursing program after the initial class selection have 20 days to complete their health forms and an additional 30 days to resolve any identified problems. This process will remain in effect even if classes are in session. The applicant will be permitted to attend classes while completing the required forms, but may be restricted from clinical participation until the immunization and physical forms are on file. All forms must be on file before the late-entry student may progress to the following term.

*Any applicant not selected for entry into the nursing program must resubmit an application by the next January 31 deadline to be considered for entry in the fall of that year.

READMISSION/ TRANSFER POLICY

Due to the limited number of students who may be enrolled in the nursing program, readmission and transfer into the program are possible only on a space available basis. Priority for readmission or transfer into the Southwestern Community College Associate Degree Nursing Program will be given as follows:
- Former SCC nursing students
- Advance Placement students
- Transfer students

RE-ENTERING STUDENTS

Due to the limited number of students who may be enrolled in the nursing program, readmission/transfer into the program is possible only on a space available basis. Students must have a cumulative GPA of 2.5 or greater to be considered for readmission/transfer. Priority for readmission or transfer into the Southwestern Community College program will be given as follows.

I.   Priority
    A.   Former Southwestern Community College Associate Degree Nursing Students have priority over transfer students for any available spaces in all nursing courses with the exception of NUR 111.
II.   Selection Process
    A.   Former students:
        In the event the number of Southwestern Community College students applying for readmission/transfer exceeds the number of spaces available, the cumulative nursing course average in the course unsuccessfully completed at the time of exit will be utilized and the person with the highest score will be accepted in the program.
    B.   Transfer students:
        - Up to 15 points for the health Occupation Aptitude Exam (HOAE)
        - The GPA and the Health Occupation Aptitude Exam score will be added and the candidates with the highest numerical score will be admitted to the available spaces.

III. Readmission and transfer students must meet the following criteria:
   A. The applicant must declare his/her desire to be readmitted or to transfer into the program in writing to the Dean of Student Services and the Nursing Program Director at least three (3) months prior to the term in which the student is seeking admission.
   B. 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.
   C. An applicant who must repeat a course must enter into the course in which he/she was unsuccessful.
   D. 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.

A student desiring transfer credit from any regionally accredited institution, in addition to the above, must:
   • provide official transcripts from a Board of Nursing approved Associate Degree Nursing Program for evaluation.
   • Provide copies of outline and syllabi of nursing courses for which transfer credit is requested. These documents will be reviewed by the Associate Degree Program Coordinator and nursing faculty for content compatibility with Southwestern Community College's Associate Degree in nursing courses. As each transfer situation is unique, validation of skills and knowledge may be required. Students lacking documentation of completion of a majority of the content for a course will be required to take the course. The final decision for transfer credit for nursing courses will rest with the Associate Degree Program Coordinator.

Notes:
1. 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.
2. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.
3. At any time throughout the program, a student who presents problems of physical or emotional health 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 with draw from the program.

NURSING FACULTY

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55320
GENERAL EDUCATION
English/Communication - six SHC for AAS degree or three SHC for diploma are required.

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

Humanitities / Fine Arts   Three SHC required for AAS degree.

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

Social / Behavioral Science Three SHC required for AAS degree.

PSY	150	General Psychology	3	0	0	3

Natural Science / Mathematics   Three SHC required for AAS degree.
Choose one of the following:

MAT	115	Mathematical Models	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		General Education Totals	14/15	2	0	15

MAJOR COURSES: Core - Required Courses

EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	176	Occupation Analysis & Course Dev	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	281	Instruction Strat./Reading & Writing	3	0	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
		Totals	19	4	0	21

OTHER MAJOR COURSES (For the AAS degree)

CIS	110	Introduction to Computers	2	2	0	3
EDU	161	Introduction to Exceptional Children	3	3	0	3
EDU	178	Facilities Organization & Planning	2	2	0	3
EDU	240	Work-Based Learning Practices/Tech.	3	0	0	3
EDU	275	Effective Teacher Training	2	0	0	2
		Totals	12	7	0	14

OTHER REQUIRED COURSES:

BUS	137	Principles of Management	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
BUS	255	Organizational Behavior	3	0	0	3
COE	114	Co-o Work Experience I	0	0	40	4
OST	136	Word Processing	2	2	0	3
		Totals	11	2	40	16

Major Courses Totals: 35   Total Semester Hour Credits: 66

DIPLOMA - D55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
EDU	161	Introduction to Exceptional Children	3	3	0	3
EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	176	Occupational Analysis/Course Dev.	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	178	Facilities Organization and Planning	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	240	Work-Based Learning Practices/Tech.	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	275	Effective Teacher Training	2	0	0	2
EDU	281	Instruction Strat./Reading & Writing	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	37	11	0	41

Total Semester Hour Credits: 41

CERTIFICATE - C55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	175	Intro to Trade & Industrial Education	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	281	Instruction Strat./Reading & Writing	3	0	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
		Totals	16	4	0	18

Total Semester Hour Credits: 18

FACULTY
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The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
Choose one of the following:						
OST	137	Office Software Applications	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

BUS	137	Principles of Management	3	0	0	3
CTS	130	Spreadsheet I	2	2	0	3
OST	236	Advanced Word Processing	2	2	0	3
***	***	Social Science Elective	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	13	6	0	16

SUMMER SEMESTER 1

COE	112	Co-op Work Experience I	0	0	20	2
ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	6	0	20	8

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
MKT	223	Customer Service	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	2	2	0	3
OST	233	Office Publications Design	2	2	0	3
		Totals	14	8	0	18

SPRING SEMESTER 2

ACC	150	Accounting Software Applications	1	2	0	2
BUS	260	Business Communication	3	0	0	3
OST	138	Advanced Software Applications	2	2	0	3
OST	223	Administrative Office Transcription I	2	2	0	3
OST	289	Administrative Office Management	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	12	10	0	17

Total Semester Hour Credits: 76

CERTIFICATE C25370

Western North Carolina has a need for skilled secretaries now! Update your office skills and increase your marketability with an Office Administration Certificate.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	8	6	0	11

SPRING SEMESTER 1

OST	134	Text Entry & Formatting	2	2	0	3
OST	289	Administrative Office Management	2	2	0	3
		Totals	4	4	0	6

Total Semester Hour Credits: 17

FACULTY
Elizabeth Haynes
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(828) 339.4000 or (800) 447.4091, ext. 4240

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A2537A

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	115	Business Law	3	0	0	3
CTS	130	Spreadsheet I	2	2	0	3
OST	155	Legal Terminology	3	0	0	3
OST	236	Adv. Word/Information Processing	2	2	0	3
		Totals	13	6	0	16

SUMMER SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Social Science Elective	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

BUS	125	Personal Finance	3	0	0	3
LEX	280	Ethics and Professionalism	2	0	0	2
MAT	115	Mathematical Models	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	2	2	0	3
OST	233	Office Publications Design	2	2	0	3
		Totals	13	8	0	17

SPRING SEMESTER 2

ACC	150	Accounting Software Applications	1	2	0	2
BUS	260	Business Communication	3	0	0	3
OST	138	Advanced Software Applications	2	2	0	3
OST	156	Legal Office Procedures	2	2	0	3
OST	252	Legal Transcription I	2	2	0	3
OST	289	Administrative Office Management	2	2	0	3
		Totals	12	10	0	17

Total Semester Hours Credit: 76

FACULTY
Elizabeth Haynes
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(828) 339.4000 or (800) 447.4091, ext. 4240

Virtual Office Assistance is a concentration under the curriculum title of Office Administration. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office User Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A2537B

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	136	Word Processing	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
		Totals	14	6	0	17

SPRING SEMESTER 1

CTS	130	Spreadsheet I	2	2	0	3
ECM	210	Introduction to E-Commerce	2	2	0	3
OST	171	Introduction to Virtual Office	2	2	0	3
OST	236	Adv. Word/Information Processing	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	11	10	0	16

SUMMER SEMESTER 1

ENG	114	Professional Research & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

MAT	115	Mathematical Models	2	2	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	2	2	0	3
OST	233	Office Publications Design	2	2	0	3
OST	271	Office Web Technologies	2	2	0	3
		Totals	10	10	0	15

SPRING SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	260	Business Communication	3	0	0	3
OST	162	Executive Terminology	3	0	0	3
OST	223	Adminstrative Office Transcription I	2	2	0	3
OST	272	Virtual Office Capstone	1	2	0	2
OST	289	Administrative Office Management	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	13	8	0	17

Total Semester Hour Credits: 74

CERTIFICATE - C2537B

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
OST	271	Office Web Technologies	2	2	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	0	3
OST	137	Office Software Applications	2	2	0	3
		Totals	4	4	0	6

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ECM	210	Introduction to Electronic Commerce	2	2	0	3
OST	171	Introduction to Virtual Office	2	2	0	3
OST	272	Virtual Office Capstone	1	2	0	2
WEB	140	Web Development Tools	2	2	0	3
		Totals	7	8	0	11

Total Semester Hour Credits: 17

FACULTY
Elizabeth Haynes
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(828) 339.4000 or (800) 447.4091, ext. 4240

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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55330
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	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
PSY	150	General Psychology	3	0	0	3
		Totals	12	14	0	18

SPRING SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
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
WEB	110	Internet/Web Fundamentals	2	3	0	3
		Totals	11	14	0	16

SUMMER SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	137	Principles of Management	3	0	0	3
***	***	Humanities Elective	3	0	0	3
Choose one of the following:						
COE	111	Co-op Work Experience I	0	0	10	1
ODL	138	Field Experience I	1	9	0	4
		Totals	6-7	0-9	0-10	7-10

FALL SEMESTER 2

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS	230	Small Business Management	3	0	0	3
MAT	140	Survey of Mathematics	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
***	***	Technical Elective	0-3	0-6	0	1-3
		Totals	10-13	6-12	0	13-15

SPRING SEMESTER 2

ODL	212	Land-Based Activities II	1	6	0	3
ODL	220	Climbing	1	4	0	3
ODL	228	ODL for Special Populations	2	2	0	3
ODL	286	Issues in Outdoor Leadership	2	2	0	3

Choose one of the following:

COE	121	Co-op Work Experience II	0	0	10	1
ODL	238	Field Experience II	1	9	0	4
		Totals	6-7	14-23	0-10	13-19

Total Semester Hour Credits: 66-74

Technical Electives

MED	182	CPR, First Aid & Emergency I	1	2	0	2
*ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	244	Caving	1	3	0	2
*ODL	245	Wilderness Therapeutic Models	3	2	0	4
*ODL	248	Field Techniques in WT	2	6	0	4
ODL	250	Biking	1	3	0	2
ODL	260	Challenge Course Management	1	4	0	3
ODL	265	Raft Guide Training	1	2	0	2
*ODL	267	Primitive Living Skills	1	4	0	3
ODL	270	Swift Water Rescue	0	2	0	1
ODL	284	Principles of Ecotourism	2	2	0	3
*ODL	288	Current Trends in ODL	1	4	0	3

*Pending Approval of the NCCCS system

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

Choose one of the following:

MED	182	CPR, First Aid & Emergency I	1	2	0	2
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	7-9	14-19	0	14-16

Total Semester Hour Credits: 14-16

Program approval pending from North Carolina Community College System.

CERTIFICATE C55331 (Pending Approval of the NCCCS system)

Prefix	Number	Title	Class	Lab	Clinical	Credit
ODL	125	Wilderness First Responder	3	3	0	4
ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	245	Wilderness Therapeutic Models	3	2	0	4
ODL	248	Field Techniques in WT	2	6	0	4
Choose one of the following:						
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	130	Water-Based Activities I	1	6	0	3
ODL	135	Land-Based Activities I	1	6	0	3
ODL	267	Primitive Living Skills	1	4	0	3
		Totals	11-12	13-19	0	18

Total Semester Hour Credits: 18

FACULTY
Paul Wolf
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SCC Swain Center • (828) 488.6413

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Graduates are eligible to take the paralegal certification exam administered by the North Carolina State Bar.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
LEX	110	Introduction to Paralegal Study	2	0	0	2
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	180	Case Analysis & Reasoning	1	2	0	2
MAT	115	Mathematical Models	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	13	6	0	16

SPRING SEMESTER 1

ENG	114	Professional Research and Reporting	3	0	0	3
LEX	121	Legal Research/Writing II	2	2	0	3
LEX	140	Civil Litigation I	3	0	0	3
LEX	260	Bankruptcy & Collections	3	0	0	3
OST	136	Word Processing	2	2	0	3
CIS	110	Introduction to Computers	2	2	0	3
		Totals	15	6	0	18

SUMMER SEMESTER 1

LEX	141	Civil Litigation II	2	2	0	3
LEX	160	Criminal Law & Procedure	2	2	0	3
		Totals	4	4	0	6

FALL SEMESTER 2

ACC	115	College Accounting	3	2	0	4
LEX	130	Civil Injuries	3	0	0	3
LEX	170	Administrative Law	2	0	0	2
LEX	210	Real Property I	3	0	0	3
LEX	250	Wills, Estates, & Trusts	2	2	0	3
LEX	280	Ethics & Professionalism	2	0	0	2
		Totals	15	4	0	17

SPRING SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
LEX	150	Commercial Law I	2	2	0	3
LEX	211	Real Property II	1	4	0	3
LEX	240	Family Law	3	0	0	3
OST	236	Adv Word/Information Processing	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	8	10	16

Total Semester hour Credits: 73

FACULTY
Edward Anderson
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(828) 339.4000 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.

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
Choose one of the following:						
BUS	151	People Skills	3	0	0	3
PSY	118	Interpersonal 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. Please note that PBT 100 runs the first 8 weeks of the 16 week semester. PBT 101 runs the latter 8 weeks. This will increase the weekly hour requirements for class, lab, and clinical.

NOTE: Meeting the following criteria allows for transition into the second semester of the Medical Laboratory Technology program:
1. Successful completion of Phlebotomy curriculum courses
2. Successful completion of BIO 110 or BIO 111 and MLT 116
3. Cumulative GPA of 2.5

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 May 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 May 1

The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a GPA of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact

Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy. Note: Students in Phlebotomy do not have to place our of the algebra portion of the placement test; however, continuance into other degree programs may require the student to place out of the algebra portion.

    b)   Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

    c)   Successful completion of a college-level math, algebra, English and computer literacy course.

6.   Have a computer (PC compatible) or access to computer. Review the technical requirements necessary for online learning at the following website: www.southwesterncc.edu/distlearn/blackboard/studentreadiness.htm

7.   Have access to word processing software and Internet Explore 6.0 or 7.0 or higher.

PHASE II

Preliminary selection for 12 slots will be based on those students with the top 12 grade point averages (GPA) who have completed Phase I requirements. Student who have not completed Phase I requirements by May 1 will be considered for acceptance if slots are available. The identified individuals will receive provisional acceptance and move to Phase III of the admissions requirements.

PHASE III

Those individuals who are notified of provisional acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements of the program. Also, the Phlebotomy Technical/Academic Standards self-appraisal form must be completed. **These forms must be completed and submitted to the Phlebotomy program coordinator by August 1.** Students who fail to submit the required forms will not be able to register for Phlebotomy coursework.

Notes:

1.   It is recommended that all components of Phase I be completed before moving to the Phase II requirement.

2.   Applications must be updated annually by applicants who were not accepted the previous year.

3.   Applicants may take non-phlebotomy, general education and related coursework prior to being accepted into the program.

4.   The following items need to be turned in to the Phlebotomy program coordinator by August 1:

    a)   Health forms including documentation of a physical, immunizations and administration of at least the first Hepatis B vaccine.

    b)   Receipt/proof of purchase for accident and malpractice insurance. This insurance can be purchased in the College Business Office at the time tuition is paid.

    c)   Technical/Academic Standards self-appraisal form.

    d)   Signed signature sheet at the end of the Phletobomy Student Policy Manual. This manual may be found at www.southwesterncc.edu/acadprog/pbt.htm

PROGRAM STRUCTURE

The program offers the Phlebotomy coursework online over the first 8-weeks of the semester. In addition, the labs are offered on campus during the first eight weeks. Clinical rotations take place in the second eight weeks of the semester. Students must successfully

complete both PBT 100 and PBT 101 in the same semester in order to successfully complete the program. PSY 150 maybe taken prior to entering the Phlebotomy program or while in the program. The clinical education will be provided at cooperating hospitals or other healthcare facilities.

CLINICAL EDUCATION

The clinical education will be provided at cooperating hospitals or other health care facilities. The clinical experience and classroom work are taken within the same semester. Successful completion of the labs must be achieved prior to attending clinical rotations in the latter part of the semester. During clinical education, the student will rotate through the phlebotomy department. Emphasis is placed on attaining competency and proficiency in the performance of phlebotomy procedures, correlated theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus.

Note: Students will receive information on clinical placement within the first few weeks of class (PBT 100). They are not expected to attend clinic (PBT 101) until the ninth week of the semester.

ACADEMIC STANDARDS

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

STUDENT POLICY MANUAL

The Student Policy Manual may be found at www.southwesterncc.edu/acadprog/pbt. htm. 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** upon entering the Phlebotomy program. The insurance can be purchased in the College Business Office at the time tuition is paid.

The Phlebotomy program is an approved program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The contact information is: NAACLS, 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631, (773) 714-8880.

NOTE:
1. 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.
2. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY
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Dr. Michael Rohlfing, Medical Director

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

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

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

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45620
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PTA	110	Introduction to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Procedure I	1	6	0	3
		Totals	13	16	0	19

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	150	Physical Therapy Procedure II	1	6	0	3
PTA	170	Pathophysiology	3	0	0	3
PTA	212	Health Care/Resources	2	0	0	2
		Totals	13	15	0	18

SUMMER SEMESTER 1

PTA	140	Therapeutic Exercise	2	6	0	4
PTA	160	Physical Therapy Procedure III	2	3	0	3
PTA	180	PTA Clinical Education Introduction	0	0	9	3
		Totals	4	9	9	10

FALL SEMESTER 2

BIO	271	Pathophysiology	3	0	0	3
PSY	150	General Psychology	3	0	0	3
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
***	***	Humanities Elective	3	0	0	3
		Totals	14	9	0	17

SPRING SEMESTER 2

PTA	260	Advanced PTA Clinical Education	0	0	30	10
PTA	270	PTA Topics	1	0	0	1
***	***	Technical Elective	1	0	0	1
		Totals	2	0	30	12

Total Semester Hour Credits: 76

Technical Electives:

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

ADMISSION CRITERIA

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

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be completed and submitted by May 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 April 15

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
    This may be met by one of the following methods:
    a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
    b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
    c) Successful completion of a college-level math, algebra, English and computer literacy course.
6. Complete a minimum of 16 hours (40 for maximum points) of observation time in Physical Therapy at a health care facility. A form for documenting attendance is available from the Admissions Office. It is the prospective student's responsibility to obtain necessary documentation of attendance and return the form to the Program's

Advisor. It is your responsibility to schedule your visits, if you have questions about possible sites see your advisor.

7. Take the Health Occupations Aptitude Examination. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II

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

PHASE III

Those individuals who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is August 1.

Notes:
1. Applicants are responsible for submitting all the necessary records to the 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 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.
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
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The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

DIPLOMA D45660
FALL SEMESTER

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	101	Practical Nursing I	7	6	6	11
		Totals	13	9	6	18

SPRING SEMESTER

BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12
		Totals	14	3	12	19

SUMMER SEMESTER

NUR	103	Practical Nursing III	6	0	12	10

Total Semester Hours: 47

ADMISSIONS CRITERIA
The program has a limited enrollment and only admits a class in the fall of each year. Applications and all Phase I requirements must be completed by January 31 of the year in which the student wishes to enroll in the program.

PHASE I - To be completed by January 31
The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.5 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
    This may be met by one of the following methods:
    a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact

Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

c) Successful completion of a college-level math, algebra, English and computer literacy course.

6. Take the Health Occupation Aptitude Examination. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II

The top 20 applicants* who have completed all parts of Phase I by the appropriate deadline will be scheduled for a personal interview. Applicants will be notified of date and time.
*As determined by GPA, HOAE score and specific course work

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-Practical Nursing, 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 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.

6. All students completing a health science program will be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

FACULTY

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The following Pre-Major Associate in Arts programs at SCC are co-operatively designed with state universities to achieve a seamless junior-level transfer into one of several majors. Pre-major programs of study are recommended for SCC transfer students who feel very sure of their eventual majors.

Due to similarities in program requirements, students may not earn both the AA degree and an AA pre-major. Students who can document a specific reason for earning both degrees may appeal in writing to the Dean of Arts and Sciences.

MATE

Mountain Alliance for Transfer Education (MATE). MATE is a unique consortium agreement with Western Carolina University that allows Southwestern Community College students to dual enroll at both institutions. Students must complete 12 semester hours at the 100 level or above at SCC with at least a 2.0 grade average. Students who enroll in one of Southwestern's pre-major programs should consult their advisors about this opportunity.

PRE-MAJOR IN ARTS - BUSINESS ADMINISTRATION, ACCOUNTING, ECONOMICS, FINANCE & MARKETING

ASSOCIATE IN ARTS DEGREE (AA) A1010B

Course and Hour Requirements

English Composition...6
Humanities/Fine Arts..12
Social/Behavioral Sciences 12
Natural Sciences...8
Mathematics.. 6-8
Other Required 19
TOTAL   64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.
- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Business Administration will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR

Grade point average requirements vary, and admission is competitive across the several programs in Business Administration.

ENGLISH/COMMUNICATION (6 SHC)

Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)

Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.

			Class	Lab	Clinical	Credit
• ECO	251	Principles of Microeconomics	3	0	0	3

- One course must be a history course.
- Two additional courses from the following discipline areas are required: anthropology, economics, geography, history, political science,   psychology and sociology.

The following courses are recommended:

			Class	Lab	Clinical	Credit
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/MATHEMATICS (16 SHC)

Natural Sciences (8 SHC): Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6-8 SHC)

The following courses are required:

Prefix	Number	Title	Class	Lab	Clinical	Credit
Choose one of the following:						
MAT	161	College Algebra	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	175	Precalculus	4	0	0	4
Choose one of the following:						
MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4

OTHER REQUIRED HOURS (19 SHC)

The following courses are required:

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
CIS	110	Introduction to Computers	2	2	0	3
ECO	252	Prin. of Macroeconomics	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1

One to three additional hours of approved college transfer credits may be required, depending on math course competencies.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010D

Course and Hour Requirements
English Composition...6
Humanities / Fine Arts..12
Social / Behavioral Sciences 12
Natural Sciences...8
Mathematics...6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.
- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/ Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Criminal Justice will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in Criminal Justice.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

SOCIAL / BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.
- One course must be a history course.
- The following courses are required:

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/MATHEMATICS   (14 SHC)

Natural Sciences (8 SHC)

Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC)

Two courses are required.
- One course must be in introductory mathematics (college algebra, trigonometry, calculus, etc.)
- The following course is recommended:

MAT	151	Statistics I	3	0	0	3

OTHER REQUIRED HOURS (20-21 SHC)

- The following courses are required (9 SHC):

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

- 11 additional hours of approved college transfer courses are required. One hour of ACA may be included in a 65-hour degree program.

ASSOCIATE IN ARTS DEGREE (AA) A1010R

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities/Fine Arts..12
Social/Behavioral Sciences 12
Natural Sciences...8
Mathematics...6
Other Required 21
TOTAL...65

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

* 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in the pre-major articulation agreement for **Elementary Education** will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in **Elementary Education**. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I. Receiving institutions may have additional requirements, prerequisites, or proficiencies. Since these vary at receiving institutions, students should review the admission requirements for the institutions they plan to attend.

ENGLISH COMPOSITION (6 SHC)

Prefix	Number	Title	Class	Lab	Clinical	Credit
Two English composition courses are required.						
• Required course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
• One course must be a literature course. Select one course from the following (3 SHC):

ENG	131	Introduction to Literature or	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3

- The following course may substitute for 3 SHC of Humanities/Fine Arts

| COM | 231 | Public Speaking | 3 | 0 | 0 | 3 |

- One of the following courses is required (3 SHC)

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
MUS	110	Music Appreciation	3	0	0	3

- One additional course from the following discipline areas is required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

SOCIAL/BEHAVIORAL SCIENCES (12 SHC)

Four courses from three discipline areas are required.

- Select one course from the following (3 SHC):

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

- The following courses are required (6 SHC):

| PSY | 150 | General Psychology | 3 | 0 | 0 | 3 |
| SOC | 210 | Introduction to Sociology | 3 | 0 | 0 | 3 |

- One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

NATURAL SCIENCES/MATHEMATICS
Natural Sciences (8 SHC)

- · The following courses are required:

Choose one of the following:

| BIO | 110 | Principles of Biology | 3 | 3 | 0 | 4 |
| BIO | 111 | General Biology I | 3 | 3 | 0 | 4 |

Choose one of the following:

| CHM | 131 | Intro to Chemistry and | 3 | 0 | 0 | 3 |
| CHM | 131A | Intro to Chemistry Lab | 0 | 3 | 0 | 1 |

or

| CHM | 151 | General Chemistry | 3 | 3 | 0 | 4 |

or

PHY	110	Conceptual Physics and	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics	3	2	0	4

Mathematics (6 SHC):

- Two of the following courses are required:

CIS	110	Introduction to Computers	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	161	College Algebra	3	0	0	3

* A higher level math course may substitute for MAT 161.

MAT 141 and MAT 142 is the preferred sequence for Elementary Education.

OTHER REQUIRED HOURS (21 SHC)
- The following course is recommended (4 SHC):

EDU	216	Foundations of Education		3	2	0	4

It is recommended that within the "Other Required Hours," pre-education students in Elementary Education select courses that will help meet a corollary studies area. These courses should be selected in conjunction with the requirements at each university, since available corollary studies may not be offered on each university campus. Corollary Studies are comprised of a minimum of 18 hours of community college or UNC campuses' coursework in a choice of four interdisciplinary areas: (1) diversity studies, (2) global issues, (3) the arts, or (4) math, science and technology. Satisfying the UNC Board of Governors' requirement for an academic concentration, corollary studies are appropriate for expanding and deepening the pre-service elementary teacher's knowledge, appreciation and skills in the areas appropriate to the elementary school classroom and curriculum. One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 65

ASSOCIATE IN ARTS DEGREE (AA) A1010F

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities/Fine Arts..12
Social/Behavioral Sciences...................................12
Natural Sciences..8
Mathematics...6
Other Required..21
TOTAL... 64-65

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.
* 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for **English Education** will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in **English Education**. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I.

ENGLISH COMPOSITION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
• One course must be a literature course.
• Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, speech/communication, and religion.

One of the following fine arts courses is recommended:

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
HUM	160	Introduction to Film	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3

A foreign language sequence is recommended:

FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	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 (12 SHC)

Four courses from three discipline areas are required.

• Select one course from the following (3 SHC):

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

• The following course is required:

PSY	150	General Psychology	3	0	0	3

• Two additional courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology.

NATURAL SCIENCES/MATHEMATICS

Natural Sciences (8 SHC)

• Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC):

• Two courses are required.

MAT	161	College Algebra	3	0	0	3

The second course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science (CIS) and statistics (MAT).

Other Required Hours (20-21 SHC)

• The following course is required (4 SHC):

EDU	216	Foundations of Education	3	2	0	4

• Sixteen additional hours (16 SHC) of approved college transfer courses are required. To prepare for transfer, pre-majors in English Education should select from these recommended courses:

COM	231	Public Speaking	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	272	Southern Literature	3	0	0	3
HEA	110	Personal Health and Wellness	3	0	0	3

* If the intermediate foreign language sequence is not available, two additional 200-level literature courses are recommended. One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010H

COURSE AND HOUR REQUIREMENTS

English Composition...6
Humanities / Fine Arts..12
Social / Behavioral Sciences.................................12
Natural Sciences..8
Mathematics..6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/ Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for History will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in History.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.

- One course must be a history course. One of the following history sequences is recommended:

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
or						
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3

- Three courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology and sociology.

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC)

Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC)

- Two courses are required.

MAT	161	College Algebra	3	0	0	3

The second course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science (CIS) and statistics (MAT).

OTHER REQUIRED HOURS (20-21 SHC)

- 20 additional hours of approved college transfer courses are required. One hour of ACA may be added to a 65-hour AA degree program.
- The following courses are recommended:

HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1011A

COURSE AND HOUR REQUIREMENTS
English Composition..6
Humanities/Fine Arts..12
Social/Behavioral Sciences..................................12
Natural Sciences...8
Mathematics...6
Other Required 20-21
TOTAL.. 64-65

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

* 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in the pre-major articulation agreement for **Middle Grades Education and Special Education** will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in **Middle Grades Education and Special Education**. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I. Receiving institutions may have additional require- ments, prerequisites, or proficiencies Since these vary at receiving institutions, students should review the admission requirements for the institutions they plan to attend.

ENGLISH COMPOSITION (6 SHC)

Prefix	Number	Title	Class	Lab	Clinical	Credit

Two English composition courses are required.
- Required course:

			Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3

- The second composition course must be selected from the following:

			Class	Lab	Clinical	Credit
ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course. Select one course from the following (3 SHC):

			Class	Lab	Clinical	Credit
ENG	131	Introduction to Literature or	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3

- The following course may substitute for 3 SHC of Humanities/Fine Arts
  COM 231   Public Speaking   3   0   0   3
- One of the following courses is required (3 SHC)
  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
  MUS 110   Music Appreciation   3   0   0   3
- One additional course from the following discipline areas is required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

SOCIAL/BEHAVIORAL SCIENCES (12 SHC)
Four courses from three discipline areas are required.
- Select one course from the following (3 SHC):
  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
- The following courses are required (6 SHC):
  PSY 150   General Psychology   3   0   0   3
  SOC 210   Introduction to Sociology   3   0   0   3
- One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

NATURAL SCIENCES/MATHEMATICS
Natural Sciences (8 SHC)
- The following courses are required:
  Choose one of the following:
  BIO 110   Principles of Biology   3   3   0   4
  BIO 111   General Biology I   3   3   0   4
  Choose one of the following:
  CHM 131   Intro to Chemistry and   3   0   0   3
  CHM 131A   Intro to Chemistry Lab   0   3   0   1
  or
  CHM 151   General Chemistry   3   3   0   4
  or
  PHY 110   Conceptual Physics and   3   0   0   3
  PHY 110A   Conceptual Physics Lab   0   2   0   1
  or
  PHY 151   College Physics   3   2   0   4

Mathematics (6 SHC):
- Required course:
  CIS 110   Introduction to Computers   2   2   0   3
- Choose one of the following:
  MAT 141   Mathematical Concepts I   3   0   0   3
  MAT 142   Mathematical Concepts II   3   0   0   3
  MAT 161   College Algebra   3   0   0   3
* A higher level math course may substitute for MAT 161.

OTHER REQUIRED HOURS (20-21 SHC)
- The following course is recommended (4 SHC):

EDU	216	Foundations of Education	3	2	0	4

It is recommended that within the "Other Required Hours," pre-education students in Middle Grades Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since available academic (second major) concentrations and their specific requirements differ on each campus. In order to be consistent with NC licensure areas, Middle Grades Education students should select courses from up to two (2) of the following areas: Social Sciences, English, Mathematics, Sciences. (Note: UNC-Asheville students major in an academic area and the selected 21 hours should be in sync with their intended major/ program.) Typically offered academic concentrations are biology, English, history, mathematics, and psychology. One hour of ACA maybe included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010I

COURSE AND HOUR REQUIREMENTS

English Composition..6
Humanities / Fine Arts...12
Social / Behavioral Sciences 12
Natural Sciences..8
Mathematics...6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement

APPLICATION TO A UNIVERSITY

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Nursing will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR

Admission across the several programs in Nursing is competitive. Other professional admission requirements may be designated by individual programs. GPA requirements vary.

ENGLISH/COMMUNICATION (6 SHC)

Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)

Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)
Four courses from three discipline areas are required.
- One course must be a history course.
- The following courses are required:

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

NATURAL SCIENCE/MATHEMATICS (14 SHC)
Natural Sciences (8 SHC):
- The following chemistry courses are required:

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

Mathematics (6 SHC):
- The following math courses are required:

MAT	151	Statistics I	3	0	0	3
MAT	161	College Algebra (or higher)	3	0	0	3

OTHER REQUIRED HOURS (20-21 SHC)
- The following courses are required:

PSY	281	Abnormal Psychology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	Anatomy and Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3

- 3 additional hours of approved college transfer courses are required to total 64 SHC of transferable courses. One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010J

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities / Fine Arts..12
Social / Behavioral Sciences................................12
Natural Sciences...8
Mathematics..6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Physical Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
Grade point average requirements vary, and admission is competitive across the several programs in Physical Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.
- The following course is recommended to substitute for 3 SHC of Humanities/Fine Arts:

			Class	Lab	Clinical	Credit
COM	231	Public Speaking	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.
- One course must be a history course.
- Three courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology and sociology.
- The following course is recommended:

PSY	150	General Psychology	3	0	0	3

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC)

- Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.
- The following sequence of courses is recommended:

BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4

Mathematics (6 SHC):

Two courses required.
- One course must be in introductory mathematics (college algebra, trigonometry, calculus, etc.).
- One of the following courses is recommended as the second mathematics course:

CIS	110	Introduction to Computers	2	2	0	3
MAT	151	Statistics I	3	0	0	3

OTHER REQUIRED HOURS (20-21 SHC)

- The following courses are required:

PED	110	Fit and Well for Life	1	2	0	2
PED	***	2 SHC of electives				

- 16 additional hours of approved college transfer courses are required.
  Pre-education majors should select additional courses from Humanities/Fine Arts, Social/Behavioral Sciences, Natural Sciences/Mathematics and electives that meet the requirements of the academic concentration, based on the requirements of the receiving institution.
- Foundations of Education (EDU 216) is a recommended course for all pre-majors in education.

One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010K

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities / Fine Arts...12
Social / Behavioral Sciences.................................12
Natural Sciences...8
Mathematics...6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Political Science will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in Political Science.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.
- One of the following course sequences is recommended:

			Class	Lab	Clinical	Credit
FRE 111 and 112	Elementary French I & II		6	0	0	6
SPA 111 and 112	Elementary Spanish I & II		6	0	0	6

- One of the following courses is recommended to substitute for 3 SHC of Humanities/Fine Arts:

COM 110	Introduction to Communication	3	0	0	3
COM 231	Public Speaking	3	0	0	3

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.
- One course must be a history course.
- Three courses from the following discipline areas are required:
  anthropology, economics, geography, history, political science, psychology, and sociology.
- The following courses are recommended:

PSY 150	General Psychology	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

- One of the following courses is recommended:

GEO 111	World Regional Geography	3	0	0	3
GEO 112	Cultural Geography	3	0	0	3

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC)
- Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC)

Two courses required.
- One course must be in introductory mathematics (college algebra, trigonometry, calculus, etc.).
- The following course is recommended as the second mathematics course:

CIS 110	Introduction to Computers	2	2	0	3

OTHER REQUIRED HOURS (20-21 SHC)

- The following course is required:

POL 120	American Government	3	0	0	3

- 17 additional hours of approved college transfer courses are required.
- One of the following courses is recommended:

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

One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010L

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities / Fine Arts..12
Social / Behavioral Sciences.................................12
Natural Sciences...8
Mathematics..6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Psychology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
Grade point average requirements vary, and admission is competitive across the several programs in Psychology.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.
- One course must be a history course.
- The following course is required:

  PSY   150   General Psychology   3   0   0   3
- Two courses from the following discipline areas are required, to include at least one additional discipline: anthropology, economics, geography, history, political science, psychology and sociology.

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC)
- Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.
- One of the following biology courses is required (4 SHC)

  BIO   110   Principles of Biology   3   3   0   4
  BIO   111   General Biology I   3   3   0   4

Mathematics (6 SHC)
- Two courses required.

  MAT   161   College Algebra (or higher)   3   0   0   3
- The second course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science (CIS) and statistics (MAT).

OTHER REQUIRED HOURS (20-21 SHC)
- Twenty additional hours of approved college transfer courses are required.

One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

PRE-MAJOR IN ARTS - SOCIAL SCIENCE
SECONDARY EDUCATION

ASSOCIATE IN ARTS DEGREE (AA) A1010M

COURSE AND HOUR REQUIREMENTS

English Composition..6
Humanities / Fine Arts...12
Social / Behavioral Sciences 12
Natural Sciences..8
Mathematics..6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY

Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Social Science Secondary Education will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR

GPA requirements vary, and admission is competitive across the several programs in Social Science Secondary Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I.

ENGLISH/COMMUNICATION (6 SHC)

Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS   (12 SHC)

Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)
Four courses from three discipline areas are required.
• The following courses are required: (6 SHC)

POL	120	American Government	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

• One of the following course sequences is required (6 SHC):

HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
or						
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilizatin II	3	0	0	3

NATURAL SCIENCE/MATHEMATICS (14 SHC)
Natural Sciences (8 SHC)
• Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC)
Two courses required.
• One course must be an introductory mathematics (college algebra, trigonometry, calculus, etc.)
• The second course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science (CIS) and statistics (MAT).

OTHER REQUIRED HOURS (20-21 SHC)
• The following courses are required (15 SHC):

GEO	111	World Regional Geography	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3

• 5-6 additional hours of approved college transfer courses are required to total 64 SHC of transferable courses. **Foundations of Education (EDU 216) is a recommended course for all pre-majors in education.**

One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010N

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities / Fine Arts..12
Social / Behavioral Sciences 12
Natural Sciences...8
Mathematics...6
Other Required 20-21
TOTAL 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this pre-major articulation agreement for Sociology will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in Sociology.

ENGLISH/COMMUNICATION (6 SHC)
Two English composition courses are required.

Prefix	Number	Title	Class	Lab	Clinical	Credit
• Required Course:						
ENG	111	Expository Writing	3	0	0	3
• The second composition course must be selected from the following:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course.
- Three additional courses from the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

SOCIAL/BEHAVIORAL SCIENCE (12 SHC)

Four courses from three discipline areas are required.
- One course must be a history course.
- The following course is required: (3 SHC)

SOC	210	Introduction to Sociology	3	0	0	3

- One of the following courses is required.

SOC	213	Sociology of the Family	3	0	0	3
SOC	220	Social Problems	3	0	0	3

- One course from the following disciplines is required:
  Anthropology, Economics, Geography, Political Science, and Sociology

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC)

- Two courses from the biological and physical science disciplines, including accompanying laboratory work, are required.

Mathematics (6 SHC)

Two courses required.
- One course must be an introductory mathematics (college algebra, trigonometry, calculus, etc.)
- The second course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science (CIS) and statistics (MAT). Statistics is highly recommended.

OTHER REQUIRED HOURS (20-21 SHC)

- 20-21 additional hours of approved college transfer courses are required

One hour of ACA may be included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

ASSOCIATE IN ARTS DEGREE (AA) A1010Z

COURSE AND HOUR REQUIREMENTS
English Composition...6
Humanities/Fine Arts..12
Social/Behavioral Sciences 12
Natural Sciences..8
Mathematics...6
Other Required 20-21
TOTAL.. 64-65

- Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

- 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

APPLICATION TO A UNIVERSITY
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in the pre-major articulation agreement for **Special Education** will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree.

ADMISSION TO THE MAJOR
GPA requirements vary, and admission is competitive across the several programs in **Special Education**. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I. Receiving institutions may have additional requirements, prerequisites, or proficiencies Since these vary at receiving institutions, students should review the admission requirements for the institutions they plan to attend.

ENGLISH COMPOSITION (6 SHC)

Prefix	Number	Title	Class	Lab	Clinical	Credit

Two English composition courses are required.
- Required course:

ENG	111	Expository Writing	3	0	0	3

- The second composition course must be selected from the following:

ENG	112	Argument-Based Research	3	0	0	3
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3

HUMANITIES/FINE ARTS (12 SHC)
Four courses from three discipline areas are required.
- One course must be a literature course. Select one course from the following (3 SHC):

ENG	131	Introduction to Literature or	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3

The following course is required to substitute for 3 SHC of Humanities/Fine Arts

COM	231	Public Speaking	3	0	0	3

- One of the following courses is required (3 SHC)

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
MUS	110	Music Appreciation	3	0	0	3

- One additional course from the following discipline areas is required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

SOCIAL/BEHAVIORAL SCIENCES (12 SHC)

Four courses from three discipline areas are required.

- Select one course from the following (3 SHC):

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

- The following courses are required (6 SHC):

PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3

- One additional course from the following discipline areas is required: anthropology, economics, geography, history, political science, psychology, and sociology.

NATURAL SCIENCES/MATHEMATICS

Natural Sciences (8 SHC)

- The following courses are required:
  Choose one of the following:

BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4

  Choose one of the following:

CHM	131	Intro to Chemistry and	3	0	0	3
CHM	131A	Intro to Chemistry Lab	0	3	0	1

  or

CHM	151	General Chemistry	3	3	0	4

  or

PHY	110	Conceptual Physics and	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
PHY	151	College Physics	3	2	0	4

Mathematics (6 SHC):

- Choose two of the following:

CIS	110	Introduction to Computers	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	141	Mathematical Concepts I	3	0	0	3
MAT	142	Mathematical Concepts II	3	0	0	3
MAT	161	College Algebra	3	0	0	3

* A higher level math course may substitute for MAT 161.

OTHER REQUIRED HOURS (20-21 SHC)
- The following course is recommended (4 SHC):
  EDU 216   Foundations of Education   3   2   0   4

    It is recommended that within the "Other Required Hours," pre-education students in Special Education select courses that will help meet the mandated academic (second major) concentration. These courses should be selected in conjunction with the requirements at each university, since available academic (second major) concentrations and their specific requirements differ on each campus. One hour of ACA maybe included in a 65-hour degree program.

Total Semester Hour Credits: 64-65

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, the national examination for certification and registration. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industries.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A45700

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy & Physiology	4	2	0	5
ENG	111	Expository Writing	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	8	9	18

SPRING SEMESTER 1

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

SUMMER SEMESTER 1

CIS	111	Basic PC Literacy	1	2	0	2
RAD	122	Radiographic Imaging II	1	3	0	2
RAD	131	Radiographic Physics I	1	3	0	2
RAD	171	RAD Clinical Education III	0	0	12	4
		Totals	3	8	12	10

FALL SEMESTER 2

PSY	150	General Psychology	3	0	0	3
RAD	211	RAD Procedures III	2	3	0	3
RAD	231	Radiographic Physics II	1	3	0	2
RAD	241	Radiobiology/Protection	2	0	0	2
RAD	251	RAD Clinical Education IV	0	0	21	7
		Totals	8	6	21	17

SPRING SEMESTER 2

RAD	245	Radiographic Quality Management	1	3	0	2
RAD	261	RAD Clinical Education V	0	0	21	7
RAD	271	Radiography Capstone	0	3	0	1
***	***	Humanities Elective	3	0	0	3
		Totals	4	6	21	13

Total Semester Hour Credits: 76

RADIOGRAPHY

MISSION STATEMENT

The mission of the 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

1. Students will be able to gain the knowledge and skills necessary for professional practice as a radiographer.
2. Students will be able to problem solve and think critically.
3. Students will demonstrate professional growth and development.
4. Students will communicate effectively
5. Students will be clinically competent.

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 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 February 15

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c) Successful completion of a college-level math, algebra, English and computer literacy course.

6. Be eighteen (18) years of age by the midterm of first semester of the year admitted to the program.
7. A total of 24 hours of observation is REQUIRED. Observation time must be done at a minimum of two clinical sites. A form documenting observation attendance is available from the Progam's Advisor.
8. Take the Health Occupations Aptitude Exam. The costs of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II

The top 25 candidates* who have completed all parts of Phase I by the appropriate deadlines will be scheduled for a personal interview. Applicants will be notified of date and time.
* As determined by GPA, HOAE score.

PHASE III

Those individuals who are notified of acceptance status, will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program.

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-radiography, general education and related coursework prior to being accepted into the program.
4. Documentation of current CPR certification is required by the start of the program and must be kept current throughout the length of the program. American Heart CPR Certification is highly recommended.

ACADEMIC STANDARDS

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

Notice:
Candidates for certification from the American Registry of Radiologic Technologists (ARRT) must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. Any conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations must be investigated by the ARRT in order to determine eligibility for the certification examination. Additional information may be obtained from the program director.

DECLARED PREGNANT STUDENT

Federal and state regulations were modified in 1994 to introduce the term "declared pregnant worker." Under these regulations, each student may declare her pregnancy in writing to the program director. However, it is the student's option whether or not to declare the pregnancy. The student may decide to declare the pregnancy as soon as conception is confirmed, or at any time during the pregnancy. Once that pregnancy is declared, this institution is required to ensure that the unborn child does not receive more than 500 millirem during the term of the pregnancy, as determined by the radiation dosimeter which is worn at waist level under the apron. In the event that a student has already received 450 or greater millirem from the date of conception to the date of that the pregnancy is declared the regulations permit the unborn child to receive a maximum of 50 millirem during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of the pregnancy. In all cases, this institution requires that radiation doses to the student and to the unborn child shall be maintained "As Low As Reasonably Achievable" (ALARA).

Further information regarding student pregnancy may be found in the Radiography Student Policy Manual.

STUDENT POLICY MANUAL

When the student enters the program, he 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.

CLINICAL OBSERVATION POLICY

1. A total of 24 hours of observation is REQUIRED. Observation time must be done at a minimum of two clinical sites. The form is due by the February 15 deadline.
2. Call the clinical site(s) of your choice and ask to speak to department head or person in charge of scheduling observation of the correct department.
3. Make an appointment that will be convenient to both you and the department. Get the name of the person to whom you are to report.
4. Dress appropriately for your observation. Your attire should be clean, neat, and professional (no blue jeans, shorts, open toe shoes, halter tops, excessive fragrances, etc.)
5. Arrive at the clinical site on time and report to the department.
6. Remember that you are in a medical facility, (patient confidentiality and privacy must be adhered to at all times), do not discuss patient related issues outside of the facility. Be professional.
7. Adhere to infection control techniques. Do not be in contact with patient body fluids during your observations. If contact does occur, please notify the department head at the facility or person to whom you are assigned.
8. At the end of each observation session, have the appropriate person sign your observation report form.
9. When the form is complete, return it to the Southwestern Community College Admissions Office.

Enjoy your observation time. If you have questions, please contact the academic advisor of the program for which you are applying or the Admissions Office at 586-4091, extension 352.

NOTES:
1. 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.
2. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

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The Real Estate Licensing curriculum provides licensing education required by the North Carolina Real Estate Commission for students preparing to take the real estate license examination and for provisional brokers that are seeking removal of the provisional status.

Course work includes the practices and principles of real estate, broker relationships as they apply to customers, sellers and buyers, contract procedures, fair housing and real estate methodology. Course work also includes professional development opportunities.

Graduates who have passed the real estate license examination and obtained a real estate provisional broker license should then qualify for removal of the provisional status and be able to provide basic, residential real estate services as a broker affiliated with a real estate brokerage firm.

A student must secure his/her provisional broker license before proceeding into the post-licensure courses and must complete the three mandatory post-licensing courses within three years of licensure in order to avoid cancellation of his/her license.

CERTIFICATE C25480
REQUIRED COURSES

Prefix	Number	Title	Class	Lab	Clinical	Credit
RLS	112	Broker Prelicensing	5	0	0	5
RLS	121	Broker Relationships	2	0	0	2
RLS	122	Contracts and Closing	2	0	0	2
RLS	123	Select Real Estate Issues	2	0	0	2
		Totals	11	0	0	11

Select a minimum of 2 hours:

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Financial Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
RLS	113	Real Estate Mathematics	2	0	0	2
RLS	115	Real Estate Finance	2	0	0	2
RLS	116	Real Estate Law	2	0	0	2
RLS	117	Real Estate Brokerage	4	0	0	4
RLS	120	Real Estate Practice	2	0	0	2

Total Semester Hour Credits: 13-15

Real Estate Licensing Requirements

North Carolina operates a "broker only" licensing system for real estate professionals. The North Carolina Real Estate Commission licenses individuals as Real Estate Brokers. Individuals must meet a prelicensing education requirement prior to becoming licensed and a postlicensing education requirement after becoming provisionally licensed.

Broker Prelicensing Course: Individuals must complete a prescribed, 75 hour North Carolina broker prelicense course in order to take the North Carolina Real Estate License Examination. Students who meet all requirements for successful completion of RLS 112 (Broker Prelicensing) may qualify to take the state license examination. Candidates passing that exam and meeting other requirements specified by the North Carolina Real Estate Commission may be licensed as Provisional Brokers.

Broker Postlicensing Courses: Provisionally licensed Brokers must complete 90 classroom hours of postlicensing education within three years of provisional licensure. At least one 30 hour course must be taken each year. This requirement may be met with the successful completion of RLS 121, 122, and 123. Students must hold an active Provisional Broker license to register for these postlicensing courses.

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

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

Graduates of accredited programs are eligible to take entry-level examinations from the National Board of Respiratory Care. Graduates may also take the Advanced Practitioner examination, which is required to become a Registered Respiratory Therapist. Graduates may be employed in hospitals, clinics, doctor's offices, nursing homes, education, industry and home care.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS)) A45720
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
RCP	110	Introduction to Respiratory Care	3	3	0	4
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	122	Special Practice Lab	0	2	0	1
		Totals	14	10	0	18

SPRING SEMESTER 1

BIO	169	Anatomy & Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	113	RCP Pharmacology	2	0	0	2
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	123	Special Practice Lab	0	3	0	1
		Totals	14	9	0	17

SUMMER SEMESTER 1

RCP	112	Patient Management	3	3	0	4
RCP	134	Clinical Practice I	0	0	12	4
		Totals	3	3	12	8

FALL SEMESTER 2

PSY	150	General Psychology	3	0	0	3
RCP	146	Clinical Practice II	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Pediatric RC	1	3	0	2
RCP	222	Special Practice Lab	0	2	0	1
		Totals	7	8	18	16

SPRING SEMESTER 2

RCP	158	Clinical Practice III	0	0	24	8
RCP	211	Advanced Monitoring/Procedures	3	3	0	4
RCP	212	Home Care/Rehabilitation	2	0	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	8	3	24	17

Total Semester Credit Hours: 76

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits a class in the fall of each year. Applications must be completed and submitted and supporting documents must be received no later than March 1 of the same year. If all slots have not been filled after the above dead-line, 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. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.

This may be met by one of the following methods:

   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.

   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.

   c) Successful completion of a college-level math, algebra, English and computer literacy course.

6. It is required that the applicant spend a minimum of six hours observing in a hospital Respiratory Therapy Department. Contact the program director or clinical director to get a list of available sites to visit. There is a form that must be taken to the site. You may pick up the observation form from the Health Sciences Administrative Assistant.

   Return the completed form to the Admissions Department.

7. Take the Health Occupations Aptitude Exam. The cost of this test is $20.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Advisor. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE II

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

PHASE III

Those individuals who are notified of acceptance status will be provided with SCC health forms to be completed by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. The deadline for submitting the completed forms to the program director is Aug. 1.

NOTES:
1. Applicants are responsible for submitting all the necessary records to the Registrar's Office.
2. Applications must be updated annually by applicants who were not accepted the previous year.
3. Applicants may take non-respiratory therapy, general education and related coursework prior to being accepted into the program.
4. All students admitted into a health science program 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.
5. All students completing a health science program may be required, by an external testing agency, to submit to a criminal background check and/or drug test prior to a state or national licensing/certification board approving the graduate to sit for licensure/certification exams.

ACADEMIC STANDARDS:

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

Upon completion of the program graduates will be eligible to take the national exams and may apply for a state license to practice.

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This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/ private schools, recreational centers, and other programs that work with school-age populations.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55440
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	144	Child Development I	3	0	0	3
PSY	150	General Psychology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14	2	0	15

SPRING SEMESTER 1

EDU	145	Child Development II	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Humanities	3	0	0	3
***	***	Social Science	3	0	0	3
***	***	Social Science	3	0	0	3
		Totals	15	0	0	15

SUMMER SEMESTER 1

***	***	Humanities	3	0	0	3
***	***	Social Science	3	0	0	3
***	***	Humanities	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

EDU	131	Child, Family, & Community	3	0	0	3
EDU	163	Classroom Management & Instruction	3	0	0	3
EDU	216	Foundations of Education	4	0	0	4
***	***	Humanities	3	0	0	3
***	***	Natural Science	3	2-3	0	4
		Totals	16	2-3	0	17

SPRING SEMESTER 2

EDU	221	Children with Exceptionalities	3	0	0	3
EDU	271	Educational Technology	2	2	0	3
EDU	285	Internship Experience School-age	1	9	0	4
EDU	289	Adv. Issues/School Age Populations	2	0	0	2
***	***	Natural Science	3	2-3	0	4
		Totals	11	13-14	0	16

Total Semester Credit Hours: 72

FACULTY
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The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of this program will be eligible to apply to take the Liaison Council's Certification Examination for Surgical Technologists. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

This program is offered in conjunction with Blue Ridge Community College in Henderson County. Students will take coursework at both institutions. Most of the general education courses will be taken at SCC and the surgical technology courses at Blue Ridge Community College. Clinicals may be obtained through local hospitals and/or distance sites.

DIPLOMA D45740
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACA	115	Success & Study Skills**	0	2	0	1
BIO	163	Basic Anatomy & Physiology**	4	2	0	5
ENG	111	Expository Writing**	3	0	0	3
SUR	110	Introduction to Surgical Technology	2	0	0	2
SUR	111	Perioperative Patient Care	5	6	0	7
		Totals	14	10	0	18

SPRING SEMESTER

BIO	175	General Microbiology**	2	2	0	3
SUR	122	Surgical Procedures I	5	3	0	6
SUR	123	SUR Clinical Practice I*	0	0	21	7
		Totals	7	5	21	16

SUMMER SEMESTER

PSY	135	Group Processes	3	0	0	3
SUR	134	Surgical Procedures II	5	3	0	6
SUR	135	SUR Clinical Practice II*	0	0	12	4
SUR	137	Professional Success Preparation	1	0	0	1
		Totals	9	3	12	14

Total Semester Credit Hours in Program: 48
Degree awarded by Blue Ridge Community College
Courses with SUR and PSY prefix are taught at Blue Ridge Community College two days per week except clinical courses
*   Clinicals may be obtained through local hospitals and/or distance sites.
** Courses offered through Southwestern Community College

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits 5 students to articulate with Blue Ridge Community College each year. The first 5 students to complete all admission requirements for SCC and BRCC will be admitted. All parts of Phase I and Phase II must be completed as outlined below to be considered for admission into the program.

PHASE I

The applicant must:

1. Complete an application for admission to both SCC and BRCC (application to BRCC are available after November 1 of each year for the following year).
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) to both SCC and BRCC. Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   a) Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension, grammar and basic computer skills. The test is administered several times each week on the Jackson and Macon Campuses and is free of charge. To schedule a test session, contact Testing Services at ext. 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
   b) Appropriate SAT or ACT scores and successful completion of high school or college computer literacy course within the past six years. See admissions section for additional details.
   c) Successful completion of a college-level math, algebra, English and computer literacy course.
6. You must have completed a minimum of high school level biology and math with a "C" average or better before being considered for admissions. Students who have not met this requirement may take a Foundations of Biology (BIO 090) and/or Survey of Mathematics (MAT 140)

PHASE II

Approved applicants must obtain clinical placement confirmation with one of the participating medical facilities, and/or scholarship funds, to be considered for admission into the program. This confirmation must be obtained in writing from the medical facility and submitted to Southwestern Community College in order for the applicant to be considered complete and eligible for one of the five available positions.

Notes
1. All interested individuals should meet with the SCC program advisor to gain necessary information specific to meeting Blue Ridge Community College's admissions requirements.
2. Suggested preparatory courses for individuals desiring a career in Surgical Technology would include biology, medical terminology, algebra and chemistry.
3. Applications must be updated annually by applicants who are not accepted the previous year.
4. Applicants may take non-surgical technology, general education and related coursework prior to being accepted into the program.

5. 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.

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.

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The Surveying Technology curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become licensed as a Professional Land Surveyor in North Carolina.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A40380
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	111	Basic PC Literacy	1	2	0	2
EGR	115	Introduction to Technology	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
		Totals	9	7	0	12

SPRING SEMESTER 1

CIV	110	Statics/Strength of Materials	2	6	0	4
CIV	125	Civil/Surveying CAD	1	6	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	0	1
SRV	110	Surveying I	2	6	0	4
		Totals	11	20	0	18

SUMMER SEMESTER 1

CIV	111	Soils and Foundations	2	3	0	3
PHY	151	College Physics I	3	2	0	4
SRV	111	Surveying II	2	6	0	4
		Totals	7	11	0	11

FALL SEMESTER 2

CIV	211	Hydraulics & Hydrology	2	3	0	3
SRV	210	Surveying III	2	6	0	4
SRV	240	Topographic/Site Surveying	2	6	0	4
SRV	260	Field & Office Practices	1	3	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	10	18	0	16

SPRING SEMESTER 2

SRV	220	Surveying Law	2	2	0	3
SRV	230	Subdivision Planning	1	6	0	3
SRV	250	Advanced Surveying	2	6	0	4
***	***	Civil Engineering Elective	1-2	3	0	2-3
***	***	Humanities Elective	3	0	0	3
		Totals	9-10	17	0	15-16

Total Credit Hours: 72-73

Civil Engineering Electives:

CIV	212	Environmental Planning	2	3	0	3
CIV	215	Highway Technology	1	3	0	2
CIV	230	Construction Estimating	2	3	0	3
CIV	250	Civil Engineering Technology Project	1	3	0	2

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SUSTAINABILITY TECHNOLOGIES

Program approval pending from North Carolina Community College System.

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A40370
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EGR	115	Introduction to Technology	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
SST	110	Intro to Sustainability	3	0	0	3
***	***	Social/Behavioral Sciences Elective	3	0	0	3
		Totals	12	7	0	16

SPRING SEMESTER 1

CIV	110	Statics/Strength of Materials	2	6	0	4
CIV	125	Civil/Surveying CAD	1	6	0	3
ENV	110	Environmental Science	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	0	1
SRV	110	Surveying I	2	6	0	4
		Totals	11	20	0	18

SUMMER SEMESTER 1

CIV	111	Soils and Foundations	2	3	0	3
PHY	151	College Physics I	3	2	0	4
SRV	111	Surveying II	2	6	0	4
		Totals	7	11	0	11

FALL SEMESTER 2

CIV	211	Hydraulics & Hydrology	2	3	0	3
CIV	212	Environmental Planning	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
SRV	210	Surveying III	2	6	0	4
SST	120	Energy Use Analysis	2	2	0	3
		Totals	11	14	0	16

SPRING SEMESTER 2

CIV	230	Construction Estimating	2	3	0	3
CIV	240	Project Management	2	3	0	3
SRV	230	Subdivision Planning	1	6	0	3
SST	210	Issues in Sustainability	3	0	0	3
***	***	Humanities/Fine Arts Elective	3	0	0	3
		Totals	11	15	0	15

Total Semester Hours Credit: 76

FACULTY
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The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in Jackson, Macon, and Swain counties and the Qualla Boundary may be found in a variety of health settings, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

DIPLOMA - D45750
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
MTH	110	Fundamentals of Massage	6	9	3	10
		Totals	13	11	3	18

SPRING SEMESTER 1

BIO	271	Pathophysiology	3	0	0	3
MTH	120	Therapeutic Massage Applications	6	9	3	10
MTH	125	Ethics of Massage	2	0	0	2
NUT	110	Nutrition	3	0	0	3
		Totals	14	9	3	18

SUMMER SEMESTER 1

PSY	118	Interpersonal Psychology	3	0	0	3
		Totals	3	0	0	3

Total Semester Hour Credits: 39

ADMISSIONS CRITERIA:

The Therapeutic Massage program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be complete and submitted by May 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 May 15
The applicant must:
1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school/GED and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale from the most recent transcript.

5. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
    a) Take and pass the following components of the Computerized Placement Test: reading comprehension and grammar. The test is administered several times each week on the Jackson Campus and is free of charge. To schedule a test session, contact Testing Services at extension 4332. If you do not pass the basic components of the placement test, it is recommended that you enroll in and successfully complete the appropriate developmental coursework. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the academic retest policy.
    b) Submit acceptable SAT or ACT scores. See Admissions section of this catalog for additional details.
    c) Successful completion of college-level math and English courses.

PHASE II
Applicants who have successfully completed Phase 1 by the appropriate deadlines will be notified to attend a mandatory information session and personal interview.

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

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

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

The Carpentry program is offered ONLY to Huskins (high school) students.

DIPLOMA D35180

Prefix	Number	Title	Class	Lab	Clinical	Credit
BPR	130	Blueprint Reading / Construction	1	2	0	2
CAR	110	Introduction to Carpentry	2	0	0	2
CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8
CAR	113	Carpentry III	3	0	9	6
CAR	115	Residential Planning / Estimating	3	0	0	3
CIS	111	Basic PC Literacy	1	2	0	2
COE	112	Co-op Work Experience I	0	0	20	2
CST	244	Sustainable Building Design	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
		Totals	23	39	29	42

Total Semester Hour Credits: 42

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

Available at these High Schools
Cherokee High School
Jackson County School of Alternatives
Swain County High School

Contact
Linda Dyke, Director of College Access
LDyke@southwesterncc.edu
(828) 339.4000 or (800) 447.4091, ext. 4394

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

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

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

CERTIFICATE C50420

Prefix	Number	Title	Class	Lab	Clinical	Credit
WLD	110	Cutting Processes	1	3	0	2
WLD	111	Oxy-Fuel Welding	1	3	0	2
WLD	115	SMAW (Stick) Plate	2	9	0	5
WLD	121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD	131	GTAW (TIG) Plate	2	6	0	4
		Totals	8	27	0	17

Total Semester Hour Credits: 17

ADVISOR
Thom Brooks
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The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A25290

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
NET	110	Networking Concepts	2	2	0	3
NOS	110	Operating System Concepts	2	3	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	11	9	0	15

SPRING SEMESTER 1

CIS	115	Introduction to Programming & Logic	2	3	0	3
DBA	110	Database Concepts	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	14	10	0	18

SUMMER SEMESTER 1

BUS	110	Introduction to Business	3	0	0	3
***	***	Social Science Elective	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	9	0	0	9

FALL SEMESTER 2

CTS	285	Systems Analysis & Design	3	0	0	3
WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	182	PHP Programming	2	2	0	3
WEB	210	Web Design	2	2	0	3
WEB	230	Implementing Web Serv	2	2	0	3
WEB	250	Database Driven Websites	2	2	0	3
		Totals	13	10	0	18

SPRING SEMESTER 2

COE	111	Co-op Work Experience I	0	0	10	1
SEC	110	Security Concepts	3	0	0	3
WEB	120	Introduction to Internet Multimedia	2	2	0	3
WEB	180	Active Server Pages	2	2	0	3
WEB	289	Internet Technologies Project	1	4	0	3
		Totals	8	8	10	13

Total Semester Credit Hours: 73

Southwestern Community College is a Certified Internet Webmaster (CIW) Authorized Training Provider and offers various classes leading to CIW certifications. The CIW certification is the industry leading certification for webmasters. To find out more about CIW certifications, visit http://www.ciwcertified.com.

SCC also offers certificate programs in Web Technologies that can stand alone or be combined with other degree options. Southwestern is also a testing center for Adobe certification and offers courses that focus on each of the Adobe Web Development tools.

WEB DESIGN CERTIFICATE C25290D

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	4	4	0	6

SPRING SEMESTER 1

WEB	120	Introduction to Internet Multimedia	2	2	0	3
WEB	140	Web Development Tools	2	2	0	3
		Totals	4	4	0	6

FALL SEMESTER 2

WEB	111	Introduction to Web Graphics	2	2	0	3
WEB	210	Web Design	2	2	0	3
		Totals	4	4	0	6

Total Semester Hour Credits: 18

WEB PROGRAMMING CERTIFICATE C25290P

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
WEB	110	Internet/Web Fundamentals	2	2	0	3
		Totals	4	4	0	6

SPRING SEMESTER 1

CIS	115	Introduction to Programming & Logic	2	3	0	3
WEB	115	Web Markup and Scripting	2	2	0	3
		Totals	4	5	0	6

FALL SEMESTER 2

WEB	182	PHP Programming	2	2	0	3

SPRING SEMESTER 2

WEB	180	Active Server Pages	2	2	0	3

Total Semester Hour Credits: 18

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Prefix	Field of Study
ACA	Academic Related
ACC	Accounting
AHR	A/C, Heating & Refrigeration
ANT	Anthropology
ART	Art
AUT	Automotive
BIO	Biology
BPR	Blueprint Reading
BUS	Business
CAR	Carpentry
CCT	Cyber Crime
CET	Computer Engineering Technology
CHM	Chemistry
CIS	Computer Information Technology
CIV	Civil Engineering
CJC	Criminal Justice
COE	Cooperative Work Experience
COM	Communications
COS	Cosmetology
CSC	Computer Science
CST	Construction
CUL	Culinary
DBA	Database
DDT	Human Services
DFT	Drafting
ECM	Electronic Commerce
ECO	Economics
EDU	Education/Early Childhood
ELC	Electrical
ELN	Electronics Engineering Technology
EMS	Emergency Medical Science
ENG	English
ENV	Environmental Science
ETR	Entrepreneurship
FRE	French
GAM	Gaming Management
GEO	Geography
GRA	Graphics
GRD	Graphic Design
GRO	Gerontology
HEA	Health
HIS	History

Prefix	Field of Study
HIT	Health Information Technology
HRM	Hotel, Restaurant Management
HSC	Health Science
HSE	Human Services
HUM	Humanities
ITN	Internet Technologies
LEX	Paralegal
MAT	Math
MED	Medical Assisting/Related
MKT	Marketing
MLT	Medical Laboratory Technology
MTH	Massage Therapy
MUS	Music
NET	Networking Techology
NOS	Networking Operating Systems
NUR	Nursing
NUT	Nutrition
ODL	Outdoor Leadership
OST	Office Administration
PBT	Phlebotomy
PED	Physical Education
PHI	Philosophy
PHY	Physics
POL	Political Science
PSY	Psychology
PTA	Physical Therapist Assistant
RAD	Radiography
RCP	Respiratory Therapy
RED	Reading
REL	Religion
RLS	Real Estate
SAB	Substance Abuse
SEC	Information Systems Security
SOC	Sociology
SON	Medical Sonography
SPA	Spanish
SRV	Surveying
SST	Sustainability Technologies
SUR	Surgical Technology
WEB	Web Technologies
WLD	Welding

Performance Measures	Standard	Results for SCC	SCC Performance
Progress of Basic Skills Students	75% must demonstrate progress	79%	Measure Met
Pass Rates on Licensure/Certification Exams by First Time Test Takers*	80% overall passing rate, plus no exam lower than 70%	89% overall, 1 exam below 70%	Measure Met
Performance of College Transfer Students	83% of College Transfer students will achieve a GPA greater than or equal to a 2.0 after two semesters at a UNC institution. To achieve Exceptional Performance, the % of College Transfer students with a GPA of 2.0 or higher will be equivalent to the % of native Juniors and Sophomores with a GPA of 2.0 or higher.	SCC=95.5% UNC=87.5%	Measure Met
Passing Rates in Developmental Courses	75% of students completing a Developmental course will have a grade of "C" or higher	87%	Measure Met
Success Rate of Developmental Students	80% of students completing a Development course will earn a passing grade in the subsequent college level course	85%	Measure Met
Satisfaction by Completers & Noncompleters With Programs and Services of the College	90% will report being satisfied with the quality of the programs and services of the College	98%	Measure Met
Curriculum Student Retention, Graduation	65% of fall semester cohort will graduate, transfer to another community college or university, or will still be enrolled the following fall semester	70%	Measure Met
Business/Industry Satisfaction With Customized Training	90% of Businesses/Industries surveyed will report satisfaction with the services provided by the College	100%	Measure Met

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

Through an agreement with the University of North Carolina system, our students can earn up to 65 hours of course credit that will transfer to any public university 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. Coursework in the AFA program is aligned with the general education requirements of the state system. It is advised that all 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 advisor to assure course equivalencies and track their academic progress.

ASSOCIATE IN FINE ARTS DEGREE (AFA) A10200
VISUAL ARTS
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
ART	114	Art History Survey I	3	0	0	3
ART	121	Design I	0	6	0	3
ART	131	Drawing I	0	6	0	3
ANT	220	Cultural Anthropology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
		Totals	9	12	0	15

SPRING SEMESTER 1

ART	115	Art History Survey II	3	0	0	3
ART	122	Design II	0	6	0	3
ART	251	Weaving I	0	6	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	113	Literature-Based Research	3	0	0	3
		Totals	8	14	0	15

SUMMER SEMESTER 1

ART	288	Studio	0	6	0	3
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	6	6	0	9

FALL SEMESTER 2

ART	283	Ceramics I	0	6	0	3
BIO	111	General Biology I	3	3	0	4
ENG	131	Introduction to Literature	3	0	0	3
Choose one of the following:						
ART	281	Sculpture I	0	6	0	3
ART	231	Printmaking I	0	6	0	3
		Totals	6	15	0	13

SPRING SEMESTER 2

ART	252	Weaving II	0	6	0	3
COM	231	Public Speaking	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
Choose one of the following:						
ART	232	Printmaking II	0	6	0	3
ART	282	Sculpture II	0	6	0	3
ART	284	Ceramics II	0	6	0	3
		Totals	6	12	0	12

Total Semester Hour Credits: 65

FACULTY
Joel Queen
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(828) 497.3945

Program approval pending from North Carolina Community College System.

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.

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 below. All nursing courses must be taken in the order they appear in the curriculum.

FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
NUR	111	Intro to Health Concepts	4	6	6	8
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
Choose one of the following:						
MAT	110	Mathematical Measurements	2	2	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	12	11	6	18

SPRING SEMESTER 1

NUR	112	Health-Illness Concepts	3	0	6	5
NUR	114	Holistic Health Concepts	3	0	6	5
BIO	169	Anatomy and Physiology II	3	3	0	4
PSY	241	Developmental Psychology	3	0	0	3
		Totals	12	3	12	17

SUMMER SEMESTER 1

NUR	113	Family Health Concepts	3	0	6	5
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	6	0	6	8

FALL SEMESTER 2

NUR	211	Health Care Concepts (First 8 Weeks)	3	0	6	5
NUR	212	Health System Concepts (Second 8 Weeks)	3	0	6	5
BIO	175	General Microbiology	2	2	0	3
Choose one of the following:						
CIS	110	Introduction to Computers	2	2	3	3
CIS	111	Basic PC Literacy	1	2	0	2
		Totals	9-10	4	12-15	15-16

SUSTAINABILITY TECHNOLOGIES

Program approval pending from North Carolina Community College System.

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A40370
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
EGR	115	Introduction to Technology	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
SST	110	Intro to Sustainability	3	0	0	3
***	***	Social/Behavioral Sciences Elective	3	0	0	3
		Totals	14	5	0	16

SPRING SEMESTER 1

CIV	110	Statics/Strength of Materials	2	6	0	4
CIV	125	Civil/Surveying CAD	1	6	0	3
ENV	110	Environmental Science	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	172A	Precalculus Trigonometry Lab	0	2	0	1
SRV	110	Surveying I	2	6	0	4
		Totals	11	20	0	18

SUMMER SEMESTER 1

CIV	111	Soils and Foundations	2	3	0	3
PHY	151	College Physics I	3	2	0	4
SRV	111	Surveying II	2	6	0	4
		Totals	7	11	0	11

FALL SEMESTER 2

CIV	211	Hydraulics & Hydrology	2	3	0	3
CIV	212	Environmental Planning	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
SRV	210	Surveying III	2	6	0	4
SST	120	Energy Use Analysis	2	2	0	3
		Totals	11	14	0	16

SPRING SEMESTER 2

CIV	230	Construction Estimating	2	3	0	3
CIV	240	Project Management	2	3	0	3
SRV	230	Subdivision Planning	1	6	0	3
SST	210	Issues in Sustainability	3	0	0	3
***	***	Humanities/Fine Arts Elective	3	0	0	3
		Totals	11	12	0	15

Total Semester Hours Credit: 76

FACULTY
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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.

ASSOCIATE IN APPLIED SCIENCE DEGREE (AAS) A55330
FALL SEMESTER 1

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	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
PSY	150	General Psychology	3	0	0	3
		Totals	12	14	0	18

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
WEB	110	Internet/Web Fundamentals	2	3	0	3
		Totals	11	14	0	16

SUMMER SEMESTER 1

BUS	137	Principles of Management	3	0	0	3
***	***	Humanities Elective	3	0	0	3
Choose one of the following:						
COE	111	Co-op Work Experience I	0	0	10	1
ODL	138	Field Experience I	1	9	0	4
		Totals	6-7	0-9	0-10	7-10

FALL SEMESTER 2

BUS	230	Small Business Management	3	0	0	3
MAT	140	Survey of Mathematics	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
***	***	Technical Elective	0-3	0-6	0	1-3
		Totals	10-13	6-12	0	13-15

SPRING SEMESTER 2

			Class	Lab	Clinical	Credit
ODL	212	Land-Based Activities II	1	6	0	3
ODL	220	Climbing	1	4	0	3
ODL	228	ODL for Special Populations	2	2	0	3
ODL	286	Issues in Outdoor Leadership	2	2	0	3
Choose one of the following:						
COE	121	Co-op Work Experience II	0	0	10	1
ODL	238	Field Experience II	1	9	0	4
		Totals	6-7	14-23	0-10	13-19

Total Semester Hour Credits: 66-74

Technical Electives

			Class	Lab	Clinical	Credit
MED	182	CPR, First Aid & Emergency I	1	2	0	2
*ODL	140	Intro to Wilderness Therapy	2	2	0	3
ODL	244	Caving	1	3	0	2
*ODL	245	Wilderness Therapeutic Models	3	2	0	4
*ODL	248	Field Techniques in WT	2	6	0	4
ODL	250	Biking	1	3	0	2
ODL	260	Challenge Course Management	1	4	0	3
ODL	265	Raft Guide Training	1	2	0	2
*ODL	267	Primitive Living Skills	1	4	0	3
ODL	270	Swift Water Rescue	0	2	0	1
ODL	284	Principles of Ecotourism	2	2	0	3
*ODL	288	Current Trends in ODL	1	4	0	3

*Pending Approval of the NCCCS system

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
Choose one of the following:						
MED	182	CPR, First Aid & Emergency I	1	2	0	2
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	7-9	14-19	0	14-16

Total Semester Hour Credits: 14-16

COURSE DESCRIPTIONS

• Course Descriptions

CreatingSuccess
NC Community Colleges
Hope • Opportunity • Jobs

Success Story
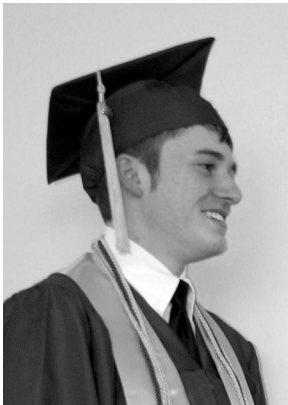
Jordan Stevens
Graphic Artist

Preparing for a job interview paid off for Jordan Stevens, a May 2008 graduate of Southwestern Community College's advertising and graphic design program. "I had an interview with the Smoky Mountain Times newspaper a week before our program's portfolio presentation, which was to be my first time publicly presenting my work. I was excited and nervous at the same time," he said. My instructors told me that my portfolio should be easy to talk about because it was a physical representation of the last two years of my life." That really helped relax him, said Jordan who "felt very prepared to answer all of the questions the editor and publisher asked me; some I actually remembered hearing my instructors talk about in class as questions we would one day need to readily have an answer for. I received a call the next week with the job offer." Jordan, the first in his family to receive a college education, started work as the Smoky Mountain Times graphic artist the week after graduation.

EXAMPLE:
ACC 115 College Accounting (3-2-4)   **NUR 125 Maternal-Child Nursing** (5-3-6-8)
3 = Class Hours Per Week   5 = Class Hours Per Week
2 = Lab Hours Per Week   3 = Lab Hours Per Week
4 = Credit Hours Per Semester   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 academic administration at SCC.

Corequisite: A course taken at the same time as another course or prior to the course to be taken.

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

ACA 120 Career Assessment (1-0-1)
   This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

ACA 122 College Transfer Success (1-0-1)
   This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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

ACCOUNTING

ACC 115 College Accounting (3-2-4)

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Principles of Financial Accounting (3-2-4)

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121 Principles of Managerial Accounting (3-2-4)

Prerequisite: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 129 Individual Income Taxes (2-2-3)

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 150 Accounting Software Applications (1-2-2)

Prerequisites: 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)

Prerequisites: 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 business.

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

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting (3-0-3)
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 240 Government & Not-for-Profit Accounting (3-0-3)
Prerequisites: 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)

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling (2-4-4)

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology (2-4-4)
Prerequisites: AHR 110 or AHR 113
    This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 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)
    This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design (2-2-3)
    This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems (2-6-4)
Prerequisite: AHR 114
    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: RED 090 or satisfactory test scores
    This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 220 Cultural Anthropology (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
   This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ANT 221 Comparative Cultures (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
   This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ART
ART 111 Art Appreciation (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
   This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 114 Art History Survey I (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
   This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 115 Art History Survey II (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
   This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ART 121 Design I (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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 122 Design II (0-6-3)
Prerequisite: ART 121
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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 231 Printmaking I (0-6-3)
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 232 Printmaking II (0-6-3)
Prerequisites: ART 231
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 251 Weaving I (0-6-3)
This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 252 Weaving II (0-6-3)
Prerequisite: ART 251
    This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 264 Digital Photography I (1-4-3)
    This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 282 Sculpture II (0-6-3)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

AUTOMOTIVE
AUT 110 Introduction to Auto Technology (2-2-3)
This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 113 Automotive Servicing I (0-6-2)
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

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 161 Basic Auto Electricity (4-3-5)
This course covers basic electrical theory and wiring diagrams, test equipment, and di-agnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 163 Advanced Auto Electricity (2-3-3)
Prerequisite: AUT 161
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Advanced Auto Electricity Lab (0-3-1)
Corequisite: AUT 163
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 networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171 Auto Climate Control (2-4-4)
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

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

AUT 183 Engine Performance II (2-6-4)
Prequisite: 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.

AUT 231A Manual Transmissions/Axles/Drive Trains Lab (0-3-1)

Corequisite: AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281 Advanced Engine Performance (2-2-3)

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

AUT 283 Advanced Auto Electronics (2-2-3)

Prerequisite: AUT 161

This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators.

BIOLOGY
BIO 090 Foundations of Biology (3-2-4)

Corequisite: RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 110 Principles of Biology (3-3-4)

Prerequisite: RED 090 or satisfactory test scores

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

Note: Students may not apply both BIO 110 and BIO 111 towards completion of Arts and Sciences Natural Science requirement.

BIO 111 General Biology I (3-3-4)
Prerequisite: RED 090 or satisfactory test scores
    This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Note: Students may not apply both BIO 110 and BIO 111 towards completion of Arts and Sciences Natural Science requirement.

BIO 112 General Biology II (3-3-4)
Prerequisite: BIO 111
    This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 120 Introductory Botany (3-3-4)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 130 Introductory Zoology (3-3-4)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 140 Environmental Biology (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
    This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 140A Environmental Biology Lab (0-3-1)

Prerequisite: RED 090 or satisfactory test scores
Corequisite: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

BIO 163 Basic Anatomy & Physiology (4-2-5)

Prerequisite: RED 090 or satisfactory test scores

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I (3-3-4)

Prerequisite: RED 090 or satisfactory test scores

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 175 General Microbiology (2-2-3)

Prerequisites: BIO 110, BIO, 111, BIO 163, BIO 165 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 271 Pathophysiology (3-0-3)
Prerequisites: BIO 163, BIO 166, or BIO 169
　　This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BLUEPRINT READING
BPR 130 Blueprint Reading/Construction (1-2-2)
　　This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUSINESS
BUS 110 Introduction to Business (3-0-3)
　　This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BUS 115 Business Law I (3-0-3)
　　This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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 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 225 Business Finance (2-2-3)
Prerequisite: ACC 120
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

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 253 Leadership and Management Skills (3-0-3)
This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260 Business Communication (3-0-3)
Prerequisite: ENG 111
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270 Professional Development (3-0-3)
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 280 REAL Small Business (4-0-4)
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

BUS 285 Business Management Issues (2-2-3)
Prerequisites: BUS 137
This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

CARPENTRY (Huksins 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.

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 220 Forensic Accounting (3-3-4)

This course introduces the basic principles and procedures of investigative accounting and anyalysis of financial evidence. Emphasis is placed on collecting data and evidence, evaluation of internal control systems, accounting systems, concealed income analysis and fraud detection. Upon completion, students should be able to apply generally accepted accounting standards and procedures for conducting a criminal investigation audit for financial information.

CCT 231 Technology Crimes & Law (3-0-3)

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

CCT 240 Data Recovery Techniques (2-3-3)

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.

CCT 241 Advanced Data Recovery (2-3-3)

Prerequisite: CCT 240

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.

CCT 250 Network Vulnerabilities I (2-2-3)

Prerequisite: NET 110

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students will be able to evaluate weaknesses related to traditional networks, wireless technologies, remote access, and network security devices such as firewalls and intrusion detection systems.

CCT 251 Network Vulnerabilities II (2-2-3)
Prerequisite: CCT 250
This course is a continuation of CCT 250 Network Vulnerabilities I. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students will be able to assemble a test kit for multiple operating systems, scan and footprint networks, and test all aspects of network vulnerability.

CCT 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 or CCT 220
This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.

COMPUTER ENGINEERING TECHNOLOGY
CET 110 Introduction to CET (0-3-1)
This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

CET 111 Computer Upgrade/Repair I (2-3-3)
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 Computer Upgrade/Repair II (2-3-3)
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 222 Computer Architecture (2-0-2)
This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multi-processing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes.

CET 225 Digital Signal Processing (2-2-3)
    This course covers the theory and use of digital signal processing techniques. Topics include Fourier analysis, digital filtering, Z transforms, IIR, FIR, convolution, pulse methods, and DSP programming. Upon completion, students should be able to implement and troubleshoot DSP systems in hardware and software.

CET 245 Internet Servers (2-3-3)
    This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers.

CET 251 Software Engineering Principles (3-3-4)
    This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting.

CHEMISTRY
CHM 090 Chemistry Concepts (4-0-4)
    This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM 131 Introduction to Chemistry (3-0-3)
Prerequisites: <u>MAT 070 and RED 090 or satisfactory test scores</u>
    This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 131A Introduction to Chemistry Lab (0-3-1)
Prerequisites: <u>MAT 070 and RED 090, or satisfactory test scores</u>
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 132 Organic and Biochemistry (3-3-4)
Prerequisites: CHM 131 and CHM 131A 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CHM 151 General Chemistry I (3-3-4)
Prerequisites: <u>MAT 080 and RED 090, or satisfactory test scores</u>
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

COMPUTER INFORMATION TECHNOLOGY
CIS 070 Fundamentals of Computing (0-2-1)
This course covers fundamentals functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers (2-2-3)
Prerequisite: CIS 070 (effective Spring 2010)
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

CIS 111 Basic PC Literacy (1-2-2)
Prerequisite: CIS 070 (effective Spring 2010)
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Introduction to Programming & Logic (2-3-3)
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

CIVIL ENGINEERING
CIV 110 Statics/Strength of Materials (2-6-4)
Prerequisite: MAT 121, MAT 161, MAT 171, or MAT 175
   This course includes vector analysis, equilibrium of force systems, friction, sectional proper-
ties, stress/strain, and deformation. Topics include resultants and components of forces, mo-
ments 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.

CIV 111 Soils and Foundations (2-3-3)
Prerequisite: CIV 110
   This course presents an overview of soil as a construction material using both analysis
and testing procedures. Topics include index properties, classification, stress analysis,
compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations.
Upon completion, students should be able to perform basic soil tests and analyze engineering
properties of soil.

CIV 125 Civil/Surveying CAD (1-6-3)
   This course introduces civil/surveying computer-aided drafting (CAD) software. Topics
include drawing, editing, and dimensioning commands; plotting; and other related civil/sur-
veying topics. Upon completion, students should be able to produce civil/surveying drawings
using CAD software.

CIV 210 Engineering Materials (1-3-2)
   This course covers the behavior and properties of Portland cement and asphaltic concretes
and laboratory and field-testing. Topics include cementing agents and aggregates; water and
admixtures; proportioning, production, placing, consolidation, and curing; and inspection
methods. Upon completion, students should be able to proportion concrete mixes to attain
predetermined strengths and other properties and perform standard control tests.

CIV 211 Hydraulics and Hydrology (2-3-3)
Prerequisite: CIV 110
   This course introduces the basic engineering principles and characteristics of hydraulics and
hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measure-
ment, and pipe and open channel flow. Upon completion, students should be able to analyze
and size drainage structures.

CIV 212 Environmental Planning (2-3-3)
Prerequisite: CIV 211
   This course covers water and wastewater technology, erosion and sedimentation control,
and other related topics. Topics include collection, treatment, and distribution of water and
wastewater and erosion and sedimentation control law. Upon completion, students should
be able to demonstrate knowledge of water and wastewater systems and prepare erosion and
sedimentation control plans.

CIV 215 Highway Technology (1-3-2)
Prerequisite: SRV 111
Corequisite: CIV 211
This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, drainage, super-elevation, and North Carolina Department of Transportation Standards. Upon completion, students should be able to use roadway drawings and specifications to develop supereleation, drainage, and general highway construction details.

CIV 230 Construction Estimating (2-3-3)
Prerequisites: CIS 110, CIS 111, or EGR 115
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CIV 240 Project Management (2-3-3)
This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

CIV 250 Civil Engineering Technology Project (1-3-2)
This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

CRIMINAL JUSTICE
CJC 111 Introduction to Criminal Justice (3-0-3)
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 112 Criminology (3-0-3)
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice (3-0-3)
  This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography (1-2-2)
  This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 120 Interviews/Interrogations (1-2-2)
  This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations (3-0-3)
  This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 122 Community Policing (3-0-3)
  This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law (3-0-3)
  This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3-0-3)
  This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections (3-0-3)

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CJC 144 Crime Scene Processing (2-3-3)

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 146 Trace Evidence (2-3-3)

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 212 Ethics & Community Relations (3-0-3)

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse (3-0-3)

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology (3-0-3)

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215 Organization & Administration (3-0-3)

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles (3-2-4)

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics (3-0-3)

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 225 Crisis Intervention (3-0-3)

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law (3-0-3)

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability (3-0-3)

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 241 Community-Based Corrections (3-0-3)

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 245 Friction Ridge Analysis (2-3-3)

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.

CJC 246 Advanced Friction Ridge Analysis (2-3-3)
Prerequisite: CJC 245

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology program.

CJC 250 Forensic Biology I (2-2-3)
Corequisites: BIO 110 or BIO 111

This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

CJC 251 Forensic Chemistry I (3-2-4)

This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.

CJC 252 Forensic Chemistry II (3-2-4)
Prerequisite: CJC 251

This course provides a study of specialized areas of chemistry specifically related to forensic science. Topics include properties of light, emission and absorption spectra, spectrophotometry, gas and liquid chromatography, and related topics in organic and biochemistry. Upon completion, students should be able to demonstrate an understanding of specialized concepts in forensic chemistry.

CJC 255 Issues in Criminal Justice Applications (3-0-3)
Prerequisites: CJC 111, CJC 221 and CJC 231

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

CJC 256 Forensic Surveying (2-3-3)

This course provides students with the requisite understanding and skills necessary to employ surveying equipment to position and map a crime or traffic homicide scene. Topics include triangulation and rectangular coordinate grids, polar coordinates, establishing datum points, Global Positioning Systems and total station positioning and mapping. Upon completion, students should be able to accurately use a total station system for the purpose of positioning and mapping crime or traffic homicide scenes.

COOPERATIVE EDUCATION
COE 111 Co-op Work Experience I (0-0-10-1)
  This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I (0-0-20-2)
  This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 114 Co-op Work Experience I (0-0-40-4)
  This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Experience Seminar I (1-0-0-1)
Corequisites: COE 111, COE 112, COE 113, or COE 114
  This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COE 121 Co-op Work Experience II (0-0-10-1)
  This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Experience Seminar II (1-0-0-1)
Corequisites: COE 121 or COE 122
  This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

COMMUNICATION
COM 110 Introduction to Communication (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
  This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).

COM 231 Public Speaking (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).

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)
Prereuisite: COS 111
Corequisite: COS 114
   This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II (0-24-8)
Prereuisite: COS 112
Corequisite: COS 113
   This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, hair-cutting, 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)
Prereuisite: COS 111
Corequisite: COS 116
   This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III (0-12-4)
Prereuisite: COS 112
Corequisite: COS 115
 This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (2-0-2)
Prereuisite: COS 111
Corequisite: COS 118
 This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (0-21-7)
Prereuisite: COS 112
Corequisite: COS 117
 This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 121 Manicure/Nail Technology I (4-6-6)
 This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 222 Manicure/Nail Technology II (4-6-6)
Prerequisite: COS 121
 This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COMPUTER SCIENCE
CSC 134 C++ Programming (2-3-3)
 This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 139 Visual BASIC Programming (2-3-3)

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

COMPUTER INFORMATION TECHNOLOGY

CTS 120 Hardware/Software Support (2-3-3)
Prerequisites: CIS 110 or CIS 111

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)
Prerequisites: CIS 110 or CIS 111 or OST 137

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 250 User Support & Software Evaluation (2-2-3)
Prerequisites: CTS 120 and NOS 130

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 285 Systems Analysis & Design (3-0-3)
Prerequisite: CIS 115

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 286 Network Support (2-2-3)
Prerequisites: NOS 230 or NOS 231

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.

CTS 287 Emerging Technologies (3-0-3)

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CTS 289 System Support Project (1-4-3)
Prerequisite: CTS 285

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CONSTRUCTION
CST 244 Sustainable Bldg Design (2-3-3)

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices.

CULINARY
CUL 110 Sanitation & Safety (2-0-2)

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 110A Sanitation & Safety Lab (0-2-1)
Corequisite: CUL 110

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112 Nutrition for Foodservice (3-0-3)

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include fundamentals of personal nutrition, nutrition over the life cycle, weight management and exercise, health aspects of nutrition, developing healthy recipes and 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.

CUL 120 Purchasing (2-0-2)

This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 130 Menu Design (2-0-2)
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

CUL 135 Food & Beverage Service (2-0-2)
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 135A Food & Beverage Service Lab (0-2-1)
Corequisite: CUL 135
This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

CUL 140 Basic Culinary Skills (2-6-5)
Corequisite: CUL 110 and CUL 110A
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 160 Baking I (1-4-3)
Corequisite: CUL 110 and CUL 110A
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUL 180 International & American Region Cuisine (1-8-5)
Prerequisite: CUL 140
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

CUL 240 Advanced Culinary Skills (1-8-5)
Prerequisite: CUL 140
This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250 Classical Cuisine (1-8-5)
Prerequisites: CUL 140 and CUL 240
    This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hôte 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)
Prerequisite: CUL 160
    This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation and plating, specialty sourdough production, cake decorating, and dessert buffet production skills.

DATABASE MANAGMENT TECHNOLOGY
DBA 110 Database Concepts (2-3-3)
    This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DEVELOPMENTAL DISABILITIES
DDT 110 Developmental Disabilities (3-0-0-3)
    This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span.

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.

ELECTRONIC COMMERCE
ECM 168 Electronic Business (2-2-3)
    This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Introduction to Electronic Commerce (2-2-3)

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site.

ECM 220 Electronic Commerce Planning & Implementation (2-2-3)

This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for Electronic Commerce in a small to medium size business.

ECM 230 Capstone Project (1-6-3)

Prerequisite: ECM 220

This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business.

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 251 Principles of Microeconomics (3-0-3)

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Principles of Macroeconomics (3-0-3)

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

EDUCATION
EDU 119 Introduction to Early Child Education (4-0-4)
    This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. This course is also available through the Virtual Learning Community (VLC).

EDU 131 Child, Family, & Community (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and RED 080
    Set 2: ENG 085
    This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. This course is also available through the Virtual Learning Community (VLC).

EDU 144 Child Development I (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and RED 080
    Set 2: ENG 085
    This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC).

EDU 145 Child Development II (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and RED 080
    Set 2: ENG 085
    This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. This course is also available through the Virtual Learning Community (VLC).

EDU 146 Child Guidance (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and ENG 080
    Set 2: ENG 085
    This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. This course is also available through the Virtual Learning Community (VLC).

EDU 151 Creative Activities (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and RED 080
    Set 2: ENG 085
    This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. This course is also available through the Virtual Learning Community (VLC).

EDU 153 Health, Safety & Nutrition (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080 and ENG 080
    Set 2: ENG 085
    This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. This course is also available through the Virtual Learning Community (VLC).

EDU 154 Social/Emotion/Behavioral Development (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 080, RED 080, EDU 144, EDU 145
    Set 2: ENG 080, RED 080, PSY 244, PSY 245
    Set 3: ENG 085, EDU 144, EDU 145
    Set 4: ENG 085, 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)
Prerequisites: Take one set
   Set 1: ENG 080 and ENG 080
   Set 2: ENG 085
   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)
Prerequisites: Take one set
   Set 1: ENG 080, RED 080
   Set 2: ENG 085
   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 Managment & Instruction (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 080 and ENG 080
   Set 2: ENG 085
   This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 175 Introduction to Trade & Industry (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 080 and ENG 080
   Set 2: ENG 085
   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)
Prerequisites: Take one set
   Set 1: ENG 080 and ENG 080
   Set 2: ENG 085
   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)
Prerequisites: Take one set
      Set 1: ENG 080 and ENG 080
      Set 2: ENG 085
      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)
Prerequisites: Take one set
      Set 1: ENG 080 and ENG 080
      Set 2: ENG 085
      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)
Prerequisites: Take one set
      Set 1: ENG 080 and ENG 080
      Set 2: ENG 085
      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)
Prerequisites: Take one set
      Set 1: ENG 080, RED 080, EDU 119
      Set 2: ENG 085, 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.

EDU 216 Foundations of Education (4-0-4)
Prerequisites: Take one set
      Set 1: ENG 090 and RED 090
      Set 2: ENG 095
      This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at WCU and other select institutions.

EDU 221   Children with Exceptionalities   (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090, EDU 144 and EDU 145
   Set 2: ENG 090, RED 090, PSY 244 and PSY 245
   Set 3: ENG 095, EDU 144 and EDU 145
   Set 4: ENG 095, PSY 244 and PSY 245
   This course introduces children with exceptionalities, their families, support services, inclusive/ diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community (VLC).

EDU 222 Learners w/Behavior Disorders (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090, EDU 144, EDU 145
   Set 2: ENG 090, RED 090, PSY 244, PSY 245
   Set 3: ENG 095, EDU 144, EDU 145
   Set 4: ENG 095, PSY 244, PSY 245
   This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

EDU 223 Specific Learning Disabilities (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090, EDU 144, EDU 145
   Set 2: ENG 090, RED 090, PSY 244, PSY 245
   Set 3: ENG 095, EDU 144, EDU 145
   Set 4: ENG 095, PSY 244, PSY 245
   This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234   Infants, Toddlers, & Twos   (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090 and EDU 119
   Set 2: ENG 095 and EDU 119
   This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 240 Work-Based Learning Practice & Techniques (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
This course covers definitions and implementation strategies for various work-place learning programs including apprenticeship, cooperative education, entrepreneurship, field trip, internship, mentorship, school-based enterprise, service learning and shadowing. Topics include preparing vocational teachers to guide and involve students in work-based learning programs to help prepare for entry into the workforce. Upon completion, students should be able to work with students to assist with selection and involvement in work-based learning programs for career development.

EDU 243 Learning Theory (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244 Human Growth/Development (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245 Policies and Procedures (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

EDU 247 Sensory & Physical Disabilities (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090, EDU 144, EDU 145
   Set 2: ENG 090, RED 090, PSY 244, PSY 245
   Set 3: ENG 095, EDU 144, EDU 145
   Set 4: ENG 095, PSY 244, PSY 245
   This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

EDU 248 Developmental Delays (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090, EDU 144, EDU 145
   Set 2: ENG 090, RED 090, PSY 244, PSY 245
   Set 3: ENG 095, EDU 144, EDU 145
   Set 4: ENG 095, PSY 244, PSY 245
   This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

EDU 251 Exploration Activities (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090
   Set 2: ENG 095
   This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 252 Math & Science Activities (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
   This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 259 Curriculum Planning (3-0-3)
Prerequisites: Take one set
   Set 1: ENG 090, RED 090 and EDU 119
   Set 2: ENG 095 and EDU 119
   This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261 Early Childhood Administration I (3 -0 -3)
Prerequisites: Take one set
  Set 1: ENG 090 and RED 090
  Set 2: ENG 095
Corequisites: EDU 119
  This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. This course is also available through the Virtual Learning Community (VLC).

EDU 262 Early Childhood Administration II (3-0-3)
Prerequisites: Take one set
  Set 1: ENG 090, RED 090 and EDU 261
  Set 2: ENG 095 and EDU 261
Corequisites: 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)
Prerequisites: Take one set
  Set 1: ENG 090 and RED 090
  Set 2: ENG 095
  This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology.
Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. This course is also available through the Virtual Learning Community (VLC).

EDU 275 Effective Teacher Training (2-0-2)
Prerequisites: Take one set
  Set 1: ENG 090 and RED 090
  Set 2: ENG 095
  This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 280 Language & Literacy Experiences (3-0-3)
Prerequisites: Take one set
    Set 1: ENG 090 and RED 090
    Set 2: ENG 095
    This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. This course is also available through the Virtual Learning Community (VLC).

EDU 281 Instruction Strategies/Reading & Writing (2-2-3)
Prerequisites: Take one set
    Set 1: ENG 090 and RED 090
    Set 2: ENG 095
    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. This course is also available through the Virtual Learning Community (VLC).

EDU 284 Early Child Capstone Practices (1-9-4)
Prerequisites: Take one set
    Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
    Set 2: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
    This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285 Internship Exp-School Age (1-9-4)
Prerequisites: Take one set
     Set 1: ENG 090, RED 090, EDU 144, EDU 145, EDU 216, EDU 163
     Set 2: ENG 095, EDU 144, EDU 145, EDU 216, EDU 163
    This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 288 Advanced Issues in Early Childhood Education (2-0-2)
Prerequisites: Take one set
    Set 1: ENG 090, RED 090   Set 2: ENG 095
    This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

EDU 289 Advanced Issues/School Age Populations (2-0-2)
Prerequisites: Take one set
   Set 1: ENG 090 and RED 090
   Set 2: ENG 095
   This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

ENGINEERING
EGR 115 Introduction to Technology (2-3-3)
   This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 285 Design Project (0-4-2)
   This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

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 113 Basic Wiring I (2-6-4)
   This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II (2-6-4)
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 116 Telecom Cabling (1-2-2)
This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors, physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom.

ELC 117 Motors and Controls (2-6-4)
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)
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 DC/AC Circuit Analysis (4-3-5)
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELECTRONICS
ELN 131 Semiconductor Applications (3-3-4)
This course introduces the characteristics and applications of semiconductor devices and circuits.   Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications (3-3-4)
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics (3-3-4)

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 152 Fabrication Techniques (1-3-2)

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 215 Semiconductor Physics (3-0-3)

This course introduces solid state physics and emphasizes semiconductors. Topics include quantum physics, the atom, solid state devices, and semiconductor and integrated circuit fabrication techniques. Upon completion, students should be able to apply these principles of physics to basic semiconductor fabrication.

ELN 229 Industrial Electronics (2-4-4)

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 231 Industrial Controls (2-3-3)

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electro-mechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 Introduction to Microprocessors (3-3-4)

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233 Microprocessor Systems (3-3-4)

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234 Communication Systems (3-3-4)

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 235 Data Communication System (3-3-4)

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

ELN 257 Telecom Software (2-3-3)

This course covers technical programming to solve telecommunication problems using, C, UNIX, or other application software. Emphasis is placed on modeling and analyzing selected communication circuits. Upon completion, students should be able to program, simulate, and emulate communication circuits.

ELN 258 FCC Commercial License Preparation (3-0-3)

This course provides a review of communications technology and federal regulation covered on the FCC General Radiotelephone License examination. Topics include transmitters, receivers, modulation types, antennas, transmission lines, wave propagation, troubleshooting, and FCC regulations. Upon completion, students should be able to demonstrate knowledge of the materials covered and be prepared for the FCC General Radiotelephone License Examination.

ELN 264 Advanced Communication (4-3-5)

This course provides an in-depth study of high-frequency RF circuits. Topics include RF, microwave circuits, transmission media, radar and antenna systems, and energy sources. Upon completion, students should be able to explain operating units; safely test, adjust, and troubleshoot systems; and design and demonstrate a simple system.

ELN 275 Troubleshooting (1-3-2)

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMERGENCY MEDICAL CARE
EMS 110 EMT-Basic (5-6-0-7)

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-Basic certification.

EMS 120 Intermediate Interventions (2-3-0-3)
Prerequisites: EMS 110, <u>current EMT-B certification</u>
Corequisites: EMS 121 or EMS 122 and EMS 130, and EMS 131

This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

EMS 121 EMS Clinical Practicum I (0-0-6-2)
Prerequisites: EMS 110, <u>current EMT-B certification</u>
Corequisites: EMS 120, EMS 130, and EMS 131

This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 130 Pharmacology I for EMS (1-3-0-2)
Prerequisites: EMS 110 , <u>MAT 110</u>
Corequisites: EMS 120 and EMS 131

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 (1-2-0-2)
Prerequisite: EMS 110
Corequisites: EMS 120 and EMS 130

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management (1-3-0-2)

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emergency Vehicles & EMS Communication (1-3-0-2)

This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Advanced Patient Assessment (1-3-0-2)
Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131
    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 (2-6-0-4)
Prerequisites: EMS 120, EMS 130, and EMS 131
    This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II (0-0-9-3)
Prerequisites EMS 121
    This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 230 Pharmacology II for EMS (1-3-0-2)
Prerequisites: EMS 130
    This course explores the fundamental classification and action of common pharmacologic agents. Emphasis is placed on the action and use of compounds most commonly encountered in the treatment of chronic and acutely ill patients. Upon completion, students should be able to demonstrate general knowledge of drugs covered during the course.

EMS 231 EMS Clinical Practicum III (0-0-9-3)
Prerequisite: EMS 221
    This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management (2-0-0-2)
    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 Special Needs Patients (1-2-0-2)
Prerequisites: EMS 120, EMS 121, EMS 130, and EMS 131
    This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 EMS Clinical Practicum IV (0-0-9-3)
Prerequisite: EMS 231
  This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical Emergencies (2-3-0-3)
Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131
  This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma Emergencies (1-3-0-2)
Prerequisites: EMS 120, EMS 121, EMS 130 and EMS 131
  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 hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies (2-2-0-3)
Prerequisites: EMS 120, EMS 130, and EMS 131
  This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. 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 and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course (2-2-0-3)
  This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone (1-3-0-2)
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 060 Speaking English Well (2-0-2)
   This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to speak appropriately in a variety of situations. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 075 Reading & Language Essentials (5-0-5)
   This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills, and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.

ENG 085 Reading & Writing Foundations (5-0-5)
Prerequisites: ENG 075, or satisfactory test scores
   This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.

ENG 090 Composition Strategies (3-0-3)
Prerequisites: ENG 085, or satisfactory test scores.
Corequisite: ENG 090A
   This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.

ENG 090A Composition Strategies Lab (0-2-1)
Prerequisites: ENG 085, or satisfactory test scores
Corequisite: ENG 090
   This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095 Reading & Composition Strategies (5-0-5)
Prerequisites: ENG 085, or satisfactory test scores
   This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.

ENG 111 Expository Writing (3-0-3)
Prerequisites: ENG 090 and RED 090; ENG 095 <u>or satisfactory test scores</u>
   This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 111A Expository Writing Lab (0-2-1)
Prerequisites: ENG 090 and RED 090; or ENG 095 <u>or satisfactory test scores</u>
Corequisite: ENG 111
   This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 112 Argument-Based Research (3-0-3)
Prerequisite: ENG 111
   This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

ENG 113 Literature-Based Research (3-0-3)
Prerequisite: ENG 111
   This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

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 to satisfy the Comprehensive Articulation Agreement general education core requirement 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 131 Introduction to Literature (3-0-3)
Prerequisite: ENG 111
Corequisite: ENG 112, ENG 113 or ENG 114
   This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Note: Students who successfully complete ENG 113 are advised to take a 200-level literature course, while those who complete ENG 114 should opt for ENG 131.

ENG 231 American Literature I (3-0-3)
Prerequisite: ENG 113 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 232 American Literature II (3-0-3)
Prerequisites: ENG 113 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 241 British Literature I (3-0-3)
Prerequisites: ENG 113 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 242 British Literature II (3-0-3)
Prerequisites: ENG 113 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 251 Western World Literature I (3-0-3)
Prerequisites: ENG 113 or ENG 114
   This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 252 Western World Literature II (3-0-3)
Prerequisites: ENG 113 or ENG 114
   This course provides a survey of selected European works from the Neoclassical 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 selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

ENG 272 Southern Literature (3-0-3)
Prerequisites: ENG 113 or ENG 114
   This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENTREPRENEURSHIP
ETR 210   Intro to Entrepreneurship (3-0-3)
   This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 220 Innovation and Creativity (3-0-3)
   This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230 Entrepreneur Marketing (3-0-3)
   This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 Funding for Entrepreneurs (3-0-3)
Prerequisites: 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.

ETR 270 Entrepreneurship Issues (3-0-3)
    This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

ENVIRONMENTAL SCIENCE
ENV 110 Environmental Science (3-0-3)
    This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

FRENCH
FRE 111 Elementary French I (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
    This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

FRE 112 Elementary French II (3-0-3)
Prerequisite: FRE 111
    This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Note: Elementary foreign language courses are secondary humanities courses; they will not count as the sole humanities selection in an AAS degree program.

FRE 211 Intermediate French I (3-0-3)
Prerequisites: FRE 112
    This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 212 Intermediate French II (3-0-3)
Prerequisites: FRE 211
   This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

GAMING MANAGEMENT
GAM 110 Introduction To Gaming Industry (3-0-3)
   This course provides a basic understanding of the gaming industry through review and analysis of the industry' s history, growth and future development. Topics include economics and profitability, casino and hotel interface, organizational and operational structure, legal issues, demographics, career opportunities, and labor force issues. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the gaming industry.

GAM 112 Guest Relations & Customer Service (2-2-3)
   This course introduces the fundamentals of customer service and guest relations for the gaming industry. Topics include guest satisfaction, techniques of service, and problem resolution. Upon completion, students should be able to demonstrate effective techniques for developing quality guest relationships in a gaming facility.

GAM 170 Survey of Casino Games (2-2-3)
   This course is designed to provide an introduction to various casino games. Topics include electronic gaming, table gaming, probability theory, and fraud detection. Upon completion, students should be able to demonstrate an understanding of the philosophy and basic techniques of various casino games.

GAM 230 Casino Marketing (3-0-3)
   This course covers planning, organizing, directing, and analyzing the results of marketing programs in the casino industry. Topics include marketing a property, individual products, evaluating special promotions, convention sales, entertainment, and advertising. Upon completion, students should be able to apply marketing concepts to casino operations.

GAM 250 Personnel Administration-Casinos (3-0-3)
Prerequisite: HRM 122
   This course introduces the functions of personnel/human resource management within a gaming organization. Topics include job analysis and descriptions, recruitment, selection, training and development, conflict resolution, retention, and evaluation of gaming personnel. Upon completion, students should be able to demonstrate techniques for anticipating and resolving selected personnel situations for gaming enterprises.

GEOGRAPHY
GEO 111 World Regional Geography   (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GEO 112 Cultural Geography (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

GRAPHIC ARTS
GRA 121 Graphic Arts I (2-4-4)
This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 220 Industry Survey (1-2-2)
This course explores various graphic arts businesses and trade associations through tours, guest speakers, and research. Emphasis is placed on presenting a broad industry overview through research of a variety of industry activities and relationships. Upon completion, students should be able to describe local graphic arts businesses and local and national trade and professional associations.

GRAPHIC DESIGN
GRD 110 Typography I (2-2-3)
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 121 Drawing Fundamentals I (1-3-2)
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 131 Illustration I (1-3-2)
Prerequisites: ART 131, DES 125, or GRD 121
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 141 Graphic Design I (2-4-4)
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II (2-4-4)
Prerequisites: ART 121, DES 135, or GRD 141
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 145 Design Applications I (0-3-1)
Corequisite: GRD 141
This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts.

GRD 146 Design Applications II (0-3-1)
Corequisite: GRD 142
This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing comprehensive projects utilizing concepts and technologies covered in GRD 141 and GRD 142. Upon completion, students should be able to provide solutions to design problems.

GRD 151 Computer Design Basics (1-4-3)
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152 Computer Design Technology I (1-4-3)
Prerequisite: GRD 151
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Technology II (1-4-3)
Prerequisite: GRD 152
This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale.

GRD 160 Photo Fundamentals I (1-4-3)

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

GRD 167 Photographic Imaging I (1-4-3)

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 Photographic Imaging II (1-4-3)
Prerequisites: 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)
Prerequisites: DES 136 or GRD 142

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV (2-4-4)
Prerequisite: GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 247 Design Applications IV (0-3-1)
Corequisite: GRD 242

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction.

GRD 280 Portfolio Design (2-4-4)
Prerequisites: GRD 142 and GRD 152 or GRA 152

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

GRD 281 Design of Advertising (2-0-2)

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

GERONTOLOGY
GRO 120 Gerontology (3-0-0-3)
Prerequisite: PSY 150

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/Wellness (3-0-0-3)
Prerequisite: RED 090 or satisfactory test scores

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HISTORY
HIS 111 World Civilizations I (3-0-3)
Prerequisite: RED 090 or satisfactory test scores

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 115 Introduction to Global History (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 121 Western Civilization I (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 122 Western Civilization II (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 131 American History I (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 145 The Second World War (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 233 History of Appalachia (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HEALTH INFORMATION TECHNOLOGY
HIT 110 Fundamentals of HIM (2-0-0-2)
This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include external standards, regulations, and initiatives; payment and reimbursement systems and healthcare providers and disciplines. Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions, and trends.

HIT 112 Health Law and Ethics (3-0-0-3)
This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

HIT 114 Health Data Systems/Standards (2-3-0-3)
This course covers basic concepts and techniques for managing and maintaining health data systems. Topics include structure and use of health information including collection tools, data sources and sets, storage and retrieval, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply organization-wide health data documentation guidelines and comply with regulatory standards.

HIT 122 Professional Practice Experience I (0-0-3-1)
This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 124 Professional Practice Experience II (1-0-3-2)
   This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.
This directed practice is in a nontraditional setting such as doctor's office, nursing home, or clinic.

HIT 210 Healthcare Statistics (2-2-0-3)
Prerequisites: MAT 110, MAT 115 or MAT 140
   This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

HIT 212 ICD-9-CM Coding (3-3-0-4)
   This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes.

HIT 214 CPT/Other Coding Systems (1-3-0-2)
Prerequisite: HIT 212
   This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

HIT 215 Reimbursement Methodology (1-3-0-2)
   This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 Quality Management (1-3-0-2)
Prerequisite: HIT 114
   This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 218 Management Principles in HIT (3-0-0-3)
This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 220 Computers in Healthcare (1-2-0-2)
Prerequisites: HIT 114 and CIS 110 or CIS 111
This course covers electronic health information systems and their design, implementation, and application. Topics include voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

HIT 221 Lifecycle of EHR (2-2-0-3)
This course covers the system selection, design and implementation of an electronic health record (EHR) in integrated delivery networks. Topics include the system development life cycle, analysis of existing systems, required resources, and common resource constraints. Upon completion, students should be able to understand system development life cycles, analyze design and engineering, and make recommendations to improve efficiency of operations.

HIT 222 Professional Practice III (0-0-6-2)
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 225 Healthcare Informatics (3-2-0-4)
This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations

HIT 226 Principles of Disease (3-0-0-3)
Prerequisite: BIO 169
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

HIT 227 Informatics Project Management (2-2-0-3)
This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

HIT 280 Professional Issues (2-0-0-2)
Prerequisite: HIT 212
    This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

HOTEL AND RESTAURANT MANAGEMENT
HRM 110 Introduction to Hospitality (2-0-2)
    This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 122 Casino/Gaming Management (2-0-2)
    This course provides an overview of the management of casino/gaming operations, including trends and gaming regulations. Emphasis is placed on the social and economic impact of gaming, the organizational structure of gaming and careers available. Upon completion, students should be able to demonstrate a basic proficiency in all phases of casino/gaming management, and its economic and social impact.

HRM 140 Hospitality Tourism Law (3-0-3)
    This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 220 Food & Beverage Controls   (3-0-3)
    This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include analysis of financial statements, reports and costs. Upon completion, students should be able to understandand apply food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

HRM 240 Hospitality Marketing (3-0-3)
    This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 280 Hospitality Management Problems (3-0-3)
Prerequisite: HRM 110
    This course addresses timely issues in the hospitality industry and is intended to move students into managerial thinking. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.

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.

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 155 Community Resources Management (2-0-0-2)
This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.

HSE 210 Human Services Issues (2-0-0-2)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 212 Group Process II (1-2-0-2)
Prerequisite: HSE 112
    This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.

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 242 Family Systems (3-0-0-3)
Prerequisites: PSY 150 or SOC 210
    This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure.

HSE 250 Financial Services (2-0-0-2)
    This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.

HSE 255 Health Problems & 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.

HUMANITIES
HUM 110 Technology and Society (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 115 Critical Thinking (3-0-3)
Prerequisites: ENG 095 or RED 090 and ENG 090 or satisfactory test scores
   This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved to satisfy the Comprehensive Articulation Agreement for general education core requirement. This course may meet the SACS humanities requirement for AAS degree programs.

HUM 121 The Nature of America (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 122 Southern Culture (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 130 Myth in Human Culture (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 160 Introduction to Film (2-2-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 170 The Holocaust (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

INDUSTRIAL SCIENCE
ISC 121 Environmental Health & Safety (3-0-3)
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

LEGAL EDUCATION
LEX 110 Introduction to Paralegal Study (2-0-2)
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I (2-2-3)
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 Legal Research/Writing II (2-2-3)
Prerequisite: LEX 120
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries (3-0-3)
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I (3-0-3)
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

LEX 141 Civil Litigation II (2-2-3)
Prerequisite: LEX 140
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX 150 Commercial Law I (2-2-3)
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 160 Criminal Law & Procedure (2-2-3)
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170 Administrative Law (2-0-2)
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 180 Case Analysis & Reasoning (1-2-2)
Corequisite: LEX 120
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.

LEX 210 Real Property I (3-0-3)
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211 Real Property II (1-4-3)
Prerequisite: LEX 210

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law (3-0-3)

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts (2-2-3)

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260 Bankruptcy & Collections (3-0-3)

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 280 Ethics & Professionalism (2-0-2)

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

MATHEMATICS
MAT 050 Basic Math Skills (3-2-4)

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics (3-2-4)
Prerequisites: MAT 050, or satisfactory test scores

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra (3-2-4)
Prerequisites: MAT 060, <u>or satisfactory test scores</u>
Corequisites: RED 080, ENG 085, <u>or satisfactory reading test scores</u>
   This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra (3-2-4)
Prerequisites: <u>MAT 060</u> and MAT 070, <u>or satisfactory test scores</u>
Corequisites: RED 080, <u>RED, 090</u>, ENG 085, <u>ENG 095</u>, <u>or satisfactory reading test scores</u>
   This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I (2-2-3)
Prerequisites: MAT 060, MAT 070, MAT 080 <u>or satisfactory test scores</u>
   This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for diploma programs.

MAT 110 Mathematical Measurement (2-2-3)
Prerequisites: <u>MAT 060</u> and <u>MAT 070</u>
   This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 Mathematical Models (2-2-3)
Prerequisites: <u>MAT 060</u> and <u>MAT 070</u>
   This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 Algebra/Trigonometry I (2-2-3)
Prerequisites: <u>MAT 060</u> and <u>MAT 070</u>
   This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II (2-2-3)
Prerequisite: MAT 121, MAT 161, MAT 171 or MAT 175
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics (3-0-3)
Prerequisites: RED 090, MAT 060 and MAT 070 (or higher); or satisfactory test scores
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 141 Mathematical Concepts I (3-0-3)
Prerequisites: RED 090 and MAT 080; or RED 090 and MAT 121, MAT 161, MAT 171, or MAT 175 ; or satisfactory test scores
This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 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. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.

MAT 151 Statistics I (3-0-3)
Prerequisites: RED 090 and MAT 140; or RED 090 and MAT 080; or RED 090 and MAT 121, MAT 161, MAT 171, or MAT 175; or satisfactory test scores
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).

MAT 151A Statistics I Lab (0-2-1)
Prerequisites: RED 090 and MAT 140; or RED 090 and MAT 080; or RED 090 and MAT 121, MAT 161, MAT 171, or MAT 175; or satisfactory test scores
Corequisite: MAT 151
   This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 161 College Algebra (3-0-3)
Prerequisites: RED 090 and MAT 080, or satisfactory test scores
   This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 161A College Algebra Lab (0-2-1)
Prerequisites: MAT 060 and MAT 080, or satisfactory test scores
Corequisites: MAT 161
   This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 162 College Trigonometry (3-0-3)
Prerequisites: MAT 161 or satisfactory test scores
   This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.

MAT 162A College Trig Lab (0-2-1)
Prerequisites: MAT 161
Corequisites: MAT 162
   This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 165 Finite Mathematics (3-0-3)
Prerequisites: MAT 161, MAT 171, or MAT 175
   This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 165A Finite Math Lab (0-2-1)
Prerequisites: MAT 161, MAT 171, or MAT 175
Corequisites: MAT 165
   This course is a laboratory for MAT 165. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 171 Precalculus Algebra (3-0-3)
Prerequisites: RED 090 and MAT 080; or MAT 161, or satisfactory test scores
   This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 171A Precalculus Algebra Lab (0-2-1)
Prerequisites: MAT 060 and MAT 080, MAT 161 or satisfactory test scores
Corequisite: MAT 171
   This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 172 Precalculus Trigonometry (3-0-3)
Prerequisites: MAT 171 or satisfactory test scores
   This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 172A Precalculus Trigonometry Lab (0-2-1)
Prerequisites: MAT 171 or satisfactory test scores
Corequisite: MAT 172
   This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 175 Precalculus (4-0-4)
Prerequisite: MAT 162 or satisfactory test scores
   This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics

MAT 175A Precalculus Lab (0-2-1)
Prerequisite: MAT 162 or satisfactory test scores
Corequisite: MAT 175
   This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

MAT 271 Calculus I (3-2-4)
Prerequisites: MAT 172 or MAT 175, or satisfactory test scores
   This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

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 Externship (0-0-15-5)
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives (1-0-0-1)
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 Med Assisting Overview (2-0-0-2)
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology (2-2-0-3)
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy (3-0-0-3)
   This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education (1-2-0-2)
   This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING
MKT 120 Principles of Marketing (3-0-3)
   This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling (3-0-3)
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 223 Customer Service (3-0-3)
   This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MEDICAL LABORATORY TECHNOLOGY
MLT 110 Introduction to MLT (2-3-0-3)
   This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills. This course is the foundation for all of the MLT coursework and must be successfully completed as a pre- or co- requisite to the MLT courses.
Note: This course also covers basic computer skills as needed within the program.

MLT 111 Urinalysis & Body Fluids (1-3-0-2)
   This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

MLT 116 Anatomy & Medical Terminology (5-0-0-5)

This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.

MLT 118 Medical Lab Chemistry (3-0-0-3)

This course introduces the basic medical laboratory chemical principles. Emphasis is placed on selected topics from inorganic, organic, and biological chemistry. Upon completion, students should be able to demonstrate an understanding of the relationship between basic chemical principles and the medical laboratory function

MLT 120 Hematology/Hemostasis I (3-3-0-4)

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 125 Immunohematology I (4-3-0-5)

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

MLT 130 Clinical Chemistry I (3-3-0-4)

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

MLT 140 Introduction to Microbiology (2-3-0-3)

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

MLT 215 Professional Issues (1-0-0-1)

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

MLT 220 Hematology/Hemostasis II (2-3-0-3)
Prerequisite: MLT 120
    This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis.

MLT 240 Special Clinical Microbiology (2-3-0-3)
Prerequisite: MLT 140
    This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

MLT 253 MLT Practicum I (Phlebotomy Clinic) (0-0-9-3)
Prerequisite: MLT 110
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 263 MLT Practicum I (Hematology/Hemostatis Clinic) (0-0-9-3)
Prerequisites: MLT 120 and MLT 220
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 271 MLT Practicum III (Urinalysis/Serology Clinic) (0-0-3-1)
Prerequisites: MLT 111 and MLT 125
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 272 MLT Practicum III (Chemistry Clinic) (0-0-6-2)
Prerequisites: MLT 118 and MLT 130
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 273 MLT Practicum III (Immunohematology Clinic) (0-0-9-3)
Prerequisite: MLT 125
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 274 MLT Practicum III (Microbiology Clinic) (0-0-12-4)
Prerequisites: MLT 140 and MLT 240
    This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

THERAPEUTIC MASSAGE

MTH 110 Fundamentals of Massage (6-9-3-10)

This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Therapeutic Massage Applications (6-9-3-10)

Prerequisite: MTH 110

This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings.. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

Note: This course also covers physical agents utilized with massage, introduces the student to the additional techniques of acupressure, Amma, Shiatsu, and Jin Shin Do and will focus on the business practices related to this industry.

MTH 125 Ethics of Massage (2-0-0-2)

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion , students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.

Note: This course also focuses on the North Carolina Laws, Rules and Regulations specific to the practice of massage and bodywork.

MUSIC

MUS 110 Music Appreciation (3-0-3)

Prerequisite: RED 090 or satisfactory test scores

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

NETWORKING TECHNOLOGY

NET 110 Networking Concepts (2-2-3)

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 113 Home Automation Systems (2-2-3)

This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems.

NET 125 Networking Basics (1-4-3)

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics (1-4-3)
Prerequisite: NET 125

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 225 Routing and Switching I (1-4-3)
Prerequisite: NET 126

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing and Switching II (1-4-3)
Prerequisite: NET 225

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 289 Networking Project (1-4-3)
Corequisite: NET 226

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NETWORKING OPERATING SYSTEMS
NOS 110 Operating System Concepts (2-3-3)

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User (2-2-3)
Prerequisite: NOS 110
   This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (2-2-3)
Prerequisite: NOS 110
   This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Administration I (2-2-3)
Prerequisite: NOS 120
   This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Administration I (2-2-3)
Prerequisite: NOS 130
   This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NOS 231 Windows Administration II (2-2-3)
Prerequisite: NOS 230
   This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING
NUR 101 Practical Nursing I (7-6-6-11)
Prerequisites: Admission to PNE program
Corequisite: BIO 168
   This course introduces concepts as related to the practical nurse's caregiver and discipline specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.
Note: This course also focuses on the nursing care of the elderly and long-term care patients.

NUR 102 Practical Nursing II (8-0-12-12)
Prerequisites: <u>BIO 168, NUR 101</u>
Corequisite: <u>BIO 169</u>
   This course includes more advanced concepts as related to the practical nurse's caregiver and discipline specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.
Note: The focus on this course is the nursing care of the adult experiencing acute and chronic conditions in a variety of settings.

NUR 103 Practical Nursing III (6-0-12-10)
Prerequisites: <u>BIO 169, NUR 102</u>
   This course focuses on use of the nursing /related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.
Note: This course contains a client-focused experience, perinatal experience, an a basic child growth and development experience with care of common childhood disease.

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)
Prerequisites: 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)
Prerequisites: 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)
Prerequisites: 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 211 Health Care Concepts (3-0-6-5)
Prerequisites: 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)
Prerequisites: 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)
Prerequisites: NUR 111, 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)
    This course is an introduction to the field of outdoor leadership, its theories, techniques and educational principles. Topics include the historical and philosophical foundations of leadership, the dynamics of group interaction and team building. Upon completion, students should be able to clearly articulate the evolution of the outdoor leader and build a personal outdoor leadership philosophy.

ODL 115 Methods of Experiential Education (2-2-0-3)
    This course is designed to instruct the outdoor leader in the use of experiential educational tools to facilitate the wilderness experience. Emphasis is placed on classroom and lab techniques, including problem solving and communication skills, used in situations relevant to outdoor settings. Upon completion, students should be able to transfer the use of experiential educational skills to the outdoor experience.

ODL 120 Challenge Course Facilitation (1-4-0-3)
    This course provides a focus on the approaches to challenge course technical facilitation. Emphasis is placed on the set-up, facilitation and rescue of participants on challenge course high events and climbing towers. Upon completion, students should be able to demonstrate correct risk management and safety techniques in facilitating a challenge course experience

ODL 125 Wilderness First Responder (3-3-0-4)
    This course provides the individual with the skills necessary to handle medical emergencies in situations such as back country extended care and swift water rescue. Emphasis is placed on the safety and sound judgement in medical and life threatening emergencies through the use of lecture and hands-on simulations. Upon completion, students should be able to handle medical emergencies in the back country.

ODL 130 Water-Based Activities I (1-6-0-3)
    This course introduces skills associated with all aspects of water activities, focusing on rafts, canoes, and kayaks in rivers, lakes and ocean environments. Emphasis is placed on skill acquisition and safety in all types of water environments and conditions. Upon completion of this course, the students should be proficient in basic boating skills and safety techniques.

ODL 135 Land-Based Activities I (1-6-0-3)
    This course is designed to introduce skill development in land based activities including hiking, orienteering, backpacking, camping, etc. Emphasis is placed on skill acquisition, no trace impact, and rescue techniques in various environments and conditions. Upon completion of this course, the student should be proficient in land based technical skills.

ODL 138 Field Experience I (1-9-0-4)
    This course is designed to be a broad based experience within the field of outdoor leadership. Emphasis is placed on employing the didactic and experiential skills the student has acquired in all previous course work. Upon completion of this course, the student should be able to demonstrate their ability to integrate academic preparation into the field setting.

ODL 140 Intro to Wilderness Therapy (2-2-0-3)
    This Course provides an introduction to the theory and practice of Wilderness Therapy. Topics include the history, philosophy, ethics and risk management of Wilderness Therapy programs. Upon completion, students should be able to describe the process and the anticipated outcomes of Wilderness Therapy.

ODL 210 Water-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 130
    This course is a continuation of ODL 130 and develops knowledge, techniques, approaches, and experiential methodology for teaching and leading safe water travel. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of water travel using rafts, canoes and kayaks. Upon completion, the students should be able to lead and instruct groups in safe water activities.

ODL 212 Land-Based Activities II (1-6-0-3)
Prerequisites: ODL 125 and ODL 135
    This course develops techniques, approaches, and experiential methodology for teaching and leadership skills in all aspects of land-based activities of orienteering, hiking, camping etc. Emphasis is placed on developing safe teaching and leadership skills in various environments and conditions. Upon completion, students should be able to lead and instruct groups in safe land based programs.

ODL 215 Administration and Policy of Public Lands (3-0-0-3)
    This course is designed to introduce the student to agencies which manage public lands and the laws created to protect natural resources. Topics include the history of natural resource management, policies of the US government, and current agencies and laws governing our use or abuse of the environment. Upon completion, the students should be able to acknowledge the roles and policies associated with land management.

ODL 220 Climbing (1-4-0-3)
    This course is designed to develop the knowledge, skills and teaching methodology for the leadership of safe rock climbing activities. Emphasis is placed on the students developing safe teaching and leading skills in all aspects of rock climbing. Upon completion, the students should be able to demonstrate sound judgement in leading safe rock climbing programs.

ODL 228 Outdoor Leadership for Special Populations (2-2-0-3)
    This course provides the knowledge and skills necessary to work with special populations. Emphasis is placed on the special skills necessary to work with such populations as age specific groups, and mentally, emotionally and physically challenged individuals. Upon completion, the students should be able to identify the knowledge, judgement, safety and experiential methodology skills appropriate to special populations.

ODL 238 Field Experience II (1-9-0-4)
    This course is designed as a culminating field experience for the advanced student. Emphasis is placed on applying the knowledge and leadership skills developed to specific outdoor activities in a supervised setting. Upon completion, the students should be able to demonstrate the knowledge, judgement, safety and methodology skills appropriate for an entry level position in outdoor leadership.

ODL 240 Pack Animals (1-3-0-2)
    This course is an introduction to the care and use of pack animals in outdoor settings. Emphasis is placed on the humane use and care of animals such as lamas, horses, donkeys, etc. in activities such as backpacking. Upon completion of this course, the students should be able to demonstrate proper care and use of pack animals as they relate to the outdoor experience.

ODL 244 Caving (1-3-0-2)

This course provides an introduction to spelunking. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with caving. Upon completion of this course, the students should be able to safely perform and lead a group in this activity.

ODL 245 Wilderness Therapeutic Models (3-2-0-4)

This course provides an overview of Wilderness therapeutic models. Topics include psychological and educational theories, treatment models and methodology utilized by Wilderness Therapy organizations. Upon completion, students should be able to understand the different approaches and techniques used in Wilderness Therapy to facilitate personal growth and change.

ODL 248 Field Techniques in WT (2-6-0-4)

This course is designed to introduce the student to common field techniques used by wilderness therapy providers. Emphasis is placed on developing systems and structures used by Wilderness therapy organizations while in a field setting to implement the treatment model of the organization. Upon completion, students should be able to understand the role of the field instructor in wilderness therapy and the common techniques used to structure naturally occurring challenges and consequences.

ODL 250 Biking (1-3-0-2)

This course provides hands-on experience in skill development and leadership training in all aspects of bicycling. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with bicycling. Upon completion of this course, the students should be able to safely perform and lead a group in this activity.

ODL 260 Challenge Course Management (1-4-0-3)

Prerequisite: ODL 120

This course provides students with the additional skills for the effective management of challenge courses. Emphasis is placed on group management, facility inspection, and advanced rescue techniques. Upon completion, the students should be able to demonstrate the skills necessary to lead and maintain challenge course events and facilities.

ODL 265 Raft Guide Training (1-2-0-2)

This course provides a working knowledge of the responsibilities of a professional raft guide. Emphasis is placed on paddle skills, water hydrology, river rescue and trip leading techniques. Upon completion, students should be able to lead safe raft trips.

ODL 267 Primitive Living Skills (1-4-0-3)

This course introduces the student to the use of primitive living skills in outdoor environment. Topics include a primitive orientation to navigation, fire building, shelters, cooking and camping in the backcountry. Upon Completion, students should be able to travel and establish a campsite using primitive living skills.

ODL 270 Swift Water Rescue (0-2-0-1)

This course provides students with skills needed to perform rescues in a swift water environment. Emphasis is placed on river hydrology, rigging, swimming and rescue techniques focusing and intensive practice drills. Upon completion, students should be able to appropriately respond to a swift water emergency.

ODL 280 Desert/Alpine Orientation (1-6-0-3)
This course provides an orientation to the desert/alpine environment. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with extreme environments. Upon completion of this course, the students should be able to identify the technical and safety elements associated with desert/alpine activities.

ODL 284 Principles of Ecotourism (2-2-3)
This course provides an overview of the key concepts of ecotourism and the relationship between nature and adventure tourism. Topics include the history, concepts, principles, marketing, planning and management of ecotourism activities which promote cultural and environmental awareness and local economic benefits. Upon completion, students should be able to demonstrate an understanding of the concepts, practical skills, and techniques used in developing appropriate ecotourism activities.

ODL 286 Issues in Outdoor Leadership (2-2-3)
This course is designed to provide a capstone experience in preparation for employment in the outdoor industry. Topics include an examination of professional issues, ethics, and current theoretical perspectives in outdoor leadership and preparation of an outdoor experience portfolio. Upon completion, students should be able to articulate the conceptual knowledge of ethics and professional issues of an emerging outdoor leader.

ODL 288   Current Trends in ODL (1-4-0-3)
This course is designed to expose the student to current and emerging trends in Outdoor Leadership. Emphasis in placed on evolving technologies and trends in the Outdoor Leadership Industry. Upon completion, students should be able to articulate the current state of the industry and the emerging trends and technologies employed in Outdoor Leadership

OFFICE ADMINISTRATION
OST 080 Keyboarding Literacy (1-2-2)
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 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 132 Keyboard Skill Building (1-2-2)
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed. This course is the intermediate level course for keyboarding.

OST 134 Text Entry & Formatting (2-2-3)
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. This course is also available through the Virtual Learning Community (VLC). This course is the advanced level course for keyboarding.

OST 136 Word Processing (2-2-3)

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. This course is also available through the Virtual Learning Community (VLC).

OST 137 Office Software Applications(2-2-3)

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. This course is also available through the Virtual Learning Community (VLC).

OST 138 Advanced Software Applications (2-2-3)

Prerequisites: OST 137 or CIS 111 or CIS 110

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. This course is also available through the Virtual Learning Community (VLC).

OST 148 Medical Coding Billing & Insurance (3-0-3)

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. This course is also available through the Virtual Learning Community (VLC).

OST 149 Medical Legal Issues (3-0-3)

This course introduces the complex legal, moral, and ethical issues involved in providing 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 155 Legal Terminology (3-0-3)

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156 Legal Office Procedures (2-2-3)

Prerequisites: OST 134

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.

OST 162 Executive Terminology (3-0-3)

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164 Text Editing Applications (3-0-3)

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. This course is also available through the Virtual Learning Community (VLC).

OST 171 Introduction to Virtual Office (2-2-3)

This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communication electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

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 203 Fundamentals of Medical Documentation (3-0-3)
Corequisites: MED 121 or OST 141

This course covers the information and procedures necessary for producing acceptable medical documentation. Topics include digital dictation systems; workplace security systems; the access, retrieval, and transport of medical documents; and other transcribing techniques necessary for acceptable medical documentation. Upon completion, students should be able to process medical documents in a home-based or medical facility. This course is intended for diploma programs.

OST 223 Administrative Office Transcription I (2-2-3)
Prerequisites: OST 164; and OST 134 or OST 136

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 233 Office Publications Design (2-2-3)
Prerequisites: OST 136

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Advanced Word/Information Processing (2-2-3)
Prerequisites: OST 136
   This course develops proficiency in the utilization of advanced word/information process-ing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. This course is also available through the Virtual Learning Community (VLC).

OST 241 Medical Officec Transcription I (1-2-2)
Prerequisites: MED 121 or OST 141
   This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 243 Medical Office Simulation (2-2-3)
Prerequisites: OST 148
   This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving infor-mation, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 252 Legal Transcription I (2-2-3)
Prerequisites: OST 134 or OST 136 and OST 155
   This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

OST 271 Office Web Technologies (2-2-3)
   This course provides a working knowledge of software and hardware tools used in the virtual office. Students will learn to use the Internet for research, planning, and decision making in an office environment. Upon completion, students will be able to use current and emerging technologies to solve problems and complete projects in the virtual office. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

OST 272 Virtual Office Capstone (1-2-2)
   This course requires students to plan, design, create and publish a Virtual Assistant website. Students will also develop a marketing strategy and promotional material for the virtual office. Upon completion, students will have prepared a professional portfolio. This course is a unique requirement of the Virtual Office concentration in the Office Systems Technology program.

OST 289 Administrative Office Management (2-2-3)
Prerequisites: OST 164 and either OST 134 or OST 136
   This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon comple-tion, students should be able to adapt in an office environment.

PHLEBOTOMY
PBT 100 Phlebotomy Technology (5-2-0-6)
Corequisite: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

PBT 101 Phlebotomy Practicum (0-0-9-3)
Corequisite: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

PHYSICAL EDUCATION
PED 110 Fit and Well for Life (1-2-2)

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 120 Walking for Fitness (0-3-1)

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 121 Walk, Jog, Run (0-3-1)

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 128 Golf-Beginning (0-2-1)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 130 Tennis-Beginning (0-2-1)

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 life-time sports activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 163 Kayaking-Basic (0-2-1)

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 169 Orienteering (0-2-1)

This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 170 Backpacking (0-2-1)

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 172 Outdoor Living (1-2-2)

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 174 Wilderness Pursuits (0-2-1)

This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely participate in overnight wilderness pack trips. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 186 Dancing for Fitness (0-2-1)

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 210 Team Sports (0-3-1)

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 211 New Games (0-2-1)

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PHILOSOPHY
PHI 210 History of Philosophy (3-0-3)
Prerequisite: ENG 111 and <u>RED 090 satisfactory test scores</u>

    This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

PHYSICS
PHY 110 Conceptual Physics (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>

    This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 110A Conceptual Physics Lab (0-2-1)
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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 131 Physics-Mechanics (3-2-4)
Prerequisites: MAT 121 or MAT 161

    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)
Prerequisites: MAT 161, MAT 171, or MAT 175

    This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

PHY 152 College Physics II (3-2-4)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

POLITICAL SCIENCE
POL 120 American Government (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral 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: RED 090 or satisfactory test scores
   This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 215 Positive Psychology (3-0-3)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PSY 237 Social Psychology (3-0-3)
Prerequisites: 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 to satisfy the Comprehensive Articulation Agreement general education core requirement 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 to satisfy the Comprehensive Articulation Agreement general education core requirement 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PHYSICAL THERAPY
PTA 110 Introduction to Physical Therapy (2-3-0-3)
   This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 120 Functional Anatomy (1-6-0-3)
Corequisite: PTA 140
   This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

PTA 130 Physical Therapy Procedure I (1-6-0-3)
Corequisite: PTA 110
   This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.

PTA 140 Therapeutic Exercise (2-6-0-4)
Corequisite: PTA 120
   This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

PTA 150 Physical Therapy Procedure II (1-6-0-3)
Prerequisite: PTA 130
   This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

PTA 160 Physical Therapy Procedure III (2-3-0-3)
Prerequisite: PTA 150
   This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.

PTA 170 Pathophysiology (3-0-0-3)
   This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

PTA 180 PTA Clinical Education Introduction (0-0-9-3)

This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors.

PTA 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)
Prerequisite: PTA 160

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)
Prerequisites: PTA 180 and PTA 210
   This course provides full-time clinical affiliations for planned learning experiences and prac-
tice 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-depart-
mental 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 com-
petence in these areas.

RAD 121 Radiographic Imaging I (2-3-0-3)
Prerequisites: RAD 110, RAD 111, and RAD 151
  This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging.

RAD 122 Radiographic Imaging II (1-3-0-2)
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171
  This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I (1-3-0-2)
  This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Education I (0-0-6-2)
Corequisites: RAD 110 and RAD 111
  This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 RAD Clinical Education II (0-0-15-5)
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 121
  This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Education III (0-0-12-4)
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
  This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 181 RAD Clinical Elective (0-0-3-1)
  This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RAD 211 RAD Procedures III (2-3-0-3)
Prerequisites: RAD 122
Corequisites: RAD 231, RAD 241, and RAD 251
    This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Radiographic Physics II (1-3-0-2)
Prerequisites: RAD 171 or RAD 131
    This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

RAD 241 Radiobiology/Protection (2-0-0-2)
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251
    This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Image Analysis (1-3-0-2)
Prerequisites: RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: RAD 261
    This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251 RAD Clinical Education IV (0-0-21-7)
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241
    This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Education V (0-0-21-7)
Prerequisite: RAD 251
Corequisite: RAD 245
    This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone (0-3-0-1)
Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RESPIRATORY THERAPY

RCP 110 Introduction to Respiratory Care (3-3-0-4)

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 111 Therapeutics/Diagnostics (4-3-0-5)
Prerequisite: RCP 110

This course is a continuation of RCP 110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 112 Patient Management (3-3-0-4)
Prerequisite: RCP 111

This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 113 RCP Pharmacology (2-0-0-2)

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

RCP 114 C-P Anatomy & Physiology (3-0-0-3)

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

RCP 115 C-P Pathophysiology (2-0-0-2)

This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.

RCP 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 134 RCP Clinical Practice I (0-0-12-4)
Corequisites: 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 146 RCP Clinical Practice II (0-0-18-6)
Prerequisites: RCP 110
Corequisites: 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 158 RCP Clinical Practice III (0-0-24-8)
Prerequisites: 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 study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211 Advanced Monitoring/Procedures (3-3-0-4)
Prerequisite: RCP 210
    This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.

RCP 212 Home Care/Rehabilitation (2-0-0-2)
Prerequisites: RCP 111
    This course provides an in-depth study of cardiopulmonary rehabilitation and alternatives to hospital care. Emphasis is placed on the procedures and technologies applied to these areas. Upon completion, students should be able to design appropriate respiratory care plans for the home and extended care environments.

RCP 214 Neonatal/Ped's RC (1-3-0-2)
Prerequisite: RCP 111
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations.

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.

READING
RED 080 Introduction to College Reading (3-2-4)
Prerequisites: ENG 075, or satisfactory test scores
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.

RED 090 Improved College Reading (3-2-4)
Prerequisites: RED 080 or ENG 085, or satisfactory test scores
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.

RED 111 Critical Reading for College (3-0-3)
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RELIGION
REL 111 Eastern Religions (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 112 Western Religions (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 211 Introduction to the Old Testament (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REL 212 Introduction to the New Testament (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
   This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REAL ESTATE
RLS 112 Broker Prelicensing (5-0-5)
   This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for passing the state real estate license exam.

RLS 113 Real Estate Mathematics (2-0-2)
   This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, closing statements, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 115 Real Estate Finance (2-0-2)
Prerequisites: RLS 112
   This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.

RLS 116 Real Estate Law (2-0-2)
Prerequisites: RLS 112 or current Real Estate license
    This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.

RLS 117 Real Estate Brokerage (4-0-4)
Prerequisite: RLS 112
    This course consists of advanced-level instruction on a variety of topics related to Real Estate law and brokerage practices. Topics include: Real Estate brokerage, finance and sales, RESPA, fair housing issues, selected N. C. Real Estate License Law and N. C. Real Estate Commission Rule issues. Upon completion students should be able to demonstrate a knowledge of real estate brokerage, law and finance.

RLS 120 Real Estate Practice (2-0-2)
Prerequisites: RLS 112
    This course emphasized the knowledge and skills necessary for a successful real estate practice. Topics include land use controls, methods of measuring improvements, commercial real estate, property management, selling techniques, and other aspects of the real estate industry. Upon completion, students should be able to demonstrate knowledge of the actual operation of a real estate practice.

RLS 121 Broker Relationships (2-0-2)
Prerequisite: RLS 112
    This course provides post-licensing instruction in broker relationships and responsibilities when working with residential sellers and buyers. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices.

RLS 122 Contracts and Closing (2-0-2)
Prerequisite: RLS 112
    This course provides post-licensing instruction in broker responsibilities relating to real estate sales contracts, contract procedures, the Real Estate Settlement Procedures Act and closings. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements.

RLS 123 Real Estate Selected Topics (2-0-2)
Prerequisite: RLS 112
    This course provides post-licensing instruction in real estate on selected topics of special importance to licensees. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law, fair housing, establishing a brokerage firm, and manufactured/modular homes. Upon completion, students should be able to demonstrate knowledge of commercial real estate brokerage, residential property management, and the other topics addressed in this course.

SUBSTANCE ABUSE
SAB 110 Substance Abuse Overview (3-0-0-3)
   This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 120 Intake and Assessment (3-0-0-3)
   This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.

SAB 125 SAB Case Managment (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.

SAB 220 Group Techniques/Therapy (2-2-0-3)
Prerequisite: HSE 112
   This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.

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.

INFORMATION SYSTEMS SECURITY
SEC 110 Security Concepts (3-0-3)
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SOCIOLOGY
SOC 210 Introduction to Sociology (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213 Sociology of the Family (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.

SOC 220 Social Problems (3-0-3)
Prerequisite: RED 090 or satisfactory test scores
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement 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)

Prerequisite: SON 110

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Education I (0-0-15-5)

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)
Prerequisite: SON 111
   This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 289 Sonographic Topics (2-0-0-2)
Prerequisite: SON 220
Corequisites: SON 221
   This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

SPANISH
SPA 111 Elementary Spanish I (3-0-3)
Prerequisite: <u>RED 090 or satisfactory test scores</u>
    This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
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 to satisfy the Comprehensive Articulation Agreement general education core requirement 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: <u>RED 090 or satisfactory test scores</u>
    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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SPA 182 Spanish Lab II (0-2-1)
Prerequisite: SPA 181
    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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement general education core requirement 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SURVEYING
SRV 110 Surveying I (2-6-4)
Prerequisites: EGR 115 and MAT 121, MAT 161, MAT 171 or MAT 175
    This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

SRV 111 Surveying II (2-6-4)
Prerequisite: 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 230 Subdivision Planning (1-6-3)
Prerequisites: SRV 111, SRV 210, and CIV 211
    This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

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.

SRV 250 Advanced Surveying (2-6-4)
Prerequisite: SRV 111
   This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

SRV 260 Field & Office Practices (1-3-2)
Prerequisites: Completion of three semesters of the Surveying Technology program
   This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

SUSTAINABILITY TECHNOLOGIES
SST 110   Intro to Sustainability (3-0-3)
   This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120   Energy Use Analysis (2-2-3)
   This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 210 Issues in Sustainability (3-0-3)
Prerequisites: SST 110
   This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

WEB TECHNOLOGIES
WEB 110 Internet/Web Fundamentals (2-2-3)
   This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 111 Introduction to Web Graphics (2-2-3)

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115 Web Markup & Scripting (2-2-3)

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120 Introduction to Internet Multimedia (2-2-3)

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools (2-2-3)

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 180 Active Server Pages (2-2-3)
Prerequisite: CIS 115

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

WEB 182 PHP Programming (2-2-3)
Prerequisite: CIS 115

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 210 Web Design (2-2-3)

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB 230 Implementing Web Serv (2-2-3)
Prerequisites: NET 110 or NET 125

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250 Database Driven Websites (2-2-3)
Prerequisites: DBA 110 and WEB 140
    This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 289 Internet Technologies Project (1-4-3)
Prerequisites: WEB 230 and WEB 250
    This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

WELDING
WLD 110 Cutting Processes (1-3-2)
    This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 111 Oxy-Fuel Welding (1-3-2)
    This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 115 SMAW (Stick) Plate (2-9-5)
Prerequisite: WLD 110
    This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
Prerequisite: WLD 115
    This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate (2-6-4)
Prerequisite: WLD 121
    This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

PERSONNEL

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Creating Success
NC Community Colleges
Hope • Opportunity • Jobs

Success Story

Martha Hall
College Transfer Graduate

   Martha Hall, a college transfer graduate of Southwestern Community College and a student at NC State University, was one of 20 students selected to USA Today's All-USA Community College Academic Team. At 17, she was the youngest of the winners.

   Here's what USA Today said about Martha's accomplishments: As member of Watershed Association of the Tuckaseigee River, helped secure grants, collected rainfall data and studied local streams; active in 4-H Club; transferred to North Carolina State University, where she is a member of rifle team and a chemistry and math tutor; designed an award-winning filter that improved water quality in fish production tanks. The criteria for the awards are students who excel academically, show intellectual rigor, demonstrate academic leadership/civic growth and extend their community college education to better themselves, their schools and their communities.

   "I really appreciate my instructors at Southwestern who helped get me to this level of achievement," Martha said. "I was so proud to represent Southwestern and I actually feel the award is as much for the college as it is for me."
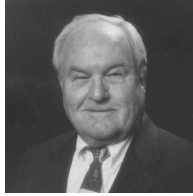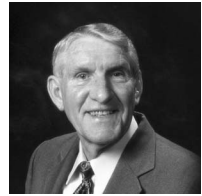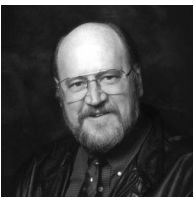
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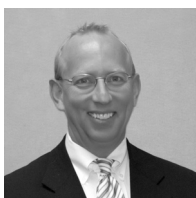
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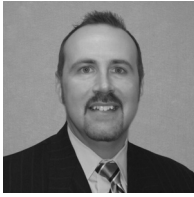
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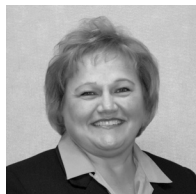
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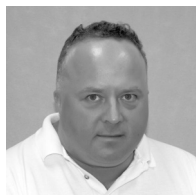
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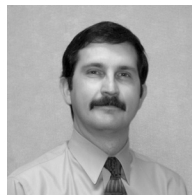
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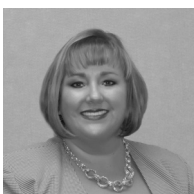
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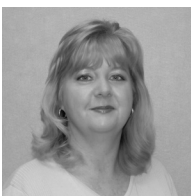
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