Go Southwest.



2002–03 Catalog

447 College Drive • Sylva, North Carolina 28779
www.southwest.cc.nc.us
(828) 586-4091 • (800) 447-4091 • (800) 968-4091

Southwestern Community College is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur Georgia 30033-4097; Telephone 404-679-4501)
to award associate's degrees, diplomas and certificates.

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.

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An Equal Opportunity Institution

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ACADEMIC CALENDAR
2002-2003

2002 Fall Semester

Professional Development Day ..... Monday, August 12, 2002
Fall Faculty Work Days ..... Tuesday, August 13, 2002
New Student Orientation/Registration ..... Wednesday, August 14, 2002
Registration ..... Thursday, August 15, 2002
Classes Begin, Full & First Sessions ..... Friday, August 16, 2002
Drop/Add ..... Friday-Thursday, August 16-22, 2002
Labor Day Holiday - College Closed ..... Monday, September 2, 2002
Last Day to Withdraw, First Session ..... Monday, September 23, 2002
End of First Session Classes ..... Friday, October 11, 2002
Instructors' Conference ..... Sunday, October 13 - Tuesday, October 15, 2002
Fall Break - No Classes ..... Monday-Sunday, October 14-20, 2002
Classes Begin, Second Session ..... Monday, October 21, 2002
Last Day to Withdraw, Full Session ..... Wednesday, October 23, 2002
Early Registration for Spring 2003 ..... Monday-Friday, November 18-22, 2002
Last day to Withdraw, Second Session ..... Thursday, November 21, 2002
Thanksgiving Break - No Classes ..... Wednesday, November 27, 2002
Thanksgiving Holiday - College Closed ..... Thursday-Sunday, November 28-December 1, 2002
Fall Semester Ends, Full & Second Sessions (Last day of classes) ..... Wednesday, December 18, 2002
Grades Due ..... Thursday, December 19, 2002
Holiday Break ..... Monday, December 23, 2002 - Friday, January 3, 2003

2003 Spring Semester

College Reopens/Faculty Development Day ..... Monday, January 6, 2003
Registration Day ..... Tuesday, January 7, 2003
Classes Begin, Full & First Sessions ..... Wednesday, January 8, 2003
Drop/Add ..... Wednesday-Tuesday, January 8-14, 2003
Martin Luther King, Jr. Day -College Closed ..... Monday, January 20, 2003
Last Day to Withdraw, First Session ..... Tuesday, February 11, 2003
End of First Session ..... Wednesday, March 3, 2003
Classes Begin, Second Session ..... Thursday, March 6, 2003
Spring Break - No Classes ..... Monday-Sunday, March 10-16, 2003
Last Day to Withdraw, Full Session ..... Wednesday, March 18, 2003
Early Registration for Summer/Fall 2003 ..... Monday-Friday, April 7-11, 2003
Last Day to Withdraw, Second Session ..... Tuesday, April 15, 2003
Easter Break- College Closed ..... Friday-Sunday, April 18-20, 2003
Spring Semester Ends, Full & Second Sessions (Last day of classes) ..... Thursday, May 8, 2003
Grades Due ..... Friday, May 9, 2003
Commencement ..... Friday, May 9, 2003

2003 Summer Semester

Registration Day	Wednesday, May 14, 2003
First/Full Session Classes Begin	Thursday, May 15, 2003
Drop/Add Period	Thursday-Friday, May 15-16, 2003
Memorial Day - College Closed	Monday, May 26, 2003
Last Day to Withdraw from First Summer Session	Thursday, June 5, 2003
First Session Classes End	Monday, June 23, 2003
Break/Registration	Tuesday, June 24, 2003
Second-Session Classes Begin/Full Session Continues	Wednesday, June 25, 2003
Drop/Add Period	Wednesday-Thursday, June 25-26, 2003
Last Day to Withdraw from Full Summer Session	Tuesday, July 1, 2003
Independence Day Holiday - College Closed	Friday, July 4, 2003
Last Day to Withdraw from Second Summer Session	Wednesday, July 16, 2003
Second/Full Session Classes End	Friday, August 1, 2003
Grades Due	Monday, August 4, 2003

Staff Holiday Calendar

Labor Day	Monday, September 2, 2002
Thanksgiving Holiday	Thursday-Friday, November 28-29, 2002
Christmas	Monday, December 23, 2002 - Friday, January 3, 2003
Martin Luther King, Jr. Day	Monday, January 20, 2003
Easter (Good Friday)	Friday, April 18, 2003
Memorial Day	Monday, May 26, 2003
Independence Day	Friday, July 4, 2003

A MESSAGE FROM THE PRESIDENT

Cecil L. Groves

Welcome!

Thank you for giving consideration to Southwestern Community College. We are interested in providing you the education, training and services you are seeking.

Southwestern proudly serves the wonderful citizens of Jackson, Macon and Swain Counties and the Qualla Boundary. In addition, we have students attending our College from throughout North Carolina, our nation, and from several foreign countries. We are pleased that our students, who seek the best education and training available, have chosen Southwestern as their educational home.



This catalog is designed to help you make more informed and better decisions about your educational future. Information concerning the various programs and services we offer are in the catalog and described in considerable detail to assist you in deciding your educational future. In addition to what can be found in the catalog, I urge you to visit our campus or one of our centers and talk with students, faculty and staff. We welcome your interest and questions.

Education is a lifetime journey. In making that trip, please consider Southwestern Community College a caring and reliable partner.

Cecil L. Groves

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

COLLEGE

Vision, Mission and Goals

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.

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.

Institutional Goals

The College Will...

1. Promote excellence in learning and teaching in the campus community by creating a dynamic academic environment.
2. Provide transfer, vocational and technical education, including literacy development, business and industry training and life-long learning opportunities.
3. Maintain a nurturing learning environment by providing comprehensive support and intervention services for every individual.
4. Deliver educational programs to the service area in an accessible format including time, place and media to serve a diverse population.
5. Anticipate, acquire and maintain facilities and equipment to support a creative learning environment.
6. Attract and retain quality employees and provide for their personal and intellectual growth.
7. Promote community enrichment and cultural awareness, by creating an intellectual forum which allows regional participation.
8. Develop cooperative community-based relationships to engage and support business, industry and public/private organizations for the betterment of the region.
9. Effectively and responsibly identify, secure and manage college resources.
10. Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles.

TABLE OF Contents

ACADEMIC CALENDAR ii

MESSAGE FROM THE PRESIDENT iv

COLLEGE VISION, MISSION & GOAL STATEMENTS v

TABLE OF CONTENTS vi

GENERAL INFORMATION 1
•Governance •Specialized Programmatic Accrediting & Approving Agencies •Compliance •Institutional Profile
•Learning Resources Center •Learning Assistance Center • SCC Cyber-LINK
•Southwestern Community College Foundation, Inc. • Smoking Policy

ADMISSIONS/ENROLLMENT 5
• Enrollment Services •Admission Policy •Admissions Requirements •Admissions Procedures •Readmission Policy
•International Student Admissions •Testing •Placement Testing: Retest Policy •Health Occupations Aptitude Examination
•Change of Curriculum •Transfer of Earned Credit •Veterans • Transfer Agreements

FINANCIAL AID 9
•Purpose •Eligibility Requirements •Financial Need •Financial Aid Programs at SCC •Other Programs
•Ten Steps to Paying for School at SCC • Satisfactory Academic Progress •Withdrawals •Special Circumstances
•How to Contact Us

STUDENT EXPENSES 17
•Expenses •Tuition and Fees Per Semester •Other Fees •Textbooks •Residency Classification for Tuition Purposes
•Payment of Tuition and Fees •State Refund Policy •Accrediting Agency Refund Policy
•Refund Policy for Non-Title IV Recipients

STUDENT LIFE 21
•Standards of Student Conduct •Orientation •Student IDs •Career Planning and Placement •Student Support Services
•Services for Students with Disabilities •Student Right-To-Know Information •Student Government Association
•Student Ambassadors •Student Clubs and Organizations

ACADEMIC POLICIES 25
•Licensing of Graduates •False Information •Attendance Requirements •Academic Forgiveness •Academic Probation
•Academic Suspension •Early Registration •Registration •Late Registration •Official Withdrawal Procedure
•Auditing Courses •Change of Schedule •Degrees •Multiple Degrees/Diplomas/Certificates •Diploma • Certifcate
•Cooperative Education •Course Substitution Policy •Grading System •Grades in Development Courses
•Repeating Courses •President's List •Dean's List •Graduating with Honors • Annual Academic Awards Ceremony
•National Vocational-Technical Honor Society •Phi Theta Kappa •Academic Advisors •Course Credit by Examination
•Residency •Application for Commencement •Student Records Policy •Change of Name/Address •Student Grade Appeal

DISTANCE LEARNING/WEEKEND COLLEGE/COLLEGIATE CONNECTIONS 31
•Distance Learning - North Carolina Information Highway classes (NCIH), Community Link-Interactive Television (ITV)
•Weekend College •Collegiate Connections - New Century Scholars, GEAR UP, Upward Bound, Concurrent Enrollment,
Baccalaureate Bound

ACADEMIC PROGRAMS OF STUDY (**See Index, pages 210 and 211, for specific listings**) 41

COURSE DESCRIPTIONS 135

CONTINUING EDUCATION 185
•Preregistration/Enrollment •Cost •Course Repetition •Refund Policy •Certification Guarantee •Cashiers Center
•Cherokee/Swain Centers •Jackson Campus •Macon Center •Public Safety Training Complex

PERSONNEL 195
•Board of Trustees •Administration •Faculty •Staff •Part-Time Employees

INDEX 210

JACKSON CAMPUS MAP 212

General Information

- Governance
- Specialized Programmatic Accrediting and Approving Agencies
- Compliance
- Institutional Profile
- Learning Resources Center
- Learning Assistance Center
- Cyber-LINK
- Southwestern Community College Foundation, Inc.
- Smoking Policy



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 and the Student Government Association President.

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.

Specialized Programmatic Accrediting and Approving Agencies

Accreditation Council for Occupational Therapy Education (ACOTE)
American Board of Registration of Electroencephalographic and Evoked Potential Technologists, Inc. (ABRET)
Commission on Accreditation for Respiratory Care (COARC)
Commission on Accreditation in Physical Therapy Education (CAPTE)
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
Joint Review Committee on Education in Radiologic Technology (JRCERT)
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
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 Insurance
North Carolina Real Estate Commission
North Carolina Sheriff's Standards and Training Commission
North Carolina State Approving Agency for Veterans and Military Education Programs
United States Department of Interior National Park Service

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

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 curriculi as well as concentrations – instruction is provided in more than 50 programs. In addition to the main campus in Sylva, the College operates four centers located in Bryson City, Cherokee, Franklin and Cashiers. More than 2,600 students enroll annually in credit courses, and more than 10,000 participate in a wide variety of courses, workshops and seminars offered through Continuing Education.

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

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

Learning Resources Center

The Learning Resources Center (LRC) in the Pines building is an 11,000-square foot facility that includes capacity shelving for 40,000 volumes and seating space for 120 people. The building houses not only the book collection, periodicals, audiovisuals and 24 computer workstations, but also a conference room and other College offices. The Learning Resources Center's home page on the World Wide Web at www.southwest.cc.nc.us/lrc is an excellent starting point for learning about services and resources available at the LRC.

The LRC provides various types of print and non-print media for students, faculty and staff. The library currently has a collection of approximately 29,000 volumes that relates directly to academic offerings. The reference collection contains a variety of specialized resources including many legal references. A varied collection of fiction and books of general interest is also provided. Easy access to materials is provided with an open-shelf concept, as well as through the use of an on-line catalog and circulation system. The on-line catalog can be accessed from the LRC's home page. The LRC participates in an on-line system with other

community college libraries across North Carolina. Faculty, staff and students may borrow materials from those libraries and receive them in approximately one week. Other interlibrary loan services are also available.

The library subscribes to more than 250 magazines and newspapers. Internet access as well as access to Microsoft Office are available on the computers in the LRC. NC LIVE, a collection of on-line electronic information resources including magazine articles, national and local newspapers, professional and business journals, research articles, publications and reference sources, is accessible through the LRC's World Wide Web and Internet links. NC LIVE offers indexing for more than 15,000 journals and reference materials and full-text journal articles for approximately 7,500 periodical titles.

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

Many types of audiovisual materials are available through the LRC. The audiovisual media includes audio tapes, slides, transparencies, video tapes and CD-ROMS. These materials may be used in the center conference room or in a classroom.

Staff members participate in teaching and working closely with faculty in planning student orientation to the library. Research assistance for the individual student or faculty member is always available.

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

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

Learning Assistance Center

The Learning Assistance Center is a newly renovated facility of over 80 learning spaces including two 24-station computer classrooms, a 16-station computer lab, six enclosed carrels for individual study and tutoring, a resource area, and a commons area. Computer facilities in the classrooms and lab include 64 Pentium II student workstations and three HP LaserJet printers.

Students are encouraged to take advantage of LAC programs and services including: over 50 hours per week of individualized instruction from professional learning consultants; over 20 hours per week of individualized instruction from specialized instructors; academic workshops offering small-group instruction in effective learning strategies; modern facility for the nationally certified peer tutoring program provided by Student Support Services; academic skills review/extension software for English, reading, math, information literacy, and sciences; and more than 200 text and video resources for academic skills review and extension.

All Learning Assistance Center programs and services are available to all SCC students 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.

Cyber-LINK

Southwestern Community College is among the first colleges in the nation to offer free Internet access from home for its students. Cyber-LINK is available to all full-time students, staff and faculty.

Resources

Every student who has Internet access from home will also have an e-mail account, which allows 24-hour access to instructors and advisors. Additionally, users have access to NCLive, an online catalog service sponsored by the State of North Carolina. NCLive provides electronic access to a core group of reference and research materials in addition to access to full-test indexes and digital documents and state government information.

Technical Support

The student must provide the home computer. However, the College provides the Internet browser software and the necessary technical support to assist the student with the dialup connection to the College's data network. Additionally, an on-line help desk is available to assist the student with any issues related to Cyber-LINK.

Support for the Teaching Learning Process

As we enter a new century, Southwestern Community College is proud to offer Cyber-LINK as a key support tool for enhancing the teaching and learning process.

For more information about the free Internet access at SCC, contact the Information Specialist at 586-4091 or (800) 447-4091, extension 409.



The Learning Assistance Center is open from 8 a.m. until 8 p.m. Monday through Thursday and 8 a.m. until 4 p.m. on Friday. For additional information, please stop by Oaks Hall 101, see the LAC web site (www.southwest.cc.nc.us/learnasstctr), or contact the Learning Assistance Center coordinator.

Southwestern Community College Foundation, Inc.

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

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

Smoking Policy

Southwestern Community College prohibits the use of tobacco products in any College building. Tobacco use is allowed on college grounds in designated locations with proper receptacles. Students and staff are encouraged to place tobacco materials in properly labeled receptacles located outside of the buildings. The only designated locations for smoking are gazebos; however, smoking will be permitted 50 feet away from the entrance to any building. Smoking near building entrances and air intakes is strongly discouraged.

Admissions/ Enrollment

- Enrollment Services
- Admission Policy
- Admissions Requirements
- Admissions Procedures
- Readmission Policy
- International Student Admissions
- Testing
- Placement Testing: Retest Policy
- Health Occupations Aptitude Examination (HOAE)
- Change of Curriculum
- Transfer of Earned Credit
- Veterans
- Transfer Agreement



Enrollment Services

Various support services are provided by staff members in the enrollment services division from the point of first contact with the College through graduation. These services include recruiting, application processing, testing, career/enrollment counseling, job placement, financial aid, student records maintenance, registration and the coordination of academic advising.

Admission Policy

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

Admissions Requirements

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

Admissions Procedures

General Applicants

Applicants to full-time curriculum programs of at least four semesters in length are required to:

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

Transfer Applicants

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

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

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

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

Readmission Policy

A student who is not enrolled at the College for one semester or longer must complete a Readmission Form or new application for admission and update residency classification prior to registration.

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

International Student Admissions

Southwestern Community College is authorized under federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the 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 except that holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. The College cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the student's course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus, and international students are expected to make their own housing arrangements.

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

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

Applications for international student enrollment are available from the Assistant Director of Enrollment Services. Alien Registration Card holders are admitted in the same manner as citizens of the U.S.

Testing

Applicants to a program of study are required to demonstrate competence in reading, grammar and mathematics.

Competence can be demonstrated in three ways:

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

The College administers the Computerized Placement Test (CPT) to determine competency levels. The average test completion time is 1 1/2 hours. Sentence skills, reading, algebra and arithmetic are the subject areas included on the test. Applicants can call the Admissions Office at 586-4091, ext. 352 in Sylva or (800) 447-4091, ext. 352 outside the area to schedule a test session. The test is untimed and free of charge.

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

Placement Testing: Retest Policy

If a student places into a Developmental Education course, and he feels that the placement test did not adequately reflect his skill level, the student may request a retest. Requests for retests must be made to the Director of Testing. Students may retest only once in an academic year. Instead of a retest, students who place in the borderline range (47-50 percentile) in Sentence Skills have another option to demonstrate proficiency. They may write a one-page essay under the direction of the Director of Developmental Education.

Health Occupations Aptitude Examination (HOAE)

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

The Health Occupations Aptitude Examination 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. A $10 fee is charged for test administration and scoring. A test schedule and registration card will be mailed from Enrollment Services after the application for admission is processed. For more information, contact Enrollment Services or the academic advisor for the specific program area.

Change of Curriculum

Students who wish to change to a different academic program should discuss the proposed change with their academic advisors and submit a Change of Curriculum/Readmission form. The form is available in Admissions and divisional offices.

Academic Advisors may refer students to the Assistant Director of Enrollment Services for an evaluation of previous course work to determine which credits apply to the new major.

Transfer of Earned Credit

Applicants to degree, diploma or certificate programs who want credit for coursework completed at other postsecondary institutions are responsible for having an official transcript from each institution mailed directly to Admissions. Courses with a

grade of "C" or higher may be accepted if they are applicable to the program selected at Southwestern Community College and were earned at an accredited college, university, community college or technical institute.

Credits transferred to Southwestern from another institution will be recognized as hours toward the appropriate degree, diploma or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program. Vocational and technical courses completed more than six years prior to the awarding of a degree, diploma or certificate may be counted only with the approval of the Vice President for Instructional Services.

Every attempt will be made to evaluate transcripts for transfer credit prior to registration or at the point of registration. Evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study.

Program coordinators are responsible for determining applicable transfer credit within the major. These transfer credits will be documented by the Assistant Director of Enrollment Services and completed with the assistance of the curriculum head.

Credits from other institutions pertaining to related and general education coursework will be evaluated and determined by the Assistant Director of Enrollment Services. In the case of course number and name changes, certain general education transfer credits may require the approval of the Division Chair of College Transfer. Transcripts will not be evaluated for college transfer degree when the applicant already has a BA or BS degree.

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

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

Veterans

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

Transfer Agreements

Parallel coursework completed at Southwestern Community College will transfer into other institutions in the NC Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western North Carolina. Coursework in the College Transfer Associate of Arts curriculum will satisfy general education and liberal arts requirements at most four-year colleges and universities. See pages 112-121 for specific listings of transfer possibilities.

Financial Aid

- Purpose
- Eligibility Requirements
- Financial Need
- Financial Aid Programs at SCC
- Other Programs
- Ten Steps to Paying for School at SCC
- Satisfactory Academic Progress
- Withdrawals
- Special Circumstances
- How to Contact Us



Purpose

The purpose of the financial aid programs at SCC is to provide financial assistance, based on financial need, to students who normally could not attend college without aid. 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. Aid is awarded without regard to age, race, creed, sex or disability.

Eligibility Requirements

To receive aid from any of the federal and state student aid programs at SCC, students must meet all of the following 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 will use student aid only for educational purposes.
- 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 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 students' cost of attendance and subtract their 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 may fall short of meeting his total need.

Financial Aid Programs at SCC

Grants are funds that are awarded based on demonstrated financial need and do not have to be repaid.

The **Federal Pell Grant** is generally awarded to undergraduate students who have not earned a bachelor's or professional degree. Pell Grants for the 2001-2002 school year ranged from $400 to $3,750 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, the amount he will be paid will depend on whether he is a full-time or part-time student and whether he attends school 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 **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 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 Student Incentive Grant** is available to North Carolina residents with the greatest financial need (lowest EFC). Students must be enrolled on a full-time basis and have filed their FAFSA by March 15 to be considered for this limited grant. Awards are made until funds are exhausted and are granted on a first-eligible/first-served basis.

Federal Work-Study provides jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and most of the on-campus work is clerical in nature. Students will be paid on a monthly basis for the number of hours worked.

Student Loans are borrowed money that must be repaid with interest. SCC offers Federal Stafford Loans to students and PLUS loans to parents through the Federal Family Education Loan Program (FFEL). The funds are lent by a private lender and guaranteed by a state or federal agency. Students must be enrolled at least half-time to apply for a Stafford Loan, and they must pass a credit check by the lender. 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 whether or not he has unmet financial need.

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 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 and in the Financial Aid section 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 funding from these and any other third party sources must provide written authorization to the Business Office at the time tuition and fees are due.

- The Workforce Investment Act (WIA) of 1998 provides financial assistance to income-eligible persons enrolled in an approved curriculum. The program is administered through the Job Link Career Centers.

- 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 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 Financial Aid Office to receive an application for benefits and a list of requirements that they must meet.

Ten Steps to Paying for College at SCC

1. Students should find out as much as possible about the SCC program that interests them and the current costs to attend.

2. Students should discuss options for paying for school with their families. If a student is in high school, they should talk to a counselor about applying for local or private scholarships. Many scholarship deadlines are in the spring of the year.

3. Stop by the SCC Financial Aid Office and request financial aid information and forms and an Admissions application. Students can visit southwest.cc.nc.us on the Internet.

4. Students need to apply for financial aid as soon as possible, but well in advance of the semester they plan to begin school. They may start by completing the Free Application for Federal Student Aid (FAFSA), which will determine eligibility for financial aid. Students can get this form either from the SCC Financial Aid Office or at their local high school. They can also apply on-line at www.fafsa.ed.gov March 15 is the priority filing date for North Carolina for fall financial aid.

5. Students need to complete an Admissions application and provide the Admissions Office with all necessary documentation, such as transcripts and placement test results. They should follow through until receiving an acceptance letter because financial aid cannot be awarded until a student is accepted into an eligible program.

6. Students should read their Student Aid Report (SAR), which they will receive from the federal government two to three weeks after an FAFSA has been processed. It summarizes the information submitted on the application. It will also report Expected Family Contribution (EFC). If the SAR is not correct, students should contact the SCC Financial Aid Office about making corrections.

7. Students should watch for mail from the SCC Financial Aid Office and return any requested forms as soon as possible. All information needs to be submitted to the Financial Aid Office by June 30 to ensure timely receipt of any awards.

8. Upon receiving an award letter from SCC, students should read thoroughly to determine if they are receiving grants and to understand the rules and guidelines they must follow.

9. Students should contact the Financial Aid Office to discuss other financial aid options such as scholarships, student loans, and the work-study program.

10. Each student should reapply for financial aid each year when tax returns are completed if he is going to be in college the following fall term. If he filled out a FAFSA the year before, he will be able to complete the shorter Renewal FAFSA when he reapplies.

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

the end of each semester at SCC. Results are measured cumulatively, so if a student has attended SCC in the past, his transcript will be evaluated for Satisfactory Academic Progress if he returns to SCC and applies for financial aid.

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 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 grants for which he is eligible during this probationary term, but he will not be eligible to receive any student loan disbursements while on financial aid probation.

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 Financial Aid Office.

Withdrawals

The law requires that if a student withdraws from school, a calculation will be made by the SCC Financial Aid Office of the amount of financial aid the student has "earned" up to that point. If he received more financial aid than he earned, the student must repay the difference. The amount of financial aid he has earned is determined on a pro-rata basis. That is, if he completes 30 percent of the enrollment period, he will earn only 30 percent of the financial aid he was originally awarded. Once he has completed more than 60 percent of the enrollment period, he earns all of his financial aid. If he received excess funds that must be returned, the SCC Financial Aid Office will contact him to explain how those funds must be repaid.

Special Circumstances

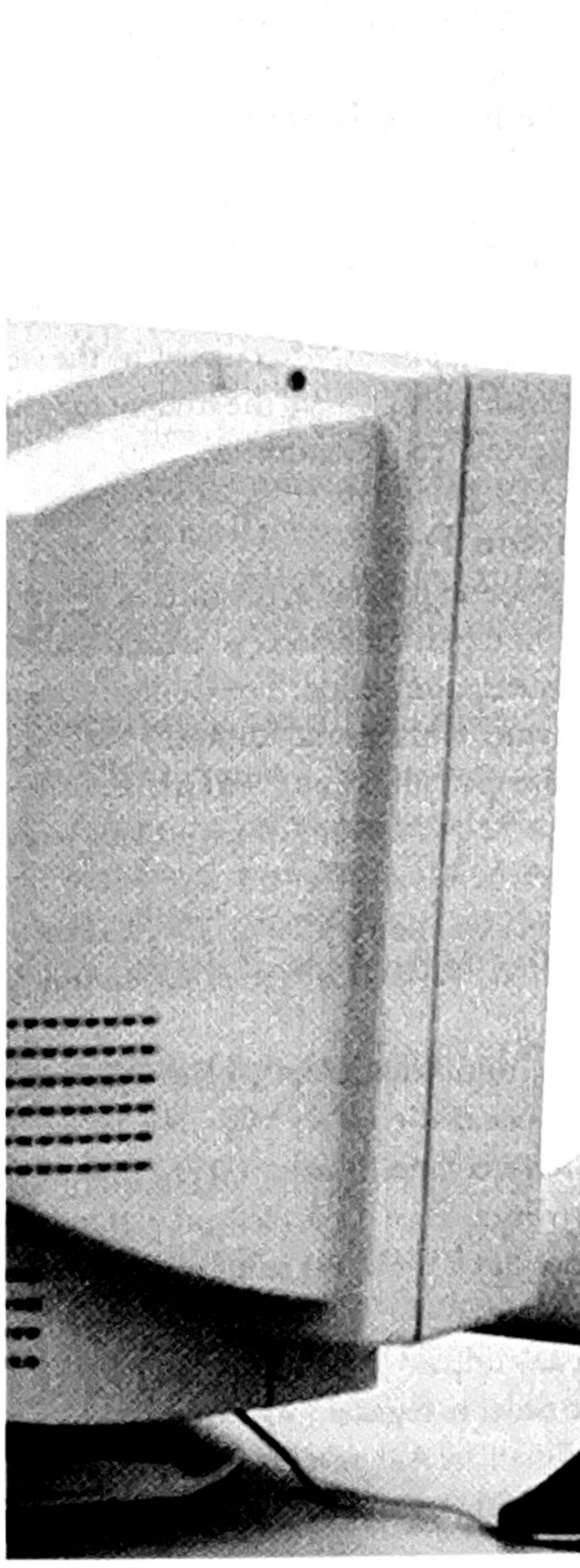
Although the formulas used to determine eligibility for federal student aid are basically the same for all applicants, there is some flexibility. Students should contact the SCC Financial Aid Office if they feel they have special circumstances that might affect their dependency status or the amount they and their family are expected to contribute. These circumstances could include a family's unusual medical expenses, or recent unemployment of either themselves, a spouse, or either parent (if applicable). There must be very good reasons to make any adjustments, and students will have to provide adequate proof 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

The SCC Financial Aid Office is located in the Student Services area on the first floor of Balsam Center on the Sylva campus. A staff member will generally be available between the hours of 8 a.m. to 5 p.m., Monday through Friday. Evening appointments are available upon request. Send e-mail correspondence to financialaid@southwest.cc.nc.us or call 586-4091 or (800) 447-4091, ext 438.

Student Expenses

- Expenses
- Tuition and Fees per Semester
- Other Fees
- Textbooks
- Residency Classification for Tuition Purposes
- Payment of Tuition and Fees
- State Tuition Refund Policy
- Accrediting Agency Refund Policy
- Refund Policy for Non-Title IV Recipients





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 per Semester

Fall and Spring Semesters

Full-Time, 16 hours or more $496.00
Non-Resident Full-Time, 16 hours or more $2,772.00
Part-Time Student (per credit hour) $31.00
Non-Resident Part-Time Student (per credit hour) ... $173.25

Summer Semester

Full-Time, 9 hours or more $279.00
Non-Resident Full-Time, 9 hours or more $1,559.25
Part-Time Student (per credit hour) $31.00
Non-Resident Part-Time Student (per credit hour) ... $173.25

Other Fees

Activity Fee (per semester) $1 per credit hour. Maximum $16 per semester. Collected fall and spring only.

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

Automobile Registration ..... N/C
Accident Insurance (per year - optional, subject to change) $10
Malpractice Insurance (subject to change) $17
(Required for the following programs)
Cosmetology
Electroneurodiagnostic Technology
Health Care Technology
Health Information Technology
Human Services Technology
Human Services Technology Substance Abuse
Medical Laboratory Technology
Nursing Assistant
Nursing (Associate Degree)
Occupational Therapy Assistant
Physical Therapist Assistant
Phlebotomy
Practical Nursing
Radiography
Respiratory Therapy
Malpractice Insurance $35.50
Emergency Medical Services (per semester)
Late Registration Fee $5
Graduation Fee (subject to change) $30

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

Textbooks

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

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

Residency Classification for Tuition Purposes

To qualify for in-state tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12-month perio 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 assignments should be brought to the attention of the Assistant Director of Enrollment Services.

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

If a student's residency classification changes, it is his obligation to apply for reclassification with the Director of Enrollment Services. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A studen making a fraudulent application is subject to reclassification and, 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 Vice President for Student and Institutional Development. After review by the vice president, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

Payment of Tuition and Fees

Tuition and fees are due and payable at the time of registration. To complete the registration process, tuition and fees must be paid during the registration period. The College does no provide for installment payments of fees and tuition.

Students receiving third-party funding (Pell Grants, BIA, Vocational Rehabilitation, scholarships, etc.) must provide written authorization to the Business Services Office for payment of tuition and fees during the registration period to complete the registration process. (See *Other Programs* section of this catalog on page 11).

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

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

unable to attend college.

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

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

Office hours are 8 a.m. to 5 p.m. Monday through Friday. The phone number is 586-4091or (800) 447-4091 ext. 438.

State Tuition Refund Policy

If a student withdraws from class(es) prior to the 10% point of the class(es), 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 percent 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 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.
   (B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
   (C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent 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 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact-hour class on or before the tenth calendar day of the class.
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.

Accrediting Agency Refund Policy

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

Refund Policy for Non-Title IV Recipients

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

Student Life

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



Standards of Student Conduct

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

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

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

Orientation

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

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

Student IDs

Student identification/library cards cards are available at no cost and at any time during the academic year. These ID cards may be used for various student activities sponsored by the SGA (free movie admission, free lunch, etc.) and for discounts at community businesses. They also serve as proof of student status for personal uses. Information about Identification/Library Card may be obtained during registration or by contacting the Learning Resources Center staff.

Career Planning and Placement

Career planning and placement services assist current and prospective students in evaluating their skills, interests, aptitudes and abilities. Appointments may be scheduled for individual assistance in resume preparation, developing interviewing skills, career assessment and reviewing job-seeking strategies.

Student Support Services

The College is currently funded for a Title IV educational grant for students in need of academic and personal support services. The Student Support Services (SSS) Program assists low-income, first-generation students or students with documented ADA disabilities to meet their educational and personal goals through academic co-advising, financial aid and career advising, scholarship exploration, workshops, tutoring, personal counseling, support groups, 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, wrist supports, ergonomically designed chairs, the Kurzweil personal reader, FM amplification systems, tape recorders, electronic spell checkers and dictionaries. The 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, religion, anthropology, history, accounting, algebra, and geometry. Science and math modules designed to enhance the different learning styles are also available. Students and part-time staff are available to serve as tutors, readers or note takers, depending upon student needs. 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 have an intake interview. For additional services and information, visit the SSS web page or contact the Student Support Services office at 586-4091 or (800) 447-4091, ext 245 or stop by the offices located on the lower level of Oaks Hall.

Services for Students with Disabilities

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

In order to establish the student's eligibility for services, documentation of disability is required of all students who request academic accomodations or modifications. Documentation should be submitted to the Director of Student Support Services 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 psychological evaluation that states the specific learning disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Rights and Privacy Act of 1974.

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

Student Right-To-Know Information

Southwestern Community College is committed to informing enrolled and prospective students about the probabilities of success in 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 Testing and Placement Office can provide current job market information and job-placement data for each academic program.

Student Government Association

The Student Government Association was founded in the early years of the College (1960's) to provide students with a means to carry forward their concerns to the administration and to provide activities which would enhance the educational and social atmosphere of the campus. The SGA constitution serves as a guide to action taken by student government officers. The structure of the SGA consists of seven executive officers (President, Vice President, Treasurer, Activities Coordinator, Public Information Officer, Parliamentarian, and Secretary) and curriculum senators representing the various majors offered by the college. The executive officers are elected in the spring and the senators are elected in the fall. Each curriculum student pays an activity fee, calculated according to the number of credit hours taken, to support the SGA and its activities.

The Student Government serves as an advocate for students in solving college-related problems. The President of SGA is an ex-officio member of the Board of Trustees. Some of the major issues addressed by the SGA in recent years have included day-care, food service, safety and wellness. The SGA frequently assists with charitable organizations in the community. The Student Government has worked closely with the college administration to improve the campus. Some improvements the SGA has helped make possible include a nature/walking trail, a Nautilus weight-lifting room, a gazebo/deck area, microwave ovens in every building, picnic tables and benches.

The SGA offers many activities and social events designed to bring students, faculty and staff together into informal settings so that campus morale is enhanced. The Student Government sponsors concerts and picnics, as well as scholarly and cultural activities. A "Lunch N' Learn" edutainment series has included Native American events, forensic anthropology, adventure travel and martial arts. Various contests are often a part of social activities. Novelty entertainment has included hypnotists, magicians, inflatable games, casinos, video karaoke, caricaturists, impersonators, comedians, laser tag and mentalists. A number of concerts and club entertainers are presented throughout the year. The SGA sponsors more than 20 clubs and organizations on campus as well as a literary review for prose and poetry.

Southwestern's Student Government has been well-represented in state and national organizations. Officers attend several conferences each year and participate in leadership initiatives for team building. All students are encouraged to participate in one of the most active student governments found within the North Carolina Community College system.

Student Ambassadors

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

Student Clubs and Organizations

Students are encouraged to form clubs and organizations focusing on special interests or curriculum programs. Although clubs have membership requirements, no organization at SCC discriminates on the basis of race, color, sex, age, disability, religion, nationality or political preference. Requirements for establishing student clubs and organizations are detailed in the SGA constitution. Student organizations must have official SGA recognition to use SCC's facilities or to conduct any activity on campus.

Active clubs at the time of this catalog's printing include the Advertising and Graphic Design Club, Cyber Crime Club, Culinary Arts Club, EMT Club, Electronics Club, HIT Club, Human Services Technology Club, Information Systems Club, Latent Image Club, Medical Laboratory Technology Association, Montage Club, Native American Society, Occupational Therapy Assistant Club, Phi Beta Lamba, PTA Reconstructors Club, Respiratory Therapy Club, SLPA Club, Southwestern Martial Arts Club, TREC (Tuckaseigee Recreation and Ecological Club) and the Teachers of Youth. SGA also supports two honor societies, Phi Theta Kappa and the National-Vocational Technical Honor Society.

Academic Policies

- Licensing of Graduates
- False Information
- Attendance Requirements
- Academic Forgiveness
- Academic Probation
- Academic Suspension
- Early Registration
- Registration
- Late Registration
- Official Withdrawal Procedure
- Auditing Courses
- Change of Schedule
- Degrees
- Multiple Degrees/Diplomas/Certificates
- Diploma
- Certificate
- Cooperative Education
- Course Substitution Policy
- Grading System
- Grades in Developmental Courses
- Repeating Courses
- President's List
- Dean's List
- Graduating with Honors
- Annual Academic Awards Ceremony
- National Vocational-Technical Honor Society
- Phi Theta Kappa
- Academic Advising
- Course Credit by Examination
- Residency
- Application for Commencement
- Student Records Policy
- Change of Name/Address
- Student Grade Appeal



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.

False Information

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

Attendance Requirements

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

Academic Forgiveness Procedure

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

- The student must have experienced a lapse in enrollment at SCC for a minimum of 24 months or two academic years.
- Upon returning, twelve semester hours of curriculum courses must be completed with a GPA of 3.00 or greater.
- The request for forgiveness must be submitted during the subsequent semester (excluding summer) after the 12 semester hours have been completed.

If the request is approved, all grades within the requested review period/ consecutive terms will be forgiven and cannot 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; however, they will not be factored in the computation of the total GPA.

Students may submit only one academic grade forgiveness request.

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

Academic Probation

Level 1: 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 be contacted by an enrollment counselor to develop an academic plan and/or will be directed into specialized coursework.
Level 2: 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 an enrollment counselor, may be required to limit their semester course load, and will be required to successfully complete ACA 118 if they have not already done so. A student placed on academic probation will not be permitted to preregister for the following term.

Academic Suspension

Probationary students who have not attained a 2.0 grade point average for three consecutive terms will be suspended for one semester.

Early Registration

Early registration dates and procedures are prepared and distributed each semester by the Registrar. All currently enrolled students are strongly encouraged to register during early registration in order to get the courses they need to progress in their programs. Probation/suspension students cannot participate in early registration.

Registration

Registration is held each semester on the day published in the academic calendar. Registration terminals are located at various locations on the Jackson Campus. Students must see their academic advisors to initiate the registration process.

Late Registration

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. Registrations after the drop/add period must be approved by the appropriate division chair.

Official Withdrawal Procedure

To withdraw from a course(s) or the College, a student should contact his advisor and initiate the Trial Registration Change Notice (Drop/Add form). 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 College 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.

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 quality point ratio for the semester. However, audited courses do not count as successful completions for financial aid purposes. Therefore, students who receive financial aid should consult the financial aid officer before electing to audit a course.

To audit a course, a student should state his intent to audit during 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 10% date of the semester. Any change in status must have instructor approval.

Change of Schedule

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

Degrees

Academic programs for which an Associate of Applied Science degree is awarded require the successful completion of 64 - 76 semester credit hours and are designed to provide entry-level employment training. An Associate of Arts degree requires the successful completion of 64 semester credit hours and is designed to facilitate transfer to one of the 16 public universities in North Carolina. SCC also offers a second transfer degree, the Associate of Fine Arts.

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.

Diploma

A diploma is awarded after successful completion of 36 - 48 semester hours credit 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 hours credit in a particular certificate-granting program. Certificate programs are designed for specific skill development.

Grading System

Official grades are issued for every student at the end of each semester. Students enrolled in curriculum courses will be graded by the letter grade system and assigned a grade point average (GPA) for each semester. 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 symbol does not count as hours attempted or as hours earned. Student will be permitted to change his registration from credit to audit only during the first 10% of the semester.	0
W	**Withdraw.** Indicates the student withdrew before the ninth week or its equivalent. 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 proficiency examination. This symbol counts as hours earned but not as hours attempted. No more than one-half of the required credit for a degree or a diploma may be earned through "Credit by Exam" unless otherwise approved by the Vice President for Instructional Services.	0
P	**Passing.** Awarded upon successful completion of certain continuing education courses. Eighty percent attendance is required.	0
AP	**Advanced Placement / 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

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 the program advisor.

Course Substitution Policy

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

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

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.

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) will be shown on the transcript but will not be 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.

President's List

1. Only full-time students are considered. (A full-time student is defined as a student in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a minimum 3.85 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 full-time students are considered. (A full-time student is defined as a student enrolled in a curriculum program and enrolled in a minimum of 12 semester hours at the end of the semester.)
2. The student is to have a 3.50 - 3.84 quality point ratio to qualify for the semester under consideration.
3. 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.

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 program cumulative GPA for 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.

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 or 40 contact hours 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.

National Vocational-Technical Honor Society

The National Vocational-Technical Honor Society 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 NV-THS.

The Southwestern Community College Chapter of the National Vocational-Technical Honor Society 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 NV-THS 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 shall have completed 24 hours on a full-time basis toward an associate's degree at Southwestern Community College.
- Have a cumulative grade-point average 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.

Academic Advising

Each student will be assigned an academic advisor as part of the application process. Advisors are faculty members who help students plan and complete the academic goals without unnecessary delay and expense. Your advisor will assist you with course selection and make sure the courses you take are in the proper sequence to meet the completion requirements for the program of study you have chosen.

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

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 examination may be written, oral, performance or all of these. Students failing such an examination may not request a second examination until evidence of further study in the subject is presented. The decision of the examining instructor is final.

Residency

(Minimum Course Work Required at Southwestern)

In order for an associate's degree to be awarded, (a) A minimum of 25 percent of total coursework and (b) a minimum of 25 percent of required major courses in the degree program must be completed in residence at Southwestern Community College. Certain diploma and certificate programs require less credit to meet residency requirements. These programs will be determined on an individual basis by the Vice President for Instructional Services.

Application for Commencement

Commencement exercises are held at the end of the spring semester 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. Applications will not be accepted after the announced deadline. 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.
5. Pay a commencement fee at the college bookstore and all debts owed to the College at the Business office.
6. Submit application to the Registrar's office for final approval prior to the announced deadline.
7. All applicants must have completed all requirements by the end of the Spring Semester if they plan to participant in Spring Commencement.

Students completing requirements during the Summer and Fall semesters can apply for commencement and pay fees at the end of the particular semester. No formal exercises are held. If the student is qualified, the Registrar orders credentials and mails them to the student. Those completing degrees, diplomas and certificates at the end of the Summer or Fall semesters may participate in the next Spring Commencement exercises by simply stating their intention in a letter to the Registrar. Those 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) in order to graduate. Some Health Science programs have additional graduation requirements as defined by those programs.

NOTE: Students enrolled in a course(s) required for graduation at another college, must submit a copy of the registration form to the Registrar.

Student Records Policy

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

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

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

Change of Name/Address

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

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 Instructional Services. The decision of the vice president is final.

Distance Learning Weekend College Collegiate Connections

- Distance Learning
  - North Carolina Information Highway
  - Community Link - Interactive Television
- Weekend College
- Collegiate Connections
  - New Century Scholars
  - GEAR UP
  - Upward Bound
  - Concurrent Enrollment
  - Baccalaureate Bound



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, North Carolina Information Highway (NCIH) and Community Link - Interactive Television (ITV). These distance learning options allow flexibility in course scheduling and often require less of your time spent on campus. Successful distance learners are highly motivated individuals, determined and confident of their academic abilities. Moreover, they are comfortable working in an unstructured environment while actively participating in the learning process by performing tasks and projects assigned by the instructor. If you are unsure if distance learning is right for you, consider using our distance learning "**Readiness Checklist**" which is available on the Internet at: www.southwest.cc.nc.us/distlearn/ready.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.

- SCC telecourses may be distributed by UNC-TV public television stations (PBS) affiliates and/or by the educational access channels of the your local cable television systems. If you are unable to view the regularly scheduled telecourse broadcasts, SCC may provide for you a complete set of videotapes that you can use throughout the semester and return to the College at the end of the term. Students enrolled in a telecourse 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. You'll have one hour of televised instruction each week; a textbook, a study guide, examinations, interactions with the instructor and other course requirements will be determined by the instructor. Students may be required to report to the campus for occasional class meetings, exams, labs or review sessions as determined by the instructor.

- If you have Internet access, e-mail and are comfortable using a computer, you may take advantage of SCC's courses that use **Instructional Websites.** Instructional websites are of two types:

1. "**Web-Enhanced**" courses employ websites that are an enhancement to the traditional "face-to-face" course. "Web-Enhanced" courses go beyond those courses that have a simple web-presence i.e., *a homepage*, but like those courses, they generally are *passive* in nature and have a low level of on-line interactivity. Because little interactivity is possible, most of the instruction is accomplished in the traditional classroom. However, a reduction of in-class time may be permitted depending on the course content and instructor. Moreover, because these websites use passive web pages, students often print the pages and complete the course requirements off-line (much like a correspondence course) without necessitating access to a computer or an Internet connection.

2. The other type of instructional website is "**Web-Centered.**" Instruction will be delivered using your computer over the World Wide Web. A "Web-Centered" course is actively led and monitored by your instructor on the Internet. These websites are *interactive* and may permit considerable reduction in physical attendance in a classroom. 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. Though lecture materials and course assignments are accessed and completed on the Internet, students may be required to report to the campus for occasional class meetings, exams, labs, or review sessions as determined by the instructor. Some "Web-Centered" courses permit all class requirements, except for labs and examinations, to be completed ***on-line.*** These "Web-Centered" courses require no in-class lecture time and usually require a preliminary course orientation session with the instructor.

You do not need to be a computer expert to enroll in a "Web-Centered" course; however, you should be comfortable using your e-mail, your word processor and your Internet browser. If you are not comfortable using these tools, you may want to consider enrolling in an introductory computer class to help you upgrade your computer skills.

- **A 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 you are unable to view the regularly scheduled telecourse broadcasts, SCC may provide for you a complete set of videotapes that you can use throughout the semester and return 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.

Telecourse, Web-Centered, and Teleweb students must meet an enrollment requirement (to be considered enrolled in the class) by **any one** of the following means:

1. Attendance at the first scheduled day of class
2. Attendance at a scheduled campus orientation session or an electronic orientation session.
3. Submission of the first class assignment.

Your instructor will verify this enrollment requirement.

If a campus orientation session is scheduled, you may receive a mailing with specific times and locations. If you register too late to receive the mailing, the information may be available from your advisor, your instructor or the distance learning staff. Orientation details may also be available on the Internet at: www.southwest.cc.nc.us/distlearn/

North Carolina Information Highway classes (NCIH)

NCIH classes are both sent and received from an interactive classroom over a statewide broadband network. An NCIH course meets at a regularly scheduled time and place in an electronic classroom where you, your instructor and students at other community colleges interact in a two-way audio/video mode using television monitors, tabletop microphones and video cameras. NCIH classes enable an instructor at SCC to teach students at distant sites or students in the NCIH classroom to receive instruction from a remote site. This two-way interactive system allows the College to import courses, giving students access to courses that are not available locally.

Community Link – Interactive Television (ITV)

Community Link - Interactive Televison (ITV) is an interactive television network that links 12 educational sites in western North Carolina through fiber-optic cable. 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, Franklin High School, Blue Ridge School, Highlands School, Nantahala School and Western Carolina University.

Weekend College

Southwestern Community College has responded to today's busy lifestyles with its Weekend College. Weekday schedules do not always allow time for college classes. The Weekend College is designed for individuals who want to combine academic work with employment, family obligations or other daytime responsibilities. This program is designed to allow a cohort of students to start – and finish – each of these programs together. They can support each other and work together as they strive toward their goal of earning degrees in the following programs. The Weekend College also provides accessible instruction for our day and evening students who wish to take a course on Friday nights or Saturdays. The Weekend College presents all students with additional flexible scheduling options.

Programs

- **Business Administration (e-commerce)**
  Award: Associate of Applied Science (AAS) Degree

- **College Transfer**
  Award: Associate of Arts (AA) Degree

- **Criminal Justice Technology**
  Award: Associate of Applied Science (AAS) Degree

- **Information Systems**
  Award: Associate of Applied Science (AAS) Degree

- **Early Childhood Associate**
  Award: Associate of Applied Science (AAS) Degree

- **Therapeutic Massage**
  Award: Certificate

Perspective



Welcome! Southwestern Community College's Weekend Program is a major leap in helping people reach their educational goals. As the Director of the Evening and Weekend College, I am thrilled to have the chance to help people who, up until now, did not have the time to get a college education. Traditionally a degree could not be obtained unless a student attended classes on the weekdays. Many people have found it impossible to obtain a degree while working a full-time job or trying to manage other aspects of their lives. The goal of the Weekend College is to serve the continuous and expanding educational needs of adults who wish to undertake an educational program during weekend hours. We are excited to present to you five Weekend Programs that will provide you with the chance to obtain a degree or certificate by attending classes on Friday nights and in the daytime on Saturday.

SCC is dedicated to providing an educational opportunity that meets the needs of the entire community. Join this journey, achieve the educational goals that may have been placed on the "back burner" and allow us the pleasure of making your dreams accessible to you. We look forward to it!

Margie Koch, Director
Evening & Weekend College

For more information about Weekend College, e-mail Margie Koch at mkoch@southwest.cc.nc.us *or call 586-4091 or (800) 447-4091, ext. 461.*

Collegiate Connections



Collegiate Connections is an exciting partnership between Southwestern and area public schools. This partnership supports a collection of programs, services and resources designed to enhance the education and enrichment of area young people and their families. Collegiate Connections is comprised of five integrated initiatives—that together present a continuum of services responsive to the community's needs.

New Century Scholars

The **New Century Scholars** program provides a guaranteed, last-dollar scholarship to Southwestern Community College with the option of continuing to WCU. Rising seventh graders in Jackson, Macon and Swain counties are recommended by public school personnel and take part in intervention strategies, enrichment activities, and college awareness activities.

GEAR UP

The Gaining Early Awareness and Readiness Through Undergraduate Programs (**GEAR UP**) program is intended to significantly increase the number of low-income students who are prepared to enter and succeed in postsecondary education. The program is designed to impact all students from 7th – 12th grade in participating schools in Jackson, Macon and Swain counties and the Qualla Boundary. These students will 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 low-income high-school aged 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 touring, service learning opportunities, monthly campus experiences, outdoor adventures, cultural enrichment activities, and a summer institute experience.

Collegiate Connections

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—all **without the cost of tuition**. These courses can be taken in a traditional classroom, over interactive television, through the Internet or via tele-courses.

Students can:

- Take college-level courses on their high school campus through the Huskins Program
- 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 Tech Prep Program.

Huskins

Huskins courses are generally taught at the area high school campuses or on-line by Southwestern instructors. ACE (Accelerated College Education) offers students three pathways of sequenced courses to give the maximum number of credits possible within the high school day. Though SCC encourages students to follow the sequences of courses, they may take courses in any combination. The three pathways are: College Prep, Networking/Technology, and Criminal Justice. Credit is earned at both the high school and SCC (or other post-secondary schools based on transferability). The courses are **tuition-free**. Students must be in 9th grade or higher to participate, must have the academic and social maturity necessary to succeed in college-level course work. Students must have placed into college-level classes on the College Placement Test or SAT and be recommended by their high school principal.

ACE College Prep Pathway

Upon successful completion of the College Prep suggested course sequence, a student will have earned 30 hours of college credit. To be eligible for transfer to another college or university, a grade of "C" or better is typically required.

JUNIOR YEAR
First Semester
- MAT 171 & 171A: Precal Algebra

Second Semester
- MAT 172 & 172A: Precal Trig

SENIOR YEAR
First Semester
- ENG 111: Expository Writing
- COM 110: Intro to Communications
- HIS 111: World Civilization I
- Humanities/fine arts or social/behavioral science course

Second Semester
- ENG 113: Lit-Based Research
- ENG 241: British Literature I
- HIS 112: World Civilization II
- Humanities/fine arts or social/behavioral science course

ACE Networking/Technology Pathway

Upon successful completion of the Networking/Technology pathway suggested course sequence, a student is eligible to take an external certification. In addition, a student will have earned 12 hours of college credit, which can apply toward a degree in Networking Administration and support at SCC. Courses for this pathway are offered at the Jackson Campus, the Macon Center and the Swain Center as they require specialized equipment.

JUNIOR YEAR
Second Semester
- NET 110: Intro to Networking

SENIOR YEAR
First Semester
- NET 125: Routing & Switching I
- NET 126: Routing & Switching II

Second Semester
- NET 225: Adv. Routing & Switching I
- NET 226: Adv. Routing & Switching II

ACE Criminal Justice Pathway

Upon successful completion of the Criminal Justice pathway suggested course sequence, a student will have earned 18 hours of college credit toward the Criminal Justice degree (SCC has the AAS degree in Criminal Justice and WCU has a BS in Criminal Justice).

JUNIOR YEAR
First Semester
- CJC 111: Intro to Criminal Justice
- PSY 150: General Psychology

Second Semester
- CJC 141: Corrections
- POL 110: Intro to Political Science
  or
  SOC 210: Intro to Sociology

SENIOR YEAR
First Semester
or
Second Semester
- SOC 210: Intro to Sociology
  or
  POL: 110: Intro to Political Science
- Humanities/fine ares or social/behavioral science course

Notes:
- There are humanities and social/behavioral courses listed generically. Our typical humanities courses include: Literature, Art Appreciation, Music Appreciation, Technology and Society and World Religions. Our typical social/behavioral science courses include: General Psychology, Introduction to Sociology, General Anthropology or Cultural Anthropology. Other courses from our catalog may be offered.
- NET 125, 126, 235 and 226 are based on the Cisco System coursework. Cisco Systems is a world leader in Internet networking.

Dual Enrollment

Dual Enrollment courses are regularly scheduled courses generally taught at a Southwestern campus site or on-line, 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 will be enrolled in high school the following fall. Students must be 16, enrolled in high school for at lest two classes (unless attending summer semester), recommended by the chief administrative public school officer and approved by the community college president.

Perspective



Do you have a dream for the future? Are you achieving your potential? Would you like to be ahead of the curve? Are you ready to start college early? Are you a high school senior? Let Southwestern Community College be your Collegiate Connection.

Patti Long
Director of Collegiate Connections

Collegiate Connections

Concurrent Enrollment cont.

College Tech Prep

College Tech Prep courses are high school vocational classes taught by high school instructors that earn credit at SCC through the Tech Prep Articulation Agreement. Students must make a "B" or higher in the class, score a minimum of 70% on the VoCATS post test or equivalent, and enroll in SCC coursework within two years of high school graduation to be granted these credits.

Program of Study/Area	High School Courses	Equivalent SCC Courses
Accounting	6311 ..... Computerized Accounting I *and* 6312 ..... Computerized Accounting II	ACC 115 ..... College Accounting
Automotive Systems Technology	7512 ..... Automotive Service Technology II *and* 7513 ..... Automotive Service Technology III	AUT 151 ..... Brake Systems *and* AUT 152 ..... Brake Systems Lab *and* AUT 161 ..... Electrical Systems
Business Administration	6200 ..... Principles of Business	BUS 110 ..... Intro. to Business
	6331 ..... Business & Financial Mgmt. I *and* 6632 ..... Business & Financial Mgmt. II	BUS 225 ..... Business Finance
	6641 ..... Business & Financial Mgmt. I *and* 6642 ..... Business & Financial Mgmt. II	BUS 225 ..... Business Finance
	6235 ..... Small Business/Entrepreneurship	BUS 230 ..... Small Business Mgmt.
	6615 ..... Small Business/Entrepreneurship	BUS 230 ..... Small Business Mgmt.
	6535 ..... Business Communication	BUS 260 ..... Business Communication
	6622 ..... Marketing Management	MKT 121 ..... Selling
	6626 ..... Strategic Marketing	MKT 120 ..... Principles of Marketing
Computer Engineering Technology	7991 ..... Computer Engineering Technology I	CET 111 ..... Comp. Upgrade & Rep. I
	7992 ..... Computer Engineering Technology II	CET 211 ..... Comp. Upgrade & Rep. II
Culinary Technology	7009 ..... Advanced Foods	CUL 140 ..... Basic Skills
Drafting	7921 ..... Drafting I and 7962 ..... Drafting: Architectural II	DFT 117 ..... Technical Drafting
	7972 ..... Drafting	DFT 117 ..... Technical Drafting
Early Childhood Associate	7065 ..... Parenting	EDU 145 ..... Child Development I
	7111 ..... Early Childhood I	EDU 151 ..... Creative Activities
	7112 ..... Early Childhood II	EDU 288 ..... Adv. Issues/Early Child Ed
Health Sciences	7221 ..... Medical Science I *or* 7211 ..... Allied Health Science I	MED 121 ..... Medical Terminology I *and* HSC 110 ..... Orientation to Health Careers
	7222 ..... Medical Science II *or* 7212 ..... Allied Health Science II	MED 182 ..... CPR-First Aid
Information Technology	6411 ..... Computer Applications I	CIS 111 ..... Basic PC Literacy *or* OST 137 ..... Office Software Applications
	6411 ..... Computer Applications I *and* 6412 ..... Computer Applications II	CIS 110 ..... Introduction to Computers
	6413 ..... E-Commerce/Computer Applications III	CIS 172 ..... Introduction to Internet *or* OST 271 ..... Office Web Technologies
Office Systems Technology	6512 ..... Keyboarding	OST 131 ..... Keyboarding
	6411 ..... Computer Applications I	CIS 111 ..... Basic PC Literacy *or* OST 137 ..... Office Software Applications
	6413 ..... E-Commerce/Computer Applications III	CIS 172 ..... Introduction to Internet *or* OST 271 ..... Office Web Technologies

Baccalaureate Bound

The **Baccalaureate Bound** program is designed for students who plan to earn at least a bachelor's degree after graduating from high school. The program enables students to complete the first two years of their bachelor's degree at Southwestern. Southwestern's affordable tuition rate and small class size can ease the transition into the four-year college or university setting.

Students complete 44-semester hours of courses in the general education core guaranteed to transfer to any university within the North Carolina System. Students interested in transferring to a college or university outside the UNC System will receive additional assistance in transferring to those institutions.

North Carolina colleges and universities to which Southwestern credit will transfer include:

Appalachian State
East Carolina
Elizabeth City State
Fayetteville State
N.C. State
North Carolina A & T
North Carolina Central
N.C. School for the Arts
UNC—Asheville
UNC—Chapel Hill
UNC—Charlotte
UNC—Greensboro
UNC—Pembroke
UNC—Wilmington
Western Carolina University
Winston Salem State

The program enrolls a relatively small number of students each year, enabling the Baccalaureate Bound faculty advisor to work with students on an individual basis. Enrichment activities and college visits enhance the student's educational experience at SouthwesterN.

Students should have:

- An overall high school GPA of 3.0(+)
- A combined SAT of 1000(+)
- A completed Baccalaureate Bound application

COLLEGE

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.

Perspective



"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 member and student."

Gene Couch
SCC Vice President for Instructional Services

Academic Programs of Study

- Programs of Study



PROGRAM TITLE	CODE	AWARD
Accounting	A25100 or C25100	AAS, Certificate
Advertising and Graphic Design	A30100	AAS
Air Conditioning, Heating and Refrigeration Technology	D35100 or C35100	Diploma, Certificate
Associate in Arts - College Transfer	A10100	AA
Associate in Fine Arts	A10200	AFA
Automotive Systems Technology	A60160 or D60160	AAS, Diploma
Business Administration	A25120 or C25120	AAS, Certificate
Business Administration - Electronic-Commerce Concentration	A2512I	AAS
Computer Engineering Technology	A40160	AAS
Cosmetology	A55140 or D55140	AAS, Diploma
Cosmetology Instructor	C55160	Certificate
Criminal Justice Technology	A55180	AAS *
Culinary Technology	A55200 or C55200	AAS, Certificate
Cyber Crime	A55210	AAS
Early Childhood Associate	A55220 or C55220	AAS, Certificate
Electrical/Electronics Technology	D35220 or C35220	Diploma, Certificate
Electronics Engineering Technology	A40200	AAS
Emergency Medical Science	A45340	AAS
Environmental Science Technology	A20140	AAS
General Occupational Technology	A55280	AAS
Health Care Technology	C45350	Certificate
Health Information Technology	A45360	AAS
Hotel and Restaurant Management	D25240	Diploma
Human Services Technology	A45380	AAS
Human Services Technology/Substance Abuse Concentration	A4538E or C4538E	AAS, Certificate
Information Systems - Computer Applications		Certificate
Information Systems - Computer Programming		Certificate
Information Systems - Desktop Publishing		Certificate
Information Systems	A25260	AAS
Information Systems - Concentration in Network Administration & Support	A2526D	AAS
Internet Technologies	A25290	AAS
Manicuring Instructor	C55380	Certificate
Manicuring/Nail Technology	C55400	Certificate
Medical Coding (HIT)	D45360	Diploma
Medical Laboratory Technology	A45420	AAS

PROGRAM TITLE	CODE	AWARD
Medical Sonography	D45440	Dipoloma
Medical Transcription (HIT)	C45360	Certificate
Nursing - Associate's Degree	A45120	AAS
Occupational Education Associate	A55320	AAS, Certificate, Diploma
Occupational Therapy Assistant	A45500	AAS
Office Systems Technology (OST)	A25360 or C25360	AAS, Certificate
OST - Virtual Office Assistance Concentration	A2536C or C2536C	AAS, Certificate
Outdoor Leadership	A55330	AAS
Paralegal Technology	A25380	AAS
Phlebotomy	C45600	Certificate
Physical Therapist Assistant	A45620	AAS
* Practical Nursing	D45660	Diploma
Pre-Major Business Administration	A1010B	AA
Pre-Major Business Ed & Marketing Ed	A1010C	AA
Pre-Major Criminal Justice	A1010D	AA
Pre-Major History	A1010H	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
Radiography	A45700	AAS
Real Estate	C25400	Certificate
Respiratory Therapy	A45720	AAS
Surgical Technology	A45740	Diploma
Therapeutic Massage	A45750	Diploma
Trades:		
Carpentry	D35180 or C35180	Diploma, Certificate
Masonry	D35280 or C35280	Diploma, Certificate
Plumbing	D35300 or C35300	Diploma, Certificate
Welding Technology	C50420	Certificate

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

*Pending approval by the North Carolina Community College Systems Office (NCCCSO) and State Board of Nursing.

Accounting

Associate of Applied Science Degree | Certificate

Using the "language of business," you will learn to assemble, analyze, process and communicate financial information. You will develop these skills by studying communications, computer applications, financial analysis and ethics.

Courses in theories and practices, along with accounting principles, business law, finance, management and economics will prepare you for entry-level employment in a variety of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Faculty

Doug Ward
dlward@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 275

Richard Barden
richardb@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 274

Perspective



"I had to change careers due to a back injury I suffered two years ago. Southwestern Community College has made the experience of coming back to school great."
Chuck Nichols, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25100

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACC	120	Principles of Accounting I	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
or						
OST	137	Office Software Applications	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
		Totals	15/16	6	0	18/19
SPRING SEMESTER 1						
ACC	121	Principles of Accounting II	3	2	0	4
CIS	120	Spreadsheet I	2	2	0	3
ECO	151	Survey of Economics	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
OST	122	Office Computations	1	2	0	2
OST	136	Word Processing	3	0	0	3
		Totals	15	6	0	18
SUMMER SEMESTER 1						
BUS	230	Small Business Management	3	0	0	3
or						
COE	112	Co-op Work Experience I	0	0	20	2
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		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						
ACC	221	Intermediate Accounting II	3	2	0	4
ACC	269	Auditing	3	0	0	3
ACC	292	Selected Topics in Accounting	1	4	0	2
BAF	235	Analyzing Financial State	3	0	0	3
BUS	225	Business Finance	2	2	0	3
		Totals	12	8	0	15

Total Semester Hour Credits: 75-77

CERTIFICATE - C25100

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	292	Selected Topics in Accounting	1	4	0	2
CIS	110	Introduction to Computers	2	2	0	3
or						
OST	137	Office Software Applications	1	2	0	2
		Totals	10/11	12	015/16	

Total Semester Hour Credits: 16

NOTE: Associate's degree-seeking students are only eligible to receive certificates if nine or more hours of the certificate requirements are outside the associate's degree curriculum requirements.

Advertising & Graphic Design

Designed to provide students with knowledge and skills in the graphic design profession, this program emphasizes design, advertising, illustration and digital and multimedia preparation of printed and electronic promotional materials.

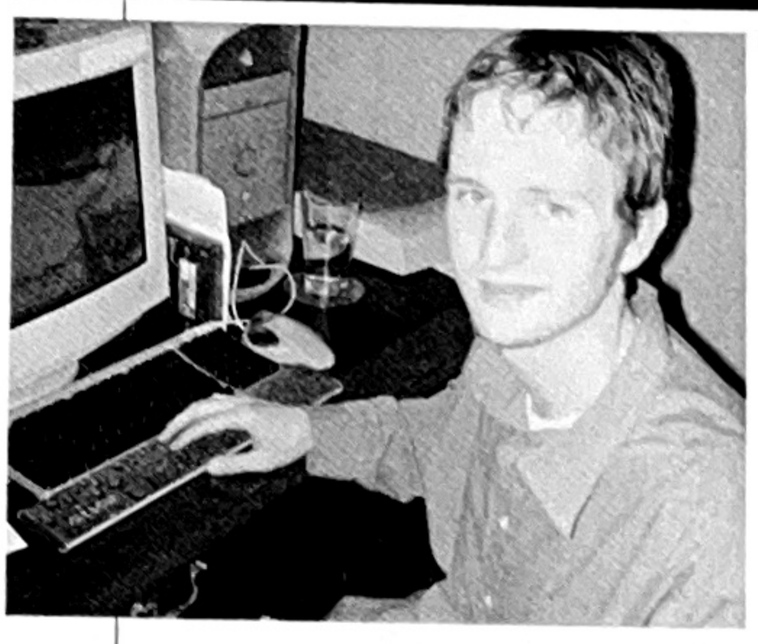
Graduates will have the skills they need to find employment in graphic-design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers and businesses with in-house graphics operations.

Faculty

Bob Clark
bobc@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 233

Roger Stephens
roger@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 259

Perspective



"My instructors really challenged me, and that really helped me. They give you a project and a deadline, and however you choose to get it done doesn't matter. How well you do is up to you; that's exactly the way it is in real life."

Micah McClure, Graduate
Art Director,
Smoky Mountain News

Associate of Applied Science Degree

AAS - A30100

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
DFT	117	Technical Drafting	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
GRD	121	Drawing Fundamentals I	1	3	0	2
GRD	141	Graphic Design I	2	4	0	4
GRD	151	Computer Design Basics	1	4	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	13	0	17
SPRING SEMESTER 1						
ENG	114	Professional Research & 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	160	Photo Fundamentals I	1	4	0	3
GRD	230	Technical Illustration	1	3	0	2
		Totals	10	17	0	18
SUMMER SEMESTER 1						
GRA	121	Graphic Arts I	2	4	0	4
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	7/8	4/6	0	10
FALL SEMESTER 2						
ART	240	Painting I	0	6	0	3
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
PRN	155	Screen Printing I	1	3	0	2
		Totals	7	20	0	16
SPRING SEMESTER 2						
GRA	220	Industry Survey	1	2	0	2
GRD	145	Design Applications I	0	3	0	1
or						
COE	111	Co-op Work Experience I	0	0	10	1
GRD	242	Graphic Design IV	2	4	0	4
GRD	247	Design Applications IV	0	3	0	1
GRD	280	Portfolio Design	2	4	0	4
MKT	123	Fundamentals of Selling	3	0	0	3
		Totals	8	13/16	0/10	15

Total Semester Hour Credits: 76

Air Conditioning, Heating & Refrigeration Technology

Diploma | Certificate

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.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair and installation of residential and light commercial systems.

Faculty

Dave Cowan
ddcowan@aol.com
586-4091 or (800) 447-4091, 207

Perspective



"We cover the basics and everyday situations I've encountered during 20 years of experience."

Dave Cowan, Faculty Member

DIPLOMA - D35100

Prefix	Number	Title	Class	Lab	Shop	Credit
REQUIRED COURSES:						
AHR	110	Introduction 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	Introduction to Electricity	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
CHOOSE SIX 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

Prefix	Number	Title	Class	Lab	Shop	Credit
FALL SEMESTER 1						
AHR	112	Heating Technology	2	4	0	4
AHR	120	HVACR Maintenance	1	0	3	2
ELC	111	Introduction to Electricity	2	2	0	3
		Totals	5	6	3	9
SPRING SEMESTER 1						
AHR	110	Introduction to Refrigeration	2	6	0	5
AHR	113	Comfort Cooling	2	4	0	4
		Totals	4	10	0	9

Total Semester Hour Credits: 18

Associate in Arts
COLLEGE TRANSFER

Through an agreement with the University of North Carolina, SCC students can now earn 44 hours worth of college credit that will transfer to any public university in the state of North Carolina. Students who wish to transfer into four-year programs prior to completing these requirements should consult closely with their advisors for course-by-course equivalencies.

Students who wish to transfer directly into pre-selected major programs as juniors should also consult SCC's Pre-Major Associate in Arts programs as they select their courses.

Faculty

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

Tracy Chapple, extension 310
tchapple@southwest.cc.nc.us
Chris Cox, extension 345
chrisc@southwest.cc.nc.us
Owen Gibby, extension 314
oweng@southwest.cc.nc.us
Allan Grant, extension 322
agrant@southwest.cc.nc.us
Bob Harrison, extension 229
bobh@southwest.cc.nc.us
Mary Hartman, extension 282
maryh@southwest.cc.nc.us
Gene Norton, extension 215
genen@southwest.cc.nc.us
Deanne Oppermann, extension 298
deanne@southwest.cc.nc.us
Trevor Rundle, extension 383
trundle@southwest.cc.nc.us
Hilary Seagle, extension 363
hseagle@southwest.cc.nc.us
John Sherman, extension 351
jsherman@southwest.cc.nc.us
Terry Tolle, extension 311
terryt@southwest.cc.nc.us
Mary Triplette, extension 313
mtriplette@southwest.cc.nc.us

A10100

COURSE AND HOUR REQUIREMENTS

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

ENGLISH/COMPOSITION - Six Semester Hour Credit (SHC) required

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENG	111	Expository Writing	3	0	0	3
Choose one:						
ENG	113	Literature-Based Research	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3

HUMANITIES/FINE ARTS - Twelve SHC required

Choose at least one Literature course

ENG	131	Introduction to Literature	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Literature I	3	0	0	3
ENG	252	Western World Literature II	3	0	0	3

CHOOSE FROM AT LEAST TWO CURRICULA

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	110	Introduction to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
DRA	111	Theatre Appreciation	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	3	0	0	3
FRE	211	Intermediate French I	3	0	0	3
FRE	212	Intermediate French II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	120	Cultural Studies	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	150	American Women's Study	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
MUS	110	Music Appreciation	3	0	0	3
PHI	210	History of Philosophy	3	0	0	3
REL	110	World Religions	3	0	0	3
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 SHC required

Choose at least one History - 3 hours

Prefix	Number	Title	Class	Lab	Clinical	Credit
HIS	111	World Civilizations I	3	0	0	3
HIS	112	World Civilizations II	3	0	0	3
HIS	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3

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

NATURAL SCIENCE - Eight SHC required

BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
BIO	120	Introductory Botany	3	3	0	4
BIO	130	Introductory Zoology	3	3	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	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
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1

MATHEMATICS - Three SHC required

One must be an introductory math course

MAT	140	Survey of Mathematics	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4

COMPUTER SCIENCE - Three SHC required

Choose CIS 110 or above

CIS	110	Intro. to Computers	2	2	0	3

PHYSICAL EDUCATION/HEALTH - Choose Three SHC

Prefix	Number	Title	Class	Lab	Clinical	Credit
HEA	110	Personal Health/Wellness	3	0	0	3
PED	110	Fit and Well for Life	1	2	0	2
PED	111	Physical Fitness I	0	0	3	1
PED	117	Weight Training I	0	0	3	1
PED	118	Weight Training II	0	0	3	1
PED	120	Walking for Fitness	0	3	0	1
PED	121	Walk, Jog, Run	0	3	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	139	Bowling-Beginning	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	162	Angling	0	2	0	1
PED	171	Nature Hiking	0	2	0	1
PED	172	Outdoor Living	1	2	0	2
PED	174	Wilderness Pursuits	0	2	0	1
PED	183	Folk Dancing	0	2	0	1
PED	184	Square Dancing I	0	2	0	1
PED	185	Square Dancing II	0	2	0	1
PED	259	Prev & Care Ath Injuries	1	2	0	2

NOTE: If all requirements excluding electives, for the A.A. degree are met, the student has automatically satisfied general education requirements for all 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.

Choose Seventeen Additional SHC

NOTE: The following courses can be used as electives only. They cannot be used toward the minimum 44-hour core requirements: PSY 255 Intro to Exceptionality, PSY 265 Behaviorial Modification, ENG 126 Creative Writing II, ENG 125 Creative Writing,HUM 115 Critical Thinking, MAT 151A Statistics Lab I, ENG 272 Southern Literature, ENG 274 Literature by Women, BIO 163 Basic Anatomy & Physiology, BIO 168 Anatomy and Physiology I.

*Students can apply a maximum of two credit hours of ACA courses toward the completion of their degree.

*ACA	115	Success & Study Skills	0	2	0	1
*ACA	118	College Study Skills	1	2	0	2
*ACA	120	Career Assessment	1	0	0	1
*ACA	220	Professional Transition	1	0	0	1
ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	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	240	Painting I	0	6	0	3
BIO	110	Principles of Biology	3	3	0	4
BIO	111	General Biology I	3	3	0	4

Associate in Arts COLLEGE TRANSFER

Choose Seventeen Additional SHC continued

Prefix	Number	Title	Class	Lab	Clinical	Credit
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 A & P	4	2	0	5
BIO	168	Anatomy and Physiology I	3	3	0	4
BIO	169	A & P II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
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
CIS	110	Intro. to Computers	2	2	0	3
CIS	115	Intro. to Prog. & Logic	2	2	0	3
CJC	111	Intro. to Criminal Justice	3	0	0	3
CJC	141	Corrections	3	0	0	3
COM	110	Intro. to Communication	3	0	0	3
COM	231	Public Speaking	3	0	0	3
CSC	134	C++ Programming	2	3	0	3
DRA	111	Theatre Appreciation	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
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	233	Major American Writers	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	251	Western World Lit. I	3	0	0	3
ENG	252	Western World Lit. II	3	0	0	3
ENG	272	Southern Literature	3	0	0	3
ENG	274	Literature by Women	3	0	0	3
FRE	111	Elementary French I	3	0	0	3
FRE	112	Elementary French II	3	0	0	3
FRE	211	Intermediate French I	3	0	0	3
FRE	212	Intermediate French II	3	0	0	3
GEO	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	121	Western Civilization I	3	0	0	3
HIS	122	Western Civilization II	3	0	0	3
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
HUM	110	Technology and Society	3	0	0	3
HUM	115	Critical Thinking	3	0	0	3
HUM	120	Cultural Studies	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	150	American Women's Studies	3	0	0	3
HUM	160	Introduction to Film	2	2	0	3
HUM	225	Cultural Influences	3	0	0	3
HUM	230	Leadership Development	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	151A	Statistics I Lab	0	2	0	1
MAT	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 Trig.Lab	0	2	0	1
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	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	0	3	1
PED	117	Weight Training I	0	0	3	1
PED	118	Weight Training II	0	0	3	1
PED	120	Walking for Fitness	0	3	0	1
PED	121	Walk, Jog, Run	0	3	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	139	Bowling-Beginning	0	2	0	1
PED	143	Volleyball-Beginning	0	2	0	1
PED	145	Basketball-Beginning	0	2	0	1
PED	162	Angling	0	2	0	1
PED	171	Nature Hiking	0	2	0	1
PED	172	Outdoor Living	1	2	0	2
PED	174	Wilderness Pursuits	0	2	0	1
PED	183	Folk Dancing	0	2	0	1
PED	184	Square Dancing I	0	2	0	1
PED	185	Square Dancing II	0	2	0	1
PED	259	Prev & Care Ath Injuries	1	2	0	2
PHI	210	History of Philosophy	3	0	0	3
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
POL	110	Intro. to Political Science	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	255	Intro to Exceptionality	3	0	0	3
PSY	265	Behavorial Modification	3	0	0	3
PSY	281	Abnormal Psychology	3	0	0	3
REL	110	World Religions	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3

Associate in Fine Arts

VISUAL ARTS

Associate in Fine Arts Degree

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

Courses are approved for transfer through the comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at lest 64 semester hours of academic credit upon admission to a university.

Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

ASSOCIATE IN FINE ARTS (AFA) - A10200

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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
CIS	110	Intro to Computers	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
		Total	8	15	0	15
SPRING SEMESTER 2						
ART	115	Art History Survey II	3	0	0	3
ART	122	Design II	0	6	0	3
ART	135	Figure Drawing I	0	6	0	3
ENG	113	Literature-Based Research	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	12	0	15
SUMMER SEMESTER 3						
ART	283	Ceramics I	0	6	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	3	6	0	6
FALL SEMESTER 4						
ART	240	Painting I	0	6	0	3
ART	261	Photography I	0	6	0	3
BIO	111	General Biology	3	3	0	4
ENG	131	Introduction to Literature	3	0	0	3
HIS	111	World Civilizations	3	0	0	3
		Totals	9	15	0	16
SPRING SEMESTER 5						
ART	214	Portfolio and Resume	0	2	0	1
ART	231	Printmaking I	0	6	0	3
ART	241	Painting II	0	6	0	3
ART	297	Seminar in Art	2	0	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	5	14	0	12

Total Semester Credit Hours: 64

Faculty

Roger Stephens
roger@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 259

Perspective



"The Fine Arts program at SCC is providing an environment for me to explore a variety of visual art experiences. The instructors allow and encourage room for personal growth in both skill and knowledge. I am also enjoying the diversity of my fellow classmates. My classes have been challenging and interesting. I feel that the education I am receiving at SCC is providing me with the skills necessary to develop the middle school after-school program that I am currently involved with. After graduation I believe that I will be prepared to pursue a BFA at a university."

Anna Kernicki, Student

Automotive Systems Technology

Providing an introduction to automobile careers and the challenges faced with this fast and ever-changing field, the Automotive System Technology degree prepares you for a career as an automotive service technician. Graduates of this program are in high demand these days; repair shops and dealerships throughout the region consistently check with SCC to find out when more graduates will be eligible for work.

At SCC, classroom and lab experiences integrate technical and academic course work. You will learn theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control and manual drive trains.

When you complete this program, you will be prepared to take the ASE exam and be ready for employment in dealerships and repair shops in the automotive industry.

Faculty

Pete Wolosin
pwolosin@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 237

Perspective



"SCC has done a great job keeping the technical equipment up-to-date. This college is great!"
Alan Bishop, Student

Associate of Applied Science Degree | Diploma

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A60160

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACA	115	Success and Study Skills	0	2	0	1
or						
***	***	Elective	1	0	0	1
AUT	141	Suspension & Steering Sys	2	4	0	4
AUT	151	Brake Systems	2	2	0	3
AUT	152	Brake Systems Lab	0	2	0	1
AUT	161	Electrical Systems	2	6	0	4
MAT	115	Mathematical Models	2	2	0	3
		Totals	8/9	16/18	0	16
SPRING SEMESTER 1						
AUT	115	Engine Fundamentals	2	3	0	3
AUT	162	Chassis Elect & Electronics	2	2	0	3
AUT	163	Chassis Elec & Elect Lab	0	2	0	1
AUT	181	Engine Performance-Electrical	2	3	0	3
AUT	182	Engine Performance-Electrical Lab	0	3	0	1
ENG	111	Expository Writing	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	12	13	0	17
SUMMER SEMESTER 1						
AUT	112	Auto Shop Management	1	2	0	2
AUT	171	Heating & Air Conditioning	2	3	0	3
AUT	183	Engine Performance-Fuels	2	3	0	3
AUT	184	Engine Performance-Fuels Lab	0	3	0	1
		Totals	5	11	0	9
Diploma awarded after first three semesters						
FALL SEMESTER 2						
AUT	116	Engine Repair	1	3	0	2
AUT	164	Automotive Electronics	2	2	0	3
AUT	185	Emission Controls	1	2	0	2
AUT	231	Manual Drive Trains/Axles	2	3	0	3
AUT	232	Manual Drive Trains/Axles Lab	0	3	0	1
ENG	114	Professional Research and Reporting	3	0	0	3
BUS	230	Small Business Management				
or						
BUS	151	People Skills	3	0	0	3
		Totals	12	13	0	17
SPRING SEMESTER 2						
AUT	221	Automatic Transmissions	2	6	0	4
AUT	241	Advanced Chassis/Suspension	2	6	0	4
AUT	281	Advanced Engine Performance	2	2	0	3
CIS	111	Basic PC Literacy	1	2	0	2
or						
OST	137	Office Software Applications				
***	***	Humanities Elective	3	0	0	3
		Totals	10	16	0	16

Total Semester Hour Credits: 75

Business Administration

Associate of Applied Science Degree | Certificate

If you choose to pursue this field of study, you will be provided a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

Coursework includes business concepts such as accounting, business law, economics, management and marketing. You will develop necessary skills through the study of computer applications, communication, team building and decision-making.

Upon completion of this program, you will have a sound base for lifelong learning. Graduates are prepared for opportunities in government agencies, financial institutions and small-to-large businesses.

Faculty

Richard Barden
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586-4091 or (800) 447-4091, ext. 274

Thom Brooks
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Danell Moses
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Carolyn Porter
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Linda Talbott
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586-4091 or (800) 447-4091, ext. 240

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25120

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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
or						
OST	137	Office Software Applications	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
OST	136	Word Processing	1	2	0	2
		Totals	13-15	8	0	16-17
SPRING SEMESTER 1						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	237	Current Management Issues	2	0	0	2
CIS	260	Business Graphics Applications	2	2	0	3
ECM	168	Electronic Business	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Totals	15	6	0	18
SUMMER SEMESTER 1						
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	6	0	0	6
FALL SEMESTER 2						
ACC	121	Principles of Accounting II	3	2	0	4
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
CIS	120	Spreadsheet	2	2	0	3
COE	111	Cooperative Work Experience	0	0	10	1
		Totals	14	4	10	17
SPRING SEMESTER 2						
BUS	225	Business Finance	2	2	0	3
BUS	230	Small Business Management	3	0	0	3
or						
BUS	280	REAL Small Business	4	0	0	4
BUS	255	Organizational Behavior	3	0	0	3
BUS	270	Professional Development	3	0	0	3
ECO	151	Survey of Economics	3	0	0	3
or						
ECO	251	Prin of Microeconomics	3	0	0	3
or						
ECO	252	Prin of Macroeconomics	3	0	0	3
		Totals	14-15	2	0	15-16

Total Semester Hour Credits: 72-74

Business Administration

There are many employment opportunities for people with basic business skills. Students who complete this certificate have the basic business awareness to move ahead in the business world.

Additional information about the program is available on the SCC web site.

CERTIFICATE - C25120

Prefix	Number	Title	Class	Lab	Clinical	Credit
ACC	120	Principles of Accounting I	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
or						
OST	137	Office Software Applications	1	2	0	2
CIS	120	Spreadsheet I	2	2	0	3
		Totals	12/13	6	0	15/16

Total Semester Hours Credit: 15-16

Perspective



"The Business Administration program opened me up to a world of opportunities that I'll be trained for later in life. I also had the chance to share, through participation in Phi Beta Lambda, some of the leadership skills I've gained in the classroom."

Lindsey Nelson, Student



"I plan to work in the financial area. The Business Administration program has helped me gain the personal and professional skills I will need to further my career path."

Crystal Shepard, Student

Business Administration

ELECTRONIC-COMMERCE

Associate of Applied Science Degree | Certificate

Electronic-Commerce is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Coursework includes topics related to electronic business, Internet strategy in business, basic business principles to the world of e-commerce. Students will be able to identify and analyze such fundamental issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

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

Faculty

Carolyn Porter
cporter@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 232

Perspective



"Electronic-Commerce classes are really interesting. Since it's a new field, it's wide open! There are very few limits on what you can do with an e-commerce degree."
Lisa Bryson, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A2512I

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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
or						
OST	137	Office Software Applications	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
		Total	12-14	2-4	0	14-15
SPRING SEMESTER 1						
ACC	120	Principles of Accounting I	3	2	0	4
CIS	172	Introduction to the Internet	2	3	0	3
ECO	151	Survey of Economics	3	0	0	3
or						
ECO	251	Microeconomics				
or						
ECO	252	Macroeconomics				
ECM	168	Electronic Business	2	2	0	3
MKT	120	Principles of Marketing	3	0	0	3
		Totals	13	7	0	16
SUMMER SEMESTER 1						
ECM	210	Intro to E-Commerce	2	2	0	3
ITN	110	Introduction to Web Graphics	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	7	4	0	9
FALL SEMESTER 2						
ACC	121	Principles of Accounting II	3	2	0	4
BUS	115	Business Law I	3	0	0	3
BUS	153	Human Resource Management	3	0	0	3
ECM	220	E-Commerce Planning & Impl	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	14	4	0	16
SPRING SEMESTER 2						
BUS	225	Business Finance	2	2	0	3
BUS	255	Org Behavior in Business	3	0	0	3
or						
COE	112	Co-operative Work Experience	0	0	20	2
BUS	260	Business Communication	3	0	0	3
ECM	230	Capstone Project	1	6	0	3
ITN	120	Intro to Internet Multimedia	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11-14	10	0-20	17-18

Total Semester Hour Credits:72-74

Business Administration

ELECTRONIC-COMMERCE

CERTIFICATE - C2512I

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	172	Introduction to the Internet	2	3	0	3
ITN	110	Introduction to Internet Graphics	2	2	0	3
ECM	168	Electronic Business	2	2	0	3
ECM	210	Intro to E-Commerce	2	2	0	3
ECM	220	E-Commerce Plan. & Implt.	1	6	0	3
ECM	230	Capstone Project	2	2	0	3
		Totals	11	17	0	18

Total Semester Hours Credit: 18

Computer Engineering Technology

Associate of Applied Science Degree

Preparing students to install, service and maintain computers, peripherals, networks and microprocessors and computer-controlled equipment, a degree in Computer Engineering Technology opens many doors of opportunity in today's technical world.

In addition to the coursework listed in this brochure, other topics may include communications, networks, operating systems, programming languages, Internet configuration and design and industrial applications.

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

Faculty

Mike Deaver
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586-4091 or (800) 447-4091, ext. 337

Ron Poor
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586-4091 or (800) 447-4091, ext. 214

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A40160

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CET	110	Introduction to CET	0	0	3	1
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
MAT	121	Algebra/Trigonometry I	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	10	7	3	14
SPRING SEMESTER 1						
CET	222	Computer Architecture	2	0	0	2
CET	225	Digital Signal Processing	2	2	0	3
ELN	131	Electronic Devices	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
MAT	122	Algebra/Trigonometry II	2	2	0	3
		Totals	12	7	0	15
SUMMER SEMESTER 1						
CSC	134	C++ Programming	2	3	0	3
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	11	8	0	14
FALL SEMESTER 2						
CET	111	Computer Upgrade/Repair I	2	3	0	3
CET	251	Software 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
EGR	285	Design Project	0	4	0	2
ELN	233	Microprocessor Systems	3	3	0	4
ELN	257	Telecom Software	2	3	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	12	16	0	18

Total Semester Hour Credits: 76

Cosmetology

Associate of Applied Science Degree | Diploma | Certificate

If you like people and enjoy making them feel good about themselves, Cosmetology may be the right field for you. The program at SCC provides a simulated salon environment which enables students to develop manipulative skills.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates may be issued an apprenticeship with 1,200 hours or a cosmetologist's license with 1,500 hours. Employment is available in beauty salons and related businesses.

Faculty

Connie Gregory
connieg@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 238

Debby Sewell
debbys@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 422

Perspective



"The SCC Cosmetology program has shown me that you can be a full-time parent and still complete a dream. The instructors in the program understand the demands of being a mom and wanting to succeed in a profession that is very rewarding. I know that this program offers the best education in western North Carolina."

Pasilee Fourkiller Raby, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55140

Prefix	Number	Title	Class	Lab	Clinical	Credit
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
ENG	111	Expository Writing	3	0	0	3
***	***	Elective	1	2	0	2
		Totals	8	2	24	17
SUMMER SEMESTER 1						
COS	115	Cosmetology Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
***	***	Elective	3	0	0	3
		Totals	7	0	12	11
FALL SEMESTER 2						
COS	117	Cosmetology Concepts IV	2	0	0	2
COS	118	Salon IV	0	0	21	7
MAT	115	Mathematical Models	2	2	0	3
***	***	Elective	2	2	0	3
		Totals	6	4	21	15
SPRING SEMESTER 2						
BUS	230	Small Business Management	3	0	0	3
or						
BUS	280	REAL Small Business	4	0	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	12/13	0	0	12/13

Total Semester Hour Credits: 67/68

DAY

DIPLOMA - 1500 HOURS - D55140

Prefix	Number	Title	Class	Lab	Clinical	Credit
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 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



Cosmetology

DAY

DIPLOMA - 1200 HOURS - D55140

Prefix	Number	Title	Class	Lab	Clinical	Credit
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 Concepts III	4	0	0	4
COS	116	Salon III	0	0	12	4
PSY	150	General Psychology	3	0	0	3
		Totals	7	0	12	11
FALL SEMESTER 2						
COS	118	Salon IV	0	0	21	7
ENG	111	Expository Writing	3	0	0	3
		Totals	3	0	21	10

Total Semester Hour Credits: 45

Perspective



"The cosmetology program is wonderful. The classes I have taken will benefit me when I apply for a job. I have enjoyed the classes and instructors very much. I heartily recommend it to anyone interested in the cosmetology field."

Charity Bates, Student

MANICURING/NAIL TECHNOLOGY

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.

Coursework 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 - 300 HOURS - C55400

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
COS	121	Manicure/Nail Technology I	4	0	6	6
COS	122	Manicure/Nail Technology II	4	0	6	6
		Totals	8	0	12	12

Total Semester Hour Credits: 12



Criminal Justice Technology

Associate of Applied Science Degree

The Criminal Justice Technology program offers you knowledge of criminal justice systems and operations.

In addition to the coursework listed in this brochure, other topics may include issues and concepts of government, counseling, communications and/or computers and technology.

Upon completion of the Criminal Justice Technology curriculum, you will be prepared to enter the workforce as a police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer or loss-prevention specialist.

Faculty

Mike Burnette
mikeb@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 276

Monte Clampett
montec@southwest.cc.nc.us
586-4091 or (800) 447-4091 ext. 283

Perspective



"I have enjoyed the classes at Southwestern Community College. The curriculum in the Criminal Justice Program is challenging and rewarding. I feel I will be ready for a career in the field upon completion of the program."
Chris Snipes, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55180

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
***	***	CJ Electives	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
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
***	***	CJ Electives	1-3	0-2	0	2-3
		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	293	Selected Topics in Criminal Justice	1	4	0	3
POL	120	American Government	3	0	0	3
***	***	CJ Electives	3	0	0	3
		Totals	13	4	0	15
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

Total Semester Hour Credits: 68-70

Culinary Technology

Associate of Applied Science Degree | Certificate

This program is designed 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 services and health care facilities.

Studies in this program emphasize practical application, a strong theoretical knowledge base, professionalism and the critical competencies to successfully meet industry demands. Coursework also includes sanitation, food/beverage service and control, baking, garden management, American/international cuisines, food production and hospitality supervision.

You should qualify for a variety of entry-level positions such as line-cook, station chef and assistant pastry chef. American Culinary Federation certification is available to graduates.

Faculty

Ceretta Davis
ceretta@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 256

Perspective



"The Culinary Technology program tests your creativity. We have a lot of fun, and we get to eat a lot!"
Megan Ferguson, Graduate

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55200

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACA	111	College Student Success				
or						
***	***	Elective	1	0	0	1
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
CUL	160	Baking I	1	4	0	3
		Totals	7	14	0	14
SPRING SEMESTER 1						
CUL	112	Nutrition for Foodservice	3	0	0	3
CUL	130	Menu Design	2	0	0	2
CUL	240	Adv Culinary Skills	1	8	0	5
ENG	111	Expository Writing	3	0	0	3
HRM	135	Facilities Management	2	0	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	14	8	0	18
SUMMER SEMESTER 1						
COE	112	Co-op Work Experience I	0	0	20	2
		Totals	0	0	20	2
FALL SEMESTER 2						
BUS	230	Small Business Management	3	0	0	3
CUL	120	Purchasing	2	0	0	2
CUL	193	Selected Topics in Culinary	2	2	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
HRM	110	Intro to Hospitality	2	0	0	2
***	***	Social Science Elective	3	0	0	3
		Totals	15	2	0	16
SPRING SEMESTER 2						
BUS	153	Human Resource Management	3	0	0	3
BUS	151	People Skills	3	0	0	3
CUL	135	Food & Beverage Service	2	0	0	2
CUL	135A	Food & Beverage Serv Lab	0	2	0	1
CUL	180	Internat & Amer Reg Cuisine	1	8	0	5
MAT	115	Mathematical Models	2	2	0	3
		Totals	11	12	0	17

Total Semester Hour Credits: 67

Culinary Technology

CERTIFICATE - C55200

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	111	Basic PC Literacy	1	2	0	2
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
CUL	140	Basic Culinary Skills	2	6	0	5
		Totals	5	10	0	10
SPRING SEMESTER 1						
BUS	151	People Skills	3	0	0	3
CUL	160	Baking I	1	4	0	3
		Totals	4	4	0	6

Total Semester Hour Credits: 16

Cyber Crime Technology

Associate of Applied Science Degree

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 seizing and recovering 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 core classes in Cyber Crime Technology.

Graduates of this curriculum program should be prepared 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 business.

Faculty

Mike Burnette
mikeb@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 276

Perspective



"There aren't many opportunities in life to be a part of something so instrumental and ground-breaking. If you have an interest in computers and criminal justice, seize this truly unique opportunity and enter the Cyber Crime curriculum."

Bruce Jones, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55210

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CCT	110	Intro to Cyber Crimes	3	0	0	3
CCT	112	Ethics & High Technology	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
CJC	112	Criminology	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
		Totals	14	2	0	15
SPRING SEMESTER 1						
CCT	121	Computer Crime Investigation	3	2	0	4
CIS	130	Survey of Operating Systems	2	3	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	xxx	Criminal Justice Elective*	1/3	0/2	0	2/3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14/17	5/9	0	18/19
SUMMER SEMESTER 1						
NET	110	Data Comm/Networking	2	2	0	3
PSY	150	General Psychology	3	0	0	3
***	***	Humanities/Fine Arts Elective	3	0	0	3
		Totals	8	2	0	9
FALL SEMESTER 2						
CCT	220	Forensic Accounting	3	3	0	4
CCT	231	Technology Crimes & Law	3	0	0	3
CIS	215	Hardware Installation/Maintenance	2	3	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
		Totals	14	6	0	16
SPRING SEMESTER 2						
CCT	240	Data Recovery Techniques	2	3	0	3
CCT	289	Capstone Project	1	6	0	3
CIS	246	Operating Systems - UNIX	2	3	0	3
ITN	240	Internet Security	2	2	0	3
		Totals	7	14	0	12

Total Semester Hour Credits: 70/71

*Criminal Justice Elective:

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

Developmental Studies

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

Faculty

Bob Satterwhite
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586-4091 or (800) 447-4091, ext. 460

Sharon Ridley
sridley@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 335

Barbara Putman
bputman@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 496

DEVELOPMENTAL CLASSES

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	090	Composition Strategies	3	0	3
ENG	090A	Comp Strategies Lab	0	2	1
ENG	095	Reading & Comprehensive 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
MAT	095	Algebraic Concepts	3	0	3
OST	080	Keyboarding Literacy	1	2	2
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 personal attributes of self-confidence, positive attitude, motivation, and commitment to learning.
5. Basic computer and keyboarding skills.

ACADEMIC RELATED AND ORIENTATION CLASSES

ACA	115	Success & Study Skills	0	2	1
ACA	118	College Study Skills	1	2	2
ACA	120	Career Assessment	1	0	1
ACA	220	Professional Transition	1	0	1

Perspective



"Our Developmental Education classes include a wide variety of students from a wide variety of circumstances and backgrounds. Our job is to help these students improve their reading, language, writing and math skills so that they will have a much greater chance of succeeding in curriculum courses at SCC and beyond. I took developmental math classes in college, so I know first-hand how important those classes are."

Bob Satterwhite, Faculty Member

Early Childhood Associate

Associate of Applied Science Degree | Certificate

Designed to prepare you to work with children from infancy through middle childhood, this program will combine learned theories with hands-on training.

If you choose this field, you 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 are available in child development and childcare programs, preschools, public and private schools, recreational centers, Head Start programs and school-age programs.

Faculty

Linda Aiken
lindaa@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 220

Perspective



"The critical need for quality child care during the developmental years has been documented repeatedly. Early Childhood is a rewarding field with many employment possibilities. Our curriculum offers the courses required for the North Carolina Early Childhood Credential and the North Carolina Early Childhood Administrator Credential."

Linda Aiken, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55220

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACA	115	Success & Study Skills	0	2	0	1
or						
***	***	Elective	1	0	0	1
EDU	111	Early Childhood Credential I	2	0	0	2
EDU	144	Child Development I	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
or						
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	14-15	0-2	0	15
SPRING SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
EDU	112	Early Childhood Credential II	2	0	0	2
EDU	145	Child Development II	3	0	0	3
EDU	151	Creative Activities				
or						
EDU	259	Curriculum Planning	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	16	2	0	17
SUMMER SEMESTER 1						
*COE	111	Co-op Work Experience I	0	0	10	1
		Totals	0	0	10	1
FALL SEMESTER 2						
EDU	131	Child, Family, & Community	3	0	0	3
EDU	153	Health, Safety, & Nutrition	3	0	0	3
EDU	157	Active Play	2	2	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	3
EDU	261	Early Childhood Administration I	2	0	0	2
MED	182	CPR First Aid & Emergency	1	2	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	17	4	0	19
SPRING SEMESTER 2						
BUS	230	Small Business Management	3	0	0	3
EDU	221	Children with Special Needs	3	0	0	3
EDU	262	Early Childhood Administration II	3	0	0	3
EDU	271	Media Tech for Teachers				
		or				
CIS	260	Business Graphics Appl	2	2	0	3
EDU	282	Early Childhood Lit	3	0	0	3
EDU	288	Adv Issues/Early Child Education				
or						
EDU	235	School-Age Dev & Program	2	0	0	2
		Totals	16	2	0	17

*** see page 48 for a list of Humanities courses

* Note : Co-op may be taken any semester

Total Semester Hours: 69

Early Childhood Associate

CERTIFICATE - C55220

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	111	Early Childhood Credential I	2	0	0	2
EDU	112	Early Childhood Credential II	2	0	0	2
EDU	144	Child Development I	3	0	0	3
EDU	145	Child Development II	3	0	0	3
EDU	146	Child Guidance	3	0	0	3
EDU	151	Creative Activities				
or						
EDU	259	Curriculum Planning	3	0	0	3
		Totals	16	0	0	16

Electrical/Electronics Technology

Diploma | Certificate

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 on-the-job trainees or apprentices assisting in the layout, installation and maintenance of electrical/electronic systems.

DIPLOMA - D35220

Prefix	Number	Title	Class	Lab	Shop	Credit
BPR	130	Blueprint Reading/Construction	1	2	0	2
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	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

Total Semester Hour Credits: 38

Faculty

Donnie Burrell
dburrell@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 325

CERTIFICATE - C35220

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ELC	112	DC/AC Electricity	3	6	0	5
ELC	113	Basic Wiring I	2	6	0	4
		Totals	5	12	0	9
SPRING SEMESTER 1						
ELC	114	Basic Wiring II	2	6	0	4
ELC	117	Motors and Controls	2	6	0	4
		Totals	4	12	0	8

Total Semester Hour Credits: 17

Perspective



"Students earning this certificate should be qualified as helpers in the maintenance mechanic field, or they can continue on and try for their licenses."
Donnie Burrell, Faculty Member

Electronics Engineering Technology

Associate of Applied Science Degree

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 or electronic tester.

Faculty

Ron Poor
ronp@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 214

Perspective



"Jobs in the 21st century will require strong technical skills. Electronics and computers are the fulcrum for change in business and industry. Preparing people for those jobs is the most important job that we have."

Ron Poor, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A40200

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
DFT	117	Technical Drafting	1	2	0	2
ELC	131	DC/AC Circuit Analysis	4	3	0	5
MAT	121	Algebra/Trigonometry I	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	10	7	0	13
SPRING SEMESTER 1						
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	122	Algebra/Trigonometry II	2	2	0	3
		Totals	10	8	0	13
SUMMER SEMESTER 1						
ELN	132	Linear IC Applications	3	3	0	4
ELN	133	Digital Electronics	3	3	0	4
ENG	114	Professional Research and Reporting	3	0	0	3
PHY	131	Physics-Mechanics	3	2	0	4
		Totals	12	8	0	15
FALL SEMESTER 2						
CET	111	Computer Upgrade/Repair I	2	3	0	3
ELN	229	Industrial Electronics	2	4	0	4
ELN	232	Introduction to Microprocessors	3	3	0	4
ELN	234	Communication Systems	3	3	0	4
ELN	275	Troubleshooting	1	2	0	2
		Totals	11	15	0	17
SPRING SEMESTER 2						
EGR	285	Design Project	0	4	0	2
ELN	152	Fabrication Techniques	1	3	0	2
ELN	231	Industrial Controls	2	3	0	3
ELN	258	FCC Commercial License Preparation	3	0	0	3
ELN	264	Advanced Communication	4	3	0	5
***	***	Humanities Elective	3	0	0	3
		Totals	13	13	0	18

Total Semester Hour Credits: 76

Emergency Medical Science

Associate of Applied Science Degree

The Emergency Medical Science curriculum is designed to prepare graduates to enter the work force 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, industry, educational institutions, and government agencies.

Faculty

Tonya Clark
tonyac@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 309

Eric Hester
ehester@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 277

Perspective



"I think EMS is a great program. It has helped me conquer my childhood dreams of becoming a paramedic."
Jennifer Hicks, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45340

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	168	Anatomy and Physiology I	3	3	0	4
EMS	110	EMT-Basic	5	6	0	7
MAT	110	Mathematical Measurements	2	2	0	3
EMS	150	Emergency Vehicles & EMS Comm	1	3	0	2
ENG	111	Expository Writing	3	0	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
EMS	220	Cardiology	2	6	0	4
		Totals	9	17	6	17
SUMMER SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
EMS	221	EMS Clinical Practicum II	0	0	9	3
ENG	114	Professional Research and Reporting	3	0	0	3
		Totals	5	2	9	9
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						
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: 75

Emergency Medical Science

ADMISSIONS REQUIREMENTS

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

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College 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:
   Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 course work. If you are unsuccessful in achieving the appropriate cut-off scores in any component of the test, please see the retest policy on page 7.
   Or
   Appropriate SAT or ACT scores. See Admissions section of the college catalog for additional details.
   Or
   Successful completion of a college-level math and English 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.

PHASE II

Those individuals who have completed all the components of Phase I requirements 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 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 document submitted by May 1 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program. Furthermore, 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.

The College will also develop an EMS "bridging" program to allow currently certified non-degree EMT-Paramedics to earn a two-year Associate of Applied Science degree in Emergency Medical Service. This bridging program will have additional admission requirements above the EMS degree program, e.g. EMT Paramedic certification.

BRIDGING PROGRAM

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 admissions 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.

COURSE WORK

Prefix	Number	Title	Class	Lab	Clinical	Credit
GENERAL EDUCATION COURSES						
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
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

Total Semester Hour Credits: 30

Environmental Science Technology

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.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, the following: Chemical Analysis, Biological Analysis, and much more.

This program is offered through an Articulation Agreement with Blue Ridge Community College, (Flat Rock/ Hendersonville). Students pursuing this degree will take the first two semesters of coursework at Southwestern Community College and then transfer to Blue Ridge Community College to complete the program. For coursework to be eligible for transfer, students must have earned a grade of "C" or above.

Program Coordinator

Deanne Oppermann
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586-4091 or (800) 447-4091, ext. 298

Perspective



"One goal of the environmental science technology program is to find solutions to the environmental problems society has created."

Deanne Opperman, Faculty Member

Associate of Applied Science Degree

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A20140

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1 - Southwestern Community College						
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
ENG	111A	Expository Writing Lab	0	2	0	1
ENV	110	Environmental Science	3	0	0	3
or						
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	0	3	1
***	***	Humanities Elective	3	0	0	3
		Totals	12	5	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
***	***	Social Science Elective	3	0	0	3
		Totals	12	6	0	14
SUMMER SEMESTER 1 - Blue Ridge Community College						
CIS	111	Basic PC Literacy	1	2	0	2
***	***`	Advisor Approved Electives	2/6	0/6	0/20	6/8
		Totals	3/7	2/8	0/20	8/10
FALL SEMESTER 2 - Blue Ridge Community College						
ENV	210	Management of Waste	3	2	0	4
ENV	218	Environmental Health	3	0	0	3
ENV	226	Environmental Law	3	0	0	3
ENV	240	Field Sampling and Analysis	2	3	0	3
MAT	171	Precalculus Algebra	3	0	0	3
MAT	171A	Precalculus Algebra Lab	0	2	0	1
		Totals	14	7	0	17
SPRING SEMESTER 2 - Blue Ridge Community College						
EHS	114	OSHA Regulations	3	0	0	3
ENV	120	Earth Science	3	2	0	4
ENV	214	Water Quality	3	2	0	4
ENV	222	Air Quality	3	2	0	4
ENV	228	Environmental Issues	1	0	0	1
		Totals	13	6	0	16

Total Semester Hour Credits: 70-72
(41 hours may be earned at SCC)

CHOOSE 5 ELECTIVE HOURS FROM THE FOLLOWING COURSES
(Advisor approval required)

BIO	120	Introduction to Botany	3	3	0	4
BIO	170	Introduction to Microbiology	3	3	0	4
COE	112	Co-op Work Experience I	0	0	20	2
ENV	220	Applied Ecology	3	2	0	4
ENV	242	Land Quality	3	2	0	4
WAT	110	Basic Wastewater Treatment	2	2	0	3
WAT	120	Introduction to Water Treatment	2	0	0	2

General Occupational Technology

Associate of Applied Science Degree

Designed to allow you the opportunity to individualize your studies, this program also offers flexibility to meet your occupational interests while earning an associate's degree.

The curriculum content will be individualized based on each student's needs. Coursework will be selected from associate's degree-level courses offered by the College.

Graduates will become more effective workers and will be better qualified for advancements within their respective fields.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55280

I. GENERAL EDUCATION

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH - Six SHC required for AAS degree.						
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
HUMANITIES / FINE ARTS - Three SHC required for AAS degree.						
***	***	Humanities Elective	3	0	0	3
SOCIAL / BEHAVIORAL SCIENCE - Three SHC required for AAS degree.						
***	***	Social Science Elective	3	0	0	3
NATURAL SCIENCE / MATHEMATICS - Three SHC required for AAS degree.						
MAT	110 or Higher	Mathematical Measurement	2	2	0	3
GENERAL EDUCATION TOTALS						**15**

II. MAJOR COURSES

Core - Required Courses (Choose 18 hours)

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	5
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
CHM	131	Introduction to Chemistry	3	0	0	3
CHM	131A	Introduction to Chemistry Lab	0	3	0	1
COM	110	Introduction to Communication	3	0	0	3
HSC	110	Orientation to Health Careers	1	0	0	1
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology II	3	0	0	3
MED	118	Medical Law & Ethics	2	0	0	2
MED	182	CPR First Aid & Emergency	1	2	0	2
PHY	110	Conceptual Physics	3	0	0	3
PHY	110A	Conceptual Physics Lab	0	2	0	1
***	***	Social Science Elective	3	0	0	3

Thirty additional credit hours must be chosen from courses required by curriculums offered by the college, including a minimum of three credits earned through clinical or cooperative education.

OTHER MAJOR COURSES (For the AAS degree)

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

Total Semester Hour Credits: 63

Perspective



"The GOT degree provides the pre-health science student with a strong foundation in courses that will help them become successful in the health science curriculum they will eventually enter."

Deb Klavohn,
Health Sciences Dean

Health Care Technology

The Health Care Technology curriculum prepares multi-skilled health care personnel to perform a variety of assistive skills which cross several traditional health care disciplines. Coursework includes communication, dietary and clerical skills, as well as those required for listing as a Nursing Assistant II. Based upon local needs, instruction may also include phlebotomy, basic electrocardiography, restorative care and basic respiratory skills.

Each graduate of this program will be eligible for listing as a Nursing Assistant II in the state of North Carolina. Employment opportunity sites include hospitals, nursing homes, clinics, home health agencies and doctors' offices.

Program Coordinator

Diane Higgins
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586-4091 or (800) 447-4091, ext. 254

Perspective



"The HCT program has given me a great opportunity to learn so many important skills. The hands-on clinicals are very exciting and help you relate to how important 'Health Care Technicians' can be to our rapidly growing communities. This program is beneficial to everyone."

Terry Nugent, Graduate

Certificate

CERTIFICATE - C45350

Prefix	Number	Title	Class	Lab	Clinical	Credit
HCT	101	Health Care Technology	6	2	6	9
***CNA II can exit**						
HCT	102	Basic Phlebotomy and EKG	1	2	3	3
HCT	104	Restorative Care	1	2	3	3
HCT	105	Basic Respiratory Skills	1	2	3	3
		Totals	9	8	15	18

Total Semester Hour Credits: 18

ADMISSION REQUIREMENTS

The admission requirements for the Health Care Technology program will be as follows:
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. Have current listing on the Nursing Assistant I Registry.
4. 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.
5. Have a grade point average of 2.0 or higher on a 4.0 scale from the most recent transcript.
6. Meet the Southwestern Community College's Placement Test requirement. This requirement may be met by one of the following methods.
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each week on the Sylva campus and is free of charge. To schedule a test session, contact Testing Services at extension 338. 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 retest policy on page 7.

or

B. Submit acceptable SAT or ACT scores. See Admissions section of this Catalog for additional details.

or

C. Successful completion of college-level math and English courses. Acceptance into the program is determined by the arithmetic score.

PHASE II

Those individuals who have 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 the applicant is 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:

A. Selected learning experience (clinical education) will be provided at cooperating health care facilities. Students are responsible for providing their own transportation to clinical.

B. 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.

Health Information Technology

Associate of Applied Science Degree

This program teaches you 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.

Once you graduate with an associate's degree, you will be eligible to take the national certification examination to become a Registered Health Information Technician (RHIT). Once you graduate with the coding diploma, you 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 you may be able to work from home or start your own business.

Faculty

Penny Wells
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586-4091 or (800) 447-4091, ext. 362

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45360

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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	Health Info Orientation	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
		Totals	13	5	0	15
SPRING SEMESTER 1						
BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
HIT	114	Record 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	226	Principles of Disease	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	0	0	9
FALL SEMESTER 2						
HIT	122	Directed Practice I	0	0	3	1
HIT	212	Coding/Classification I	3	3	0	4
HIT	216	Quality Management	2	2	0	3
HIT	218	Management	3	0	0	3
HIT	220	Computers in Health Care	1	2	0	2
***	***	Humanities Elective	3	0	0	3
		Totals	12	7	3	16
SPRING SEMESTER 2						
HIT	124	Directed Practice II	1	0	3	2
HIT	210	Health Care Statistics	3	2	0	4
HIT	214	Coding/Classification II	3	3	0	4
HIT	222	Directed Practice III	0	0	6	2
HIT	280	Professional Issues	2	0	0	2
		Totals	9	5	9	14

Total Semester Credit Hours: 70

Health Information Technology

ADMISSIONS REQUIREMENTS

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:
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 retest policy on page 7.

   or

   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

   or

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

NOTES:

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

Directed Practice Prerequisites:

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

Also, prior to Directed Practice, the student must have completed by the appropriate medical personnel, SCC's health forms. These completed forms must indicate that the student are 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.

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.

Perspective



"The HIT program can offer you a wide variety of job opportunities in the health care field, and Southwestern is the best place to pursue your career."

Sharolyn Hildebrant, Student

Health Information Technology

MEDICAL CODING

DIPLOMA - D45360

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	168	Anatomy & Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
HIT	110	Health Info Orientation	2	0	0	2
HIT	212	Coding/Classification I	3	3	0	4
MED	121	Medical Terminology I	3	0	0	3
		Totals	14	6	0	16
SPRING SEMESTER 1						
BIO	169	A & P II	3	3	0	4
HIT	114	Record Syst./Standards	2	3	0	3
HIT	124	Directed Practice II	1	0	3	2
HIT	214	Coding/Classification II	3	3	0	4
HIT	222	Directed Practice III	0	0	6	2
MED	122	Medical Terminology II	3	0	0	3
		Totals	12	9	9	18
SUMMER SEMESTER 1						
CIS	110	Intro. 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

MEDICAL TRANSCRIPTION

CERTIFICATE - C45360

Prefix	Number	Title	Class	Lab	Clinical	Credit
MED	121	Medical Terminology I	3	0	0	3
MED	122	Medical Terminology 2	3	0	0	3
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry/Formatting	2	2	0	3
OST	136	Word Processing	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
OST	223	Machine Transcription	1	2	0	2
		Totals	14	8	0	18

Total Semester Hour Credits: 18

NOTE: Students must be proficient in typing (45 wpm) prior to entering the program. If these skills are deficient, then keyboarding coursework must be taken.
For successful completion of the above coursework, a final grade of "C" or better is required. Upon successful completion of the coursework, a certificate will be awarded. Furthermore, individuals who successfully complete the above coursework will possess skills as an entry level transcriptionists.

Hotel and Restaurant Management

Diploma

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.

Faculty

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Richard Barden
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586-4091 or (800) 447-4091 ext. 274

Wanda Morris
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586-4091 or (800) 447-4091 ext. 342

Perspective



"Hotel and Restaurant Management is needed in the area because tourism is one of the dominant industries in western North Carolina. This program offers students training necessary for a wide variety of jobs in the hotel and restaurant industries."
Ceretta Davis, Faculty Member

DIPLOMA - D25240

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
CUL	110	Sanitation & Safety	2	0	0	2
CUL	110A	Sanitation & Safety Lab	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
HRM	110	Intro to Hospitality	2	0	0	2
HRM	115	Housekeeping	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
		Totals	14	6	0	17
SPRING SEMESTER 1						
ACC	115	College Accounting	3	2	0	4
HRM	140	Hospitality Tourism Law	3	0	0	3
HRM	220	Food & Beverage Controls	3	0	0	3
HRM	240	Hospitality Marketing	3	0	0	3
HRM	280	Hospitality Mgmt Problems	3	0	0	3
		Totals	15	2	0	16
SUMMER SEMESTER 1						
COE	114	Co-op Work Experience I	0	0	40	4
		Totals	0	0	40	4

Total Semester Hour Credits: 37

Human Services Technology

Associate of Applied Science Degree

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.

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.

Faculty

Sarah Altman
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586-4091 or (800) 447-4091, ext. 216

Tim Quiring
timq@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 319

Perspective



"In Human Services Technology, we teach our graduates to not only look down the road but also around the corner in order to plan and develop resources that respond to the community's needs. Our students learn to become advocates for people in need today, which brings a lifetime of success."

Tim Quiring, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45380

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Intro 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 & Adol in Crisis	3	0	0	3
PSY	241	Developmental Psych	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 & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
SOC	213	Sociology of the Family	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 Exp Seminar I	1	0	0	1
HSE	125	Counseling	2	2	0	3
HSE	155	Community Resources Mgt	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 Exp 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 Prob & Prevent	2	2	0	3
		Totals	14	2	10	16

Total Semester Hour Credits: 76

Human Services Technology

SUBSTANCE ABUSE CONCENTRATION

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.

Coursework includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the 12 Core Functions, intervention techniques with individuals in groups and follow-up activities with recovering clients.

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

Faculty

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586-4091 or (800) 447-4091, ext. 216

Tim Quiring
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586-4091 or (800) 447-4091, ext. 319

Perspective



"The substance abuse concentration provides students with the most recent research data and clinical practice methods to meet the treatment needs of adolescents, adults and family members caught in the downward spiral of chemical dependency."

Sarah Altman, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A4538E

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	111	Basic PC Literacy	1	2	0	2
HSE	110	Intro 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 Psych	3	0	0	3
SAB	125	SAB Case Mgmt	2	2	0	3
SAB	135	Addictive Process	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
		Totals	17	2	0	18
SUMMER SEMESTER 1						
ENG	114	Professional Research & 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 Exp Seminar I	1	0	0	1
HSE	125	Counseling	2	2	0	3
HSE	210	Human Services Issues	2	0	0	2
PSY	281	Abnormal Psychology	3	0	0	3
SAB	120	Intake and Assessment	3	0	0	3
SAB	220	Group Techniques/Therapy	2	2	0	3
		Totals	13	4	10	16
SPRING SEMESTER 2						
COE	121	Co-op Work Experience II	0	0	10	1
COE	125	Work Exp Seminar II	1	0	0	1
HSE	242	Family Systems	3	0	0	3
HSE	255	Health Prob & Prevent	2	2	0	3
SAB	210	Sub Abuse Counseling	2	2	0	3
SAB	240	SAB Issues in Client Services	3	0	0	3
		Totals	11	4	10	14

Total Semester Hour Credits: 76

SUBSTANCE ABUSE TREATMENT

This program is designed to appeal to currently employed human services professionals who have an associate's, bachelor's or master's degree in related human services field and are interested in gaining specialized training in the substance abuse field in counseling.

CERTIFICATE - C4538E

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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	220	Group Techniques/Therapy	2	2	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3

Total Semester Hour Credits: 15

Perspective



"This field of study is very rewarding. Not only does it allow me the opportunity to better serve humanity, but it allows me the chance to become a better man. Thanks Tim and Sarah."

William Lossiah, Student

Information Systems

Associate of Applied Science Degree

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

Studies will provide experience for students to implement, support and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training and business applications design and implementation.

Faculty

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586-4091 or (800) 447-4091, ext. 376

Perspective



"Our Information Systems graduates are employed throughout western North Carolina, working with the latest technology and systems. Because of numerous unfilled positions, there are opportunites for exciting, meaningful and lucrative careers."

Kirk Stephens, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25260

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ACC	120	Principles of Accounting I	3	2	0	4
CIS	110	Introduction to Computers	2	2	0	3
CIS	112	Windows	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
OST	136	Word Processing	1	2	0	2
		Totals	13	8	0	17
SPRING SEMESTER 1						
CIS	120	Spreadsheet I	2	2	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
CIS	152	Database Concepts & Apps	2	2	0	3
CIS	260	Business Graphics Apps	2	2	0	3
ENG	114	Professional Research and Reporting	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	14	9	0	18
SUMMER SEMESTER 1						
CIS	115	Intro. to Programming & Logic	2	2	0	3
CIS	172	Introduction to the Internet	2	3	0	3
NET	110	Data Communication/Networking	2	2	0	3
		Totals	6	7	0	9
FALL SEMESTER 2						
CIS	165	Desktop Publishing I	2	2	0	3
CIS	215	Hardware Install/Maintenance	2	3	0	3
CIS	226	Trends in Technology	1	2	0	2
CIS	286	Systems Analysis & Design	3	0	0	3
CSC	134	C++ Programming	2	3	0	3
***	***	CIS Elective	0-2	2-3	0-20	2-3
		Totals	10-12	12-13	0-20	16-17
SPRING SEMESTER 2						
CIS	148	Operating Systems - Windows NT	2	3	0	3
or						
CIS	246	Operating Systems - UNIX	2	2	0	3
CIS	288	Systems Project	1	4	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
***	***	CIS Elective	0-2	0-3	0-20	2-3
***	***	Humanities Elective	3	0	0	3
		Totals	8-10	9-13	0-20	14-15

Total Semester Hour Credits: 74-76

POSSIBLE ELECTIVES

AAS - A25260

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	126	Graphic Software Intro	2	2	0	3
CIS	153	Database Applications	2	2	0	3
CIS	160	MM Resources Integ.	2	2	0	3
CIS	166	Desktop Publishing II	2	2	0	3
CIS	216	Software Install/Maint	1	2	0	2
CIS	225	Integrated Software	1	2	0	2
CIS	245	Op. System-Multi-User	2	3	0	3
CIS	267	Multimedia Appl.	2	2	0	3
COE	112	Co-op Work Experience I	0	0	20	2
Students may pick only one CSC course.						
CSC	131	Assembly Programming	2	3	0	3
CSC	141	Visual C++ Programming	2	3	0	3
CSC	239	Advanced Visual BASIC	2	3	0	3
CSC	248	Adv Internet Progr.	2	3	0	3

COMPUTER APPLICATIONS

CERTIFICATE - C25260AP

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Intro. to Computers	2	2	0	3
OST	136	Word Processing	1	2	0	2
CIS	260	Bus. Graphics Appl.	2	2	0	3
CIS	120	Spreadsheet I	2	2	0	3
CIS	152	Database Concepts & App	2	2	0	3
CIS	172	Intro. to the Internet	2	3	0	3

Courses are listed in the sequence they should be taken.

Total Semester Hour Credits: 17

COMPUTER PROGRAMMING

CERTIFICATE - C25260PR

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Intro. to Computers	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
CIS	115	Intro. to Prog. & Logic	2	2	0	3
CSC	134	C++ Programming	2	3	0	3
CSC	139	Visual BASIC Progr.	2	3	0	3
Programming Electives (choose one)						
CIS	126	Graphic Software Intro	2	2	0	3
CIS	160	MM Resources Integration	2	2	0	3
CSC	131	Assembly Programming	2	3	0	3
CSC	141	Visual C++ Programming	2	3	0	3
CSC	239	Advanced Visual BASIC	2	3	0	3
CSC	248	Adv Internet Progr.	2	3	0	3

Courses are listed in the sequence they should be taken.

Total Semester Hour Credits: 18

Information Systems

DESKTOP PUBLISHING

CERTIFICATE- C25260DP

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Intro. to Computers	2	2	0	3
OST	136	Word Processing	1	2	0	2
CIS	260	Business Graphics Apps	2	2	0	3
CIS	126	Graphics Software Intro	2	2	0	3
CIS	165	Desktop Publishing	2	2	0	3

Courses are listed in the sequence they should be taken.

Choose one of the following:

CIS	267	Multimedia Applications	2	2	0	3
or						
CIS	172	Intro. to the Internet	2	2	0	3

Total Semester Hour Credits: 17

NOTE: Associate's degree-seeking students are only eligible to receive certificates if nine or more hours of the certificate requirements are outside the associate's degree curriculum requirements.

NETWORK ADMINISTRATION AND SUPPORT

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks. It develops strong analytical skills and extensive computer knowledge.

Coursework includes extensive hands-on experience with networks. Classes cover media types, topologies and protocols with installation and support of hardware and software, troubleshooting network and computer problems and administrative responsibilities. Elective choices provide opportunities for specialization.

Graduates should qualify for positions such as LAN/PC Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant and Information Systems Specialist. Graduates are also prepared to sit for certification exams, which can result in industry-recognized credentials.

Faculty

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ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A2526D

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
CIS	130	Survey of Operating Sys	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
NET	110	Data Comm/Networking	2	2	0	3
		Totals	12	7	0	15
SPRING SEMESTER 1						
CIS	152	Database Concepts & Apps	2	2	0	3
CIS	174	Network System Manager I	2	2	0	3
CIS	175	Network Management I	2	2	0	3
CIS	215	Hardware Install/Maint	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	11	9	0	15
SUMMER SEMESTER 1						
CIS	115	Intro to Prog & Logic	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
***	***	Humanities Elective	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	10	5	0	12
FALL SEMESTER 2						
CIS	274	Network System Manager II	2	2	0	3
CIS	275	Network Management II	2	2	0	3
CIS	282	Network Technology	3	0	0	3
CIS	286	Systems Analysis & Design	3	0	0	3
***	***	Approved Concentration Elective	1-2	2-4	0	3
		Totals	11-12	6-8	0	15
SPRING SEMESTER 2						
BUS	151	People Skills	3	0	0	3
CIS	246	Operating System - UNIX	2	3	0	3
CIS	277	Network Design & Implementation	2	2	0	3
CIS	287	Network Support	2	2	0	3
***	***	Approved Concentration Elective	1-2	2-4	0	3
		Totals	10-11	9-11	0	15
APPROVED CONCENTRATION ELECTIVES						
CIS	121	User Support & Software Evaluation	1	4	0	3
CIS	148	Operating System - Windows NT	2	2	0	3
CIS	184	TCP/IP and NFS	2	2	0	3
CIS	245	Operating System - Multi-User	2	3	0	3
CSC	134	C++ Programming	2	3	0	3
NET	125	Routing and Switching I	1	4	0	3
NET	126	Routing and Switching II	1	4	0	3
NET	225	Adv Router and Switching I	1	4	0	3
NET	226	Adv Router and Switching II	1	4	0	3

Totoal Semester Hour Credits: 72

Internet Technologies

Internet Technologies (ITN) will train students to become professional webmasters, with great opportunities in an exciting and challenging field. Internet Technologies has all the courses necessary to create and deploy Internet technologies in the areas of Internet-related computer programming, web-page design, and Internet administration. The new program has a large number of elective courses in the major, allowing the student to gain background in Internet technologies such as graphics/multimedia, databases or additional programming languages (Java, Visual BASIC, Visual C++).

Graduates of this two-year program will find careers as corporate webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers, Internet technicians.

Opportunities abound in all areas of Internet technologies, which have experienced such tremendous growth in this decade. Government institutions and companies have great need for the skills taught in this curriculum. This field also offers excellent prospects for those who wish to become independent contractors or consultants.

Faculty

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586-4091 or (800) 447-4091, ext. 494

Perspective



"We are dedicated to providing our students with the most up-to-date skills that will make them marketable in the competitive work environment. Whether you want to work at home, on top of your mountain or within a business, this degree allows you to have these options. Graduates of this program will be equipped to go into many different computer-related fields."

Scott Cline, Faculty Member

Associate of Applied Science Degree

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25290

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
CIS	172	Intro to the Internet	2	3	0	3
CSC	139	Visual BASIC Programming	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	12	8	0	15
SPRING SEMESTER 1						
ENG	114	Prof Research & Reporting	3	0	0	3
ITN	150	Internet Protocols	2	2	0	3
ITN	170	Introduction to Internet Databases	2	2	0	3
ITN	180	Active Server Programming	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Totals	12	6	0	15
SUMMER SEMESTER 1						
COE	111	Co-op Work Experience I	0	0	10	1
ITN	110	Introduction to Web Graphics	2	2	0	3
ITN	250	Implementing Internet Serv	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	7	4	10	10
FALL SEMESTER 2						
CSC	148	JAVA Programming	2	3	0	3
CSC	160	Intro to Internet Programming	2	2	0	3
ITN	130	Web Site Management	2	2	0	3
ITN	140	Web Development Tools	2	2	0	3
NET	110	Data Communication/Networking	2	2	0	3
		Totals	10	11	0	15
SPRING SEMESTER 2						
ITN	120	Introduction Internet Multimedia	2	2	0	3
ITN	160	Principles of Web Design	2	2	0	3
ITN	260	Introducation to E-Commerce	2	2	0	3
ITN	293	Selected Topics				3
MKT	123	Fundamentals of Selling	3	0	0	3
***	***	Technical Elective	2	0	0	3
		Totals	11	6	0	18

Total Semester Hours Credit: 73

Technical Electives:

CIS	130	Survey of Operating System	2	3	0	3
CSC	141	Visual C++ Programming	2	3	0	3
CSC	239	Adv Visual BASIC	2	3	0	3
CSC	248	Adv Internet Programming	2	3	0	3
ITN	210	Adv Web Graphics	2	2	0	3
ITN	220	Adv Internet Multimedia	2	2	0	3
ITN	240	Internet Security	2	2	0	3
ITN	270	Adv Internet Databases	2	2	0	3
ITN	280	Unix Internet Programming	2	2	0	3

Medical Laboratory Technology

Associate of Applied Science Degree

You will be prepared through coursework and clinical experience to perform clinical laboratory procedures that will assist physicians in treating and diagnosing their patients.

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

Faculty

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Dr. Michael Rohlfing
(Adjunct Faculty)

Now Online

The MLT program will be available on-line beginning in the fall semester of 2002. Students from anywhere in the United States can enroll in this program and take classes from wherever they live - as long as they have access to a computer and the Internet. Students need only attend classes at SCC's Jackson Campus for five weeks; otherwise, the program can be taken entirely from the student's hometown. For more information, visit southwest.cc.nc.us/mlt on the Internet.

Perspective



"Online MLT courses now give you the flexibility to earn an Associates Degree in Medical Laboratory Technology (MLT) or to enhance your current skills in the medical lab."

Andrea Rowland, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45420

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	111	General Biology I	3	3	0	4
MLT	110A	Intro to MLT	2	0	0	2
MLT	116	Anatomy & Med Terminology	5	0	0	5
MLT	118	Medical Lab Chemistry	3	0	0	3
MLT	130A	Clinical Chemistry	3	0	0	3
		Totals	16	3	0	17
SPRING SEMESTER 1						
ENG	111	Expository Writing	3	0	0	3
MLT	111A	Urinalysis & Body Fluids	1	0	0	1
MLT	120A	Hematology/Hemostasis I	3	0	0	3
MLT	125A	ImmunohematologyI	4	0	0	4
MLT	140A	Introduction to Microbiology	2	0	0	2
MLT	220A	Hematology/Hemostasis I	2	0	0	2
MLT	240A	Special Clinical Microbiology	2	0	0	2
		Totals	17	0	0	17
SUMMER SEMESTER 1						
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	9	0	0	9
FALL SEMESTER 2						
MLT	110B	Introduction to MLT	0	3	0	1
MLT	111B	Urinalysis and Body Fluids	0	3	0	1
MLT	120B	Hematology/Hemostasis I	0	3	0	1
MLT	125B	Immunohematology I	0	3	0	1
MLT	130B	Clinical Chemistry	0	3	0	1
MLT	140B	Intro to Microbiology	0	3	0	1
MLT	220B	Hematology/Hemostasis II	0	3	0	1
MLT	240B	Special Clinical Microbiology	0	3	0	1
MLT	251	MLT Practicum I (Phlebotomy clinic)	0	0	3	1
MLT	254	MLT Practicum (Hematology/ Hemostasis/Urinalysis clinic)	0	0	12	4
		Totals	0	24	15	13
SPRING SEMESTER 2						
MLT	216	Professional Issues	0	2	0	1
MLT	264	MLT Practicum II (Immunohematology clinic)	0	0	12	4
MLT	273	MLT Practicum III (Chemistry clinic)	0	0	9	3
MLT	274	MLT Practicum I (Microbiology clinic)	0	0	12	4
		Totals	0	2	33	12

Total Semester Hour Credits: 68

Medical Laboratory Technology

NOTES

Fall Semester 2 the student will spend the first 3 weeks reviewing the lab procedures/demos and associated materials as a part of lab time. The 4-8th weeks (40 hours per week) of the semester will be spent doing the MLT labs on campus. The on campus labs will be designed to develop skills in all lab areas. Weeks 9 & 10 will be spent doing online case studies and workbooks to prepare for clinic. Weeks 11-16 will (40 hours/ week) be spent at the clinical site performing Phlebotomy, Hematology and Urinalysis skills.

Spring Semester 2 the student will spend the full 16 weeks (33 hours/week) in clinical rotations along with completing the MLT 216 course (2 hours/week) on line. The clinical rotations will consist of the following: Chemistry, Microbiology, and Immunohematology.

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 July 1 of the year in which the student wishes to enroll in the program. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College 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:

- Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each week on the Sylva campus and is free of charge. To schedule a test session, contact Testing Services at extension 338. 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 retest policy on page 7.

OR

- Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

OR

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

NOTE: All developmental course work must be completed prior to entering the MLT program.

6. Demonstrate completion of a high school or college cell biology course with a grade of "C" or better. This may be waived if the applicant has health care related work experience.
7. Have a computer (PC compatible) or access to a computer.
8. Have access to "Microsoft Word" software and Internet Explorer 5.0 or higher.
9. Have basic knowledge of computer navigation and word processing skills. This may be met by one of the following methods:

- Transfer of a college computer course equivalent to 2 semester hour credits or...
- Successfully complete Southwestern Community College's Computer Skill Assessment Test

PHASE II

Students will be notified of acceptance into the program by July 15. Final acceptance is based on the following objective criteria:

1. Phase I of the MLT admissions criteria must be completed as described above. Note: All developmental course work must be completed prior to taking MLT course work.
2. Local applicants will be given preference for slots in the MLT program given that they meet the phase one requirements.
3. The remaining slots in the MLT program will be filled based on the top GPAs (grade point averages).

PHASE III

Southwestern Community College **health forms are to be completed** by the appropriate medical personnel. The completed medical forms must indicate that you are capable of meeting the physical requirements for the program. Also, the MLT Technical/ Academic Standards Self-Appraisal form must be completed. Completed forms are to be submitted to the program director by July 1 *prior to entering the second year of the program*.

Notes:

1. All components of Phase I must be completed before moving to the Phase II requirement.
2. Applicants are responsible for submitting all the necessary

records to the College Admissions Office.

3. Applications must be updated annually by applicants who were not accepted the previous year.
4. Applicants may take non-Medical Laboratory, general education and related coursework prior to being accepted into the program.

CLINICAL EDUCATION

The clinical education will be provided at cooperating hospitals or other healthcare facilities. In the MLT program, the latter part of Fall Semester 2 and the full Spring Semester 2 is 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, Urinalysis, Chemistry, Phlebotomy, Microbiology, Serology, and Blood Bank. Emphasis is placed on attaining competency and proficiency in the performance of laboratory procedures, correlating theory and practice and demonstrating prescribed professional behavior. Clinical experience may be integrated with seminars on campus. Recycling and/or transfer credit students must demonstrate competency in each clinical discipline prior to registration for clinical courses. Competency is demonstrated by obtaining an 80% or higher on both a written exam and a lab practical. Students who do not demonstrate competency according to above criteria will not be allowed to register for clinical courses. It is the responsibility of the student to notify and schedule competencies with the program director by August 1.

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 is available at www.southwest.cc.nc.us/mlt on the Internet. This manual outlines the policies and procedures to be followed over the course of the program.

INSURANCE

Accident and malpractice insurance must be purchased prior to the Fall Semester 2. The insurance can be purchased in the College Business Office at the time fall semester tuition is paid. **Receipt/proof of purchase for accident and malpractice insurance must be submitted to the MLT program director by the first day of classes.**

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.

Medical Sonography

Diploma

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

Coursework 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 speciality examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Program Coordinator

Alva Winchester
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586-4091 or (800) 447-4091, ext. 323

Perspective



"This diploma program is designed to give additional skills to people who have an existing health science certification and make them more marketable. This is a wide-open field for those people."

Deb Klavohn,
Health Sciences Dean

DIPLOMA - D45440

Prefix	Number	Title	Class	Lab	Clinical	Credit
SEMESTER 1						
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
SON	110	Introduction to Sonography	1	4	3	3
SON	111	Sonographic Physics	3	3	0	4
SON	120	SON Clinical Ed I	0	0	15	5
SON	130	Abdominal Sonography I	2	3	0	3
		Totals	13	12	18	23
SEMESTER 2						
ENG	114	Professional Research & Reporting	3	0	0	3
SON	121	SON Clinical Ed II	0	0	15	5
SON	131	Abdominal Sonography II	1	3	0	2
SON	241	Obstetrical Sonography I	2	0	0	2
		Totals	6	3	15	12
SEMESTER 3						
SON	220	SON Clinical Ed III	0	0	24	8
SON	225	Case Studies	0	3	0	1
SON	242	Obstetrical Sonography II	2	0	0	2
SON	140	Gynecological Sonography	2	0	0	2
or						
SON	250	Vascular Sonography	1	3	0	2
		Totals	3/4	3/6	24	13

Total Semester Hour Credits: 48

ADMISSIONS CRITERIA

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 1st of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the college.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Be a graduate of a two-year health science program such as Emergency Medical Science, Radiography, Nursing, or hold a bachelor's degree.
4. Have a cumulative GPA of at least 2.5 in their associate's degree.

PHASE II

Take the Health Occupations Aptitude Exam. The cost of this test is $10.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured for the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

PHASE IV

Those individuals who are notified of 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. 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.

1. It is recommended that all components of Phase I be completed before moving to the Phase II requirement (Health Occupations Aptitude Exam).
2. Applicants are responsible for submitting all the necessary records to the Admissions Office.
3. Applications must be updated annually be applicants who were not accepted the previous year.
4. The Medical Sonography program has a limited enrollment and students should apply as early as possible.
5. Selected learning experience (clinical education) will be provided at cooperating health care facilities. Students are responsible for providing their own transportation to these sites.
6. 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.
7. A copy of a current CPR certification must be presented to program officials prior to the start of classes.

Accreditation/Special Approval Requirements

The accreditation for the Medical Sonography curriculum is through the Joint Review Committee on Education in Diagnostic Medical Sonography. SCC will pursue this specialized accreditation.

Nursing Associate Degree

Associate of Applied Science Degree

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

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physicians' offices, industry and community agencies.

Faculty

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ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25290

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	168	Anatomy and Physiology I	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	115	Fundamentals of Nursing	2	3	6	5
NUR	117	Pharmacology	1	3	0	2
		Totals	9	9	6	14
(Eligible for Nursing Assistant I)						
SPRING SEMESTER 1						
BIO	169	Anatomy and Physiology II	3	3	0	4
NUR	133	Nursing Assessment	2	3	0	3
NUR	135	Adult Nursing I	5	3	9	9
PSY	150	General Psychology	3	0	0	3
		Totals	13	9	9	19
(Eligible to be certified as NA II)						
(Advanced Placement students enter the program)						
SUMMER SEMESTER 1						
ENG	114	Professional Research & Reporting	3	0	0	3
NUR	118	Nutrition/Diet Therapy	2	0	0	2
NUR	125	Maternal-Child Nursing	5	3	6	8
		Totals	10	3	6	13
FALL SEMESTER 2						
BIO	175	General Microbiology	2	2	0	3
COM	110	Introduction to Communication				
or						
COM	231	Public Speaking	3	0	0	3
NUR	185	Mental Health Nursing	3	0	6	5
NUR	188	Nursing in the Community	1	0	6	3
		Totals	9	2	12	14
SPRING SEMESTER 2						
NUR	235	Adult Nursing II	4	3	15	10
NUR	255	Professional Issues	3	0	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	10	3	15	16
(Eligible for AAS Degree and NCLEX-RN)						

Total Semester Hour Credits: 76

NURSING INFORMATION

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

The nursing program is structured so individuals may make choices about their career in health care. After the successful completion of one semester, a student is eligible for listing as a Nurse Aide I; after two semesters, as a Nurse Aide II. Qualified LPNs who wish to complete the educational requirements for registered nursing may enter the nursing program at the beginning of the third semester as advanced placement students. All students who successfully complete the five-semester program are awarded the Associate in Applied Science degree with a nursing major (ADN), and are eligible to write the NCLEX-RN for licensure as a registered nurse. 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. Graduates of Region A Nursing Consortium are awarded hours of credit toward a BSN in accordance with articulation agreements currently in existence with university nursing programs.

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

ADMISSIONS CRITERIA

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

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

The criteria for admission to the nursing program includes:

- Completed college application form
- Evidence of high school graduation or completion of GED certificate (High school seniors must send an interim transcript by Jan 31)
- Official copies of all high school and college course transcripts (High school seniors must have a final transcript sent within one month of graduation)
- Satisfactory scores on the college placement test or satisfactory remediation of areas not meeting cut-off scores.
- Completion of the Health Occupations Aptitude Exam (HOAE), which may be taken once in an admission cycle (Feb 1 - Jan 31)
- Evidence of completion of Algebra, Biology and Chemistry at high school level or above with a grade of 'C' or better on each
- Evidence of a cumulative GPA of 2.0 or greater on a 4 point scale. A GPA of 2.0 or greater must be maintained throughout enrollment.
- Advanced placement applicants must have completed NUR 189 – Nursing Transition with a grade of "C" or better. A prerequisite for enrolling in NUR 189 is a current, unencumbered North Carolina license to practice as an LPN.
- All requirements must be completed by January 31 for all applicants
- In addition to the above, advanced placement applicants must have completed ENG 111, PSY 150, and BIO 168 & 169, or the equivalents, with a grade of 'C' or better on each by the end of Spring Semester in the year in which they wish to enter the nursing program and hold a current, unencumbered North Carolina Practical Nurse License.

Nursing Associate Degree

ADMISSIONS CRITERIA continued

Following completion of all criteria, the Admissions Department will notify the applicant of his/her status.

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

- Up to 25 points for Health Occupations Aptitude Exam

- Up to 25 points for residency:

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

- Up to 10 points for grade point average
  - 2.0-2.5 = 2 points
  - 2.51-2.9 = 4 points
  - 3.0-3.5 = 6 points
  - 3.51-3.9 = 8 points
  - 4.0 = 10 points

- Up to 10 points for college courses in the nursing curriculum taken with a grade of "C" or better in the course (BIO 168, BIO 169, BIO 175, ENG 111, ENG 114, ENG 115 or COM 110 or COM 231, PSY 150)

- Up to 5 points for other:
  - 1 point – Health Occupations I or Allied Health Science I
  - 1 point – Health Occupations II or Allied Health Science II
  - 1 point – Health Occupations III
  - 1 point – Nurse Aide I
  - 1 point – Nurse Aide II (1 point for NAI and 1 point for NAII)
  - 2 points – EMT/Paramedic or Certified Medical Assistant

- Up to 25 points for interview (top 25 candidates at each school, only)

The points will be totaled and the 15 applicants at each member college 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 also be made in accordance with the January 31 deadline. These applicants will be given provisional acceptance contingent upon the satisfactory completion of all prerequisite courses by the end of the spring semester of the year in which they wish to enroll. Space available to advanced placement applicants will be determined at the end of spring semester. Advanced placement applicants will fill available spaces at the college of application 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 for the college of application. Should a space become available, the next applicant on the list will be contacted for admission to the program. If spaces are still available at a member college after all applicants to that college have been assigned, the remaining lists will be merged and assignment offered to the highest scoring applicant, then the second highest scoring applicant, etc. and moving downward until all spaces have been filled. In the event of a tie in the admission scores of two or more applicants, the applicant with the earliest date of application for nursing will be accepted.

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

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

**Any applicant who is not selected must resubmit an application each year the applicant wants to be considered for admission to the program.*

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. Students must have a cumulative GPA of 2.0 or greater to be considered for readmission. To be considered for readmission, the student must have successfully completed at least one nursing semester. Priority for readmission or transfer into the Region A Nursing Consortium program will be given as follows:

I. Priorities

1. Former Region A Nursing Consortium students who were required to leave for active military service
2. Former Region A Nursing Consortium students
3. Advanced Placement students
4. Transfer students

II. Selection Process

In the event that the number of Region A Nursing Consortium students reapplying exceed the number of spaces available, student selection will be accomplished in the following manner:

1. Residency:

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

2. The cumulative nursing course average (in the course unsuccessfully completed) at the time of exit from the program.
3. The residency score and the nursing course score (*see #2 above*) will be added and the students with the highest total numerical score will be admitted to the available spaces.
4. In the event that the number of students seeking entry as advanced placement or transfer students exceed the number of spaces available, student selection will be accomplished in the following manner:

A. Up to 25 points for residency

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

B. Up to 25 points for the Health Occupation Aptitude Exam (HOAE)
C. Up to 10 points for grade point average.
D. Up to 10 points for college courses taken within the nursing curriculum and completed with a grade of "C" or better (BIO 168, BIO 169, BIO 175, ENG 111, ENG 114, ENG 115 or COM 110 or COM 231, PSY 150)
E. Up to 5 points for other
   1 point – Health Occupations I or Allied Health Science I
   1 point – Health Occupations II or Allied Health Science II
   1 point – Health Occupations III
   1 point – Nurse Aide I
   2 points – Nurse Aide II (1 point for NAI and 1 point for NAII)
   2 points – EMT/Paramedic or Certified Medical Assistant
F. Up to 25 points for interview
G. The points for the admission criteria will be totaled and the candidates with the highest numerical score will be admitted to the available spaces.

III. Readmission/transfer students must meet the following criteria:

1. Must declare his/her desire to be readmitted or to transfer into the program in writing to the director of admissions and program director at least two months prior to the term in which the student is seeking admission.
2. Must meet all admission criteria at least two months prior to the semester he/she wishes to re-enter. If all slots have not been filled after the above deadline, there may be extensions to the deadline.
3. Must meet the college requirement for minimum course work at the school of enrollment for graduation.
4. A student who must repeat a course must re-enter into the course in which he/she was unsuccessful. (Due to curriculum changes, a student may be required to enter into a course earlier in the sequence of nursing courses if the student is lacking a prerequisite course.)
5. If previous nursing courses were completed more than four years prior to consideration as a re-entering or transfer student the courses must be repeated.
6. A student desiring transfer credit from an institution other than a Region A Nursing Consortium college in addition to the above must:
   A. Provide official transcripts from a Board of Nursing approved Associate Degree Program for evaluation.
   B. Provide copies of outlines and syllabi of nursing courses for which transfer credit is requested. These documents will be reviewed by the program director and nursing faculty members for content compatibility with Region A Nursing Consortium courses. As each transfer situation is unique, validation of skills and knowledge may be required before transfer credit is granted. Students lacking essential content may be required to audit a portion of the course, challenge the content, or demonstrate skills as deemed necessary by the program director and nursing faculty. 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 rests with the program director.

Occupational Education Associate

Associate of Applied Science Degree | Diploma | Certificate

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

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

Total Semester Hour Credits: 64

Faculty

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Wanda Morris
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Perspective



"This program helps you relate to people better. The instructors in Occupational Education are truly outstanding. Earning an associate's degree in Occupational Education has helped me become a better instructor in the Cosmetology Program."

Debby Sewell, Graduate

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55320

General Education

ENGLISH/COMMUNICATION
Communications require nine SHC for AAS degree or three SHC for diploma.

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

HUMANITIES/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.

MAT	115	Mathematical Models	2	2	0	3
or						
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 Ed	3	0	0	3
EDU	176	Occ 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	186	Reading and Writing for Teachers	3	0	0	3
EDU	240	Work-based Learning	3	0	0	3
EDU	271	Media Tech for Teachers	2	2	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
			22	4	0	24

OTHER MAJOR COURSES (For the AAS degree)

CIS	110	Introduction to Computers	2	2	0	3
EDU	161	Introduction to Exceptional Child	3	3	0	4
EDU	178	Facilities Org & Planning	2	2	0	3
EDU	275	Effective Teacher Training	2	0	0	2

SELECT 13 HOURS FROM THE FOLLOWING:

Specialty Skill Credit (up to 8 hours)						8
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-operative Work Experience	0	0	40	4
OST	136	Word Processing	1	2	0	2

A maximum of eight hours credit toward the associate's degree will be awarded to skilled crafts persons based on full-time educational and work experience as follows:

- Trade school C Maximum, 8 hours
- Trade inspection C Maximum, 5 hours
- Special course instruction - company sponsored school C Maximum, 3 hours
- Teaching experience C Max., 7 hours
- Specialty occupation employment C Maximum, 6 hours

MAJOR COURSES TOTALS: 38

OTHER REQUIRED COURSES
(maximum of 7 for AAS, 4 SHC for diploma and 1 SHC for certificate)
These may include electives, orientation, study skills and other college or departmental graduation requirements.

DIPLOMA - D55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
CIS	110	Intro. to Computers	2	2	0	3
EDU	161	Introd. to Exceptional Children	3	3	0	4
EDU	175	Intro. to Trades and Industry Ed.	3	0	0	3
EDU	176	Occup. Analysis & Course Dev.	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	178	Facilities Organization & Planning	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	186	Reading and Writing for Teachers	3	0	0	3
EDU	240	Work-Based Learning Prac. & Techn.	3	0	0	3
EDU	271	Media Technology for Teachers	2	2	0	3
EDU	275	Effective Teacher Training	2	0	0	2
ENG	111	Expository Writing	3	0	0	3
ISC	121	Environmental Health & Safety	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Totals	37	11	0	42

42 total semester hours

CERTIFICATE - C55320

Prefix	Number	Title	Class	Lab	Clinical	Credit
EDU	175	Intro. to Trades and Industry Ed.	3	0	0	3
EDU	177	Instructional Methods	2	2	0	3
EDU	179	Vocational Student Organizations	3	0	0	3
EDU	186	Reading and Writing for Teachers	3	0	0	3
EDU	271	Media Technology for Teachers	2	2	0	3
ISC	121	Environmental Health and Safety	3	0	0	3
		Totals	16	4	0	18

18 total semester hours

Occupational Therapy Assistant

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning and implementing treatment and documenting progress for clients receiving occupational therapy services. Employment opportunities include hospitals, rehabilitation facilities, long-term/ extended care facilities, sheltered workshops, schools, home health programs and community programs.

Program coursework includes human anatomy and physiology, identification of disability as a result of disease or injury, and the techniques and methods of occupational therapy treatment used to improve or restore ability to function in everyday life activities. Completion of coursework is followed by clinical training with a variety of patients in varied settings. Upon completing all required coursework and fieldwork, the student will be awarded an Associate of Applied Science Degree in Occupational Therapy Assistant.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Graduates of the program will be eligible to sit forthe national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Faculty

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Associate of Applied Science Degree

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45500

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	168	Anatomy and Physiology I	3	3	0	4
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
OTA	110	Fundamentals of OT	2	3	0	3
OTA	120	OT Media I	1	3	0	2
PSY	150	General Psychology	3	0	0	3
		Totals	16	11	0	20
SPRING SEMESTER 1						
BIO	169	Anatomy and Physiology II	3	3	0	4
ENG	114	Professional Research & Reporting	3	0	0	3
***	***	Humanities Elective	3	0	0	3
OTA	140	Professional Skills I	0	3	0	1
OTA	150	Life Span Skills I	2	3	0	3
OTA	225	OT Media III	1	3	0	2
PSY	241	Developmental Psych	3	0	0	3
		Totals	15	12	0	19
SUMMER SEMESTER 1						
OTA	130	Assessment Skills	2	3	0	3
OTA	161	Fieldwork I-Placement I	0	0	3	1
OTA	170	Physical Dysfunction	2	3	0	3
OTA	240	Professional Skills II	0	3	0	1
PSY	281	Abnormal Psychology	3	0	0	3
		Totals	7	9	3	11
FALL SEMESTER 2						
OTA	162	Fieldwork I- Placement 2	0	0	3	1
OTA	163	Fieldwork I-Placement 3	0	0	3	1
OTA	180	Psychosocial Dysfunction	2	3	0	3
OTA	220	OT Media II	1	6	0	3
OTA	245	Professional Skills III	0	3	0	1
OTA	250	Life Span Skills II	2	3	0	3
		Totals	5	15	6	12
SPRING SEMESTER 2						
OTA	260	Fieldwork II-Placement 1	0	0	18	6
OTA	261	Fieldwork II-Placement 2	0	0	18	6
OTA	280	Professional Transitions	0	2	0	1
		Totals	0	2	36	13

NOTE: Both OTA 260 and OTA 261 must be completed within 18 months after completion of all other OTA courses except OTA 280.

Total Semester Hour Credits: 75

ADMISSIONS CRITERIA

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

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be completed and submitted by May 1 of the year in which the student wishes to enroll in the program. Supporting documents must be received no later than Feb. 15 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College 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:
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each year on the Jackson Campus and is free of charge. To schedule a test session, contact Testing Services at extension 338. 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 retest policy on page 7.

   or

   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details.

   or

   - Successful completion of a college level math and English course.
6. It is requires that the applicant spend time observing in an Occupational Therapy Department for a minimum of eight hours. A list of possible observation sites is available in the Admissions Office.

PHASE II

Take the Health Occupations Aptitude Exam. The cost of this test is $10. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

PHASE IV

Those individuals who are notified of 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. Deadline for submitting the completed forms to the program director is Aug. 1.

NOTES

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

Office Systems Technology

Associate of Applied Science Degree | Certificate

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management.

Faculty

Thom Brooks
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586-4091 or (800) 447-4091, ext. 202

Linda Talbott
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586-4091 or (800) 447-4091, ext. 240

Perspective



"The Office Systems Technology program offers students a total and comprehensive edge for going into the work-force."

Lahna Manware, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25360

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	137	Office Software Appl	1	2	0	2
or						
CIS	111	Basic Computer Literacy				
***	***	Social Science Elective	3	0	0	3
		Totals	13	6	0	16
SPRING SEMESTER 1						
ACC	115	College Accounting	3	2	0	4
BUS	153	Human Resource Management	3	0	0	3
CIS	260	Business Graphics Apps	2	2	0	3
OST	122	Office Computations	1	2	0	2
OST	132	Keyboard Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
		Totals	11	10	0	16
SUMMER SEMESTER 1						
COE	112	Co-op Work Experience I	0	0	20	2
ENG	114	Prof Research and Reporting	3	0	0	3
OST	236	Adv Word/Information Proc	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	8	2	20	11
FALL SEMESTER 2						
ACC	129	Individual Income Taxes	2	2	0	3
BUS	260	Business Communication	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	1	2	0	2
OST	192	Sel Topics in Office Technology	1	3	0	2
		Totals	9	9	0	13
SPRING SEMESTER 2						
CIS	120	Spreadsheet I	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	223	Machine Transcription I	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	284	Emerging Technologies	1	2	0	2
OST	289	Office Systems Management	2	2	0	3
		Totals	11	10	0	16

Total Semester Hour Credits: 72

Western North Carolina has a need for skilled secretaries now! Update your office skills and increase your marketability with an Office Systems Certificate.

CERTIFICATE - C25360

Prefix	Number	Title	Class	Lab	Clinical	Credit
OST	131	Keyboarding	1	2	0	2
OST	134	Text Entry & Formatting	3	2	0	4
OST	136	Word Processing	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
or						
CIS	111	Basic PC Literacy	1	2	0	2
OST	164	Text Editing Applications	3	0	0	3
CHOOSE ONE OF THE FOLLOWING:						
CIS	120	Spreadsheet I	2	2	0	3
CIS	152	Database Concepts & Apps	2	2	0	3
CIS	165	Desktop Publishing I	2	2	0	3
		Totals	11	10	0	16

Total Semester Hour Credits: 16

NOTE: Associate's degree-seeking students are only eligible to receive certificates if nine or more hours of the certificate requirements are outside the associate's degree curriculum requirements.

Office Systems Technology

VIRTUAL OFFICE ASSISTANCE CONCENTRATION

Associate of Applied Science Degree | Certificate

Virtual Office Assistance is a concentration under the curriculum title of Office Systems Technology. 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 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.

Faculty

Linda Talbott
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586-4091 or (800) 447-4091, ext. 240

Perspective



"It's a privilege for me to participate in the educational process - especially when our students achieve the goal of becoming self-confident office professionals."

Linda Talbott, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A2536

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BUS	110	Introduction to Business	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
MAT	115	Mathematical Models	2	2	0	3
OST	131	Keyboarding	1	2	0	2
OST	137	Office Software Applications	1	2	0	2
or						
CIS	111	Basic Computer Literacy				
OST	171	Intro to Virtual Office	2	2	0	3
		Totals	12	8	0	16
SPRING SEMESTER 1						
ACC	115	College Accounting	3	2	0	4
CIS	260	Business Graphics Applications	2	2	0	3
ENG	114	Prof. Research & Report Writing	3	0	0	3
ECM	168	Electronic Business	2	2	0	3
OST	132	Keyboarding Skill Building	1	2	0	2
OST	136	Word Processing	1	2	0	2
		Totals	12	10	0	17
SUMMER SEMESTER 1						
CIS	172	Introduction to the Internet	2	2	0	3
ECM	210	Introduction to E-Commerce	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	7	4	0	9
FALL SEMESTER 2						
BUS	260	Business Communication	3	0	0	3
OST	134	Text Entry & Formatting	2	2	0	3
OST	184	Records Management	1	2	0	2
OST	236	Advanced Word Processing	2	2	0	3
OST	271	Office Web Technologies	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	13	8	0	17
SPRING SEMESTER 2						
CIS	120	Spreadsheet I	2	2	0	3
OST	164	Text Editing Applications	3	0	0	3
OST	223	Machine Transcription	1	2	0	2
OST	233	Office Publications Design	2	2	0	3
OST	272	Virtual Office Capstone	1	2	0	2
OST	289	Office Systems Management	2	2	0	3
		Totals	11	10	0	16

Total Semester Hour Credits: 75

CERTIFICATE - C2536C

CIS	172	Introduction to the Internet	2	2	0	3
ECM	168	Electronic Business	2	2	0	3
ECM	210	Introduction to E-Commerce	2	2	0	3
OST	171	Intro to Virtual Office	2	2	0	3
OST	271	Office Web Technologies	2	2	0	3
OST	272	Virtual Office Capstone	1	2	0	2
		Totals	11	12	0	17

Total Semester Hour Credits: 17

Outdoor Leadership

Associate of Applied Science Degree

This curriculum is designed to prepare individuals to be successful professionals in outdoor adventure education and leadership.

Coursework 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.

Faculty/Program Director

Paul Wolf
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SCC Swain Center • (828) 488-6413

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A55330

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ENG	111	Expository Writing	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ODL	110	Introduction to Outdoor Leadership	2	2	0	3
ODL	121	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						
CIS	172	Introduction to Internet	2	3	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
ODL	115	Methods of Experiential Education	2	2	0	3
ODL	126	Wilderness First Responder	3	3	0	4
ODL	135	Land-Based Activities I	1	6	0	3
		Totals	11	14	0	16
SUMMER SEMESTER 1						
BUS	137	Principles of Management	3	0	0	3
ODL	138	Field Experience I	1	9	0	4
or						
COE	111	Co-op Work Experience	0	0	10	1
***	***	Humanities Elective	3	0	0	3
		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						
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	238	Field Experience II	1	9	0	4
or						
COE	111	Co-op Work Experience	0	0	10	1
ODL	298	Seminar in Outdoor Leadership	1	3	0	2
		Totals	5-6	15-24	0-10	12-15

Total Semester Hour Credits: 66-74

Technical Electives

BUS	110	Introduction to Business	3	0	0	3
MED	182	CPR, First Aid Emergency	1	2	0	2
ODL	240	Pack Animals	1	3	0	2
ODL	244	Caving	1	3	0	2
ODL	250	Biking	1	3	0	2
ODL	260	Challenge Course Management	1	4	0	3
ODL	265	Swift Water Rescue	0	2	0	1
ODL	270	Raft Guide Training	0	2	0	1
ODL	280	Desert/Alpine Orientation	1	6	0	3

Paralegal Technology

Associate of Applied Science Degree

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.

Coursework 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.

Faculty

Edward Anderson
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ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A25380

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
ENG	111	Expository Writing	3	0	0	3
LEX	110	Intro to Paralegal Study	2	0	0	2
LEX	120	Legal Research/Writing I	2	2	0	3
LEX	180	Case Analysis & Reasoning	1	2	0	2
MAT	115	Mathematical Models	2	2	0	3
***	***	Social Science Elective	3	0	0	3
		Totals	13	6	0	16
SPRING SEMESTER 1						
CIS	110	Introduction to Computers	2	2	0	3
or						
OST	137	Office Software Applications	1	2	0	2
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	2	0	0	2
OST	136	Word Processing	1	2	0	2
		Totals	12-13	6	0	15-16
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				
or						
LEX	192	Sel Topics in Paralegal Technology	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 Proc	2	2	0	3
***	***	Humanities Elective	3	0	0	3
		Totals	11	8	10	16

Total Semester hour Credits: 70-71

Phlebotomy

Certificate

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

Coursework 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 are eligible for national certification as phlebotomy technicians.

SCC's Phlebotomy program is approved through the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631, (773) 714-8880.

CERTIFICATE - C45600

Prefix	Number	Title	Class	Lab	Clinical	Credit
BUS or	151	People Skills	3	0	0	3
PSY	118	Interpersonal Psychology	3	0	0	3
PBT	100	Phlebotomy Technology	5	2	0	6
PBT	101	Phlebotomy Practicum	0	0	9	3
		Totals	8	2	9	12

Total Semester Hour Credits: 12

Faculty

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Andrea Rowland
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586-4091 or (800) 447-4091, ext. 312

Adjunct Faculty

Dr. Michael Rohlfing

Perspective



"Phlebotomy is like the hinge on a door – the whole laboratory process functions based on how well phlebotomists do their job. Phlebotomists are a critical part of the testing team."

Dale Hall, Faculty Member

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits one class each year, typically in the spring semester. **All three phases must be completed by the first day of classes.** Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement. This may be met by one of the following methods:
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 retest policy on page 7.

   or

   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

   or

   - Successful completion of a college level math and English course. Acceptance into the program is determined by the arithmetic score.

PHASE II

Preliminary selection will be based on the first twelve individuals to complete Phase I of the admission requirements by **December 1**. 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

Phlebotomy

ADMISSIONS CRITERIA continued

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 director on the first day of class.**

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 director on the first day of class:
   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.

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. 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 the first day of class (PBT 100). They are not expected to attend clinic (PBT 101) the first week of classes.

Academic Standards

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

Student Policy Manual

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

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.

Physical Therapist Assistant

Associate of Applied Science Degree

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.

Faculty

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ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45620

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
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	Intro to Physical Therapy	2	3	0	3
PTA	130	Physical Therapy Proc 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	Prof Research and Reporting	3	0	0	3
PTA	120	Functional Anatomy	1	6	0	3
PTA	150	Physical Therapy Proc 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 Proc III	2	3	0	3
PTA	180	PTA Clinical Ed Intro	0	0	9	3
		Totals	4	9	9	10
FALL SEMESTER 2						
MAT	151	Statistics I	3	0	0	3
PSY	150	General Psychology	3	0	0	3
PTA	222	Professional Interactions	2	0	0	2
PTA	240	Physical Therapy Proc IV	3	6	0	5
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	Adv PTA Clinical Ed	0	0	30	10
PTA	270	PTA Topics	1	0	0	1
***	***	Technical Electice	1	0	0	1
		Totals	2	0	30	12
Technical Electives:						
PTA	250	Advanced Massage for PTA	0	3	0	1
PTA	280	PTA Issues I	1	0	0	1
PTA	282	PTA Issues II	0	3	0	1

Total Semester Hour Credits: 76

Physical Therapist Assistant

ADMISSIONS CRITERIA

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

The program has a limited enrollment and only admits a class in the fall of each year. Applications and supporting documents must be completed and submitted by May 1 of the year in which the student wishes to enroll in the program. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.

   This may be met by one of the following methods:

   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 retest policy on page 7.

   or

   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

   or

   - Successful completion of a college-level algebra and English 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 Admissions Office. It is your responsibility to schedule your visits, if you have questions about possible sites see your advisor.

PHASE II

Take the Health Occupations Aptitude Examination. The cost of this test is $10.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

PHASE IV

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

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.

Practical Nursing*

Diploma

***Pending Approval by the North Carolina Community College System Office and the North Carolina State Board of Nursing**

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

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER						
BIO	168	Anatomy and Physiology 1	3	3	0	4
ENG	111	Expository Writing	3	0	0	3
NUR	101	Practical Nursing 1	7	6	6	11
		Totals	13	9	6	18
SPRING SEMESTER						
BIO	169	Anatomy and Physiology 11	3	3	0	4
ENG	114	Prof 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 Credit 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 April 15 of the year in which the student wishes to enroll in the program . Please check with the Admissions Office about the status of the program.

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College's Admissions Office.
4. Have a grade point average of 2.0 or higher on a 4.0 scale of the most recent academic transcript (high school or postsecondary).
5. Meet the Southwestern Community College Placement Test requirement.
   This may be met by one of the following methods:
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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, please see the retest policy on page 7.

   or
   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details.

   or
   - Successful completion of a college level math and English course. Acceptance into the program is determined by the arithmetic score.

PHASE II

Take the Health Occupation Aptitude Examination. The cost of this test if $10.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

Notes

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

Pre-Major Associate in Arts

BUSINESS ADMINISTRATION

Associate in Arts Degree

The following Pre-Major Associate in Arts programs at SCC are co- operatively designed with four-year state institutions to achieve a seamless junior-level transfer into one of several majors. Only those students who complete one of these pre-major packages at SCC may be guaranteed transfer with full junior status into a baccalaureate major. These programs of study are strongly recommended for SCC transfer students who feel sure of their eventual majors.

M.A.T.E.

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 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.

Course and Hour Requirements

English Composition	6
Humanities/Fine Arts	12
Social/Behavioral Sciences	12
Natural Sciences	8
Mathematics	6-8
Other Required	20
TOTAL	64-66

Perspective



"Every time I talk with students in our transfer program, they express how pleased they are with the quality of our faculty and staff. When you factor in small class size and price of tuition, there is no better way for students to start college than at SCC. When they complete their two-year degrees here, they will be prepared to succeed at Western Carolina University – or whichever four-year institution they choose to attend."

Cecil Groves, President, SCC

ASSOCIATE IN ARTS DEGREE (AAD) - A1010B

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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.
- Three additional courses from the following discipline areas are required: anthropology, economics,geography, history, political science, psychology and sociology. The following courses are recommended:

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 14-16 (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:*

	MAT	271	Calculus I	3	2	0	4
•	Choose one:						
	MAT	171	Precalculus Algebra	3	0	0	3
	MAT	175	Precalculus	4	0	0	4

OTHER REQUIRED HOURS (20 SHC): *The following courses are required:*

	ACC	120	Principles of Accounting I	3	2	0	4
	ACC	121	Principles of Accounting II	3	2	0	4
	CIS	110	Introduction to Computers	2	2	0	3
*	ECO	251	Prin. of Microeconomics	3	0	0	3
**	ECO	252	Prin. of Macroeconomics	3	0	0	3
	MAT	151	Statistics I	3	0	0	3

* Or ECON 231 at WCU ** Or ECON 232 at WCU

Total Semester Hour Credits: 64-66

- 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: ASU, ECO, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Business Administration.

BUSINESS EDUCATION & MARKETING EDUCATION

Course and Hour Requirements

English Composition	6
Humanities / Fine Arts	12
Social / Behavioral Sciences	12
Natural Sciences	8
Mathematics	6-7
Other Required	19-21
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 will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree:
Business Education: ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNC-G, WCU
Marketing Education: ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-C, UNC-G, UNC-W, WCU

Perspective



"North Carolina's two-year colleges are enrolling a larger number of traditional-age college students who are planning to transfer into baccalaureate programs. It makes good sense for community colleges and universities to work together, especially two institutions as closely linked as Western and Southwestern. The intention of the Mountain Alliance for Transfer Education is to smooth the process of transferring academic credit from the community college to the four-year university. This is of benefit to both institutions and, most importantly, of benefit to the citizens of this region, providing our students with a seamless flow of education."

John Bardo, Chancellor,
Western Carolina University

ASSOCIATE IN ARTS DEGREE (AAD) - A1010C

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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:						
ECO	251	Prin. of Microeconomics (or ECON 231 at WCU)	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.						
• The following courses are recommended:						
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
NATURAL SCIENCE/MATHEMATICS (14-16 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 course is required:						
CIS	110	Introduction to Computers	2	2	0	3
• One of the following courses is required:						
MAT	171	Precalculus Algebra	3	0	0	3
MAT	175	Precalculus	4	0	0	4
OTHER REQUIRED HOURS (19-21 SHC)						
• The following courses are required (7 SHC):						
ACC	120	Princ. of Accounting or (ACC 251 at WCU)	3	2	0	4
ECO	252	Prin. of Macroeconomics (or ECON 132 at WCU)	3	0	0	3
• One of the following courses is required (3 SHC):						
CIS	115	Introduction to Programming & Logic	2	2	0	3
CSC	134	C++ Programming	2	3	0	3
9-10 additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.						
• Three of the following courses are recommended (select three):						
ACC	121	Principles of Accounting II	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
BUS	115	Business Law I	3	0	0	3
MAT	151	Statistics I	3	0	0	3

Total Semester Hour Credits: 64-67

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Business Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

Pre-Major Associate in Arts

CRIMINAL JUSTICE

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: ASU, ECU, ECSU, FSU, NCCU, NCSU, UNC-C, UNC-P, UNC-W, WCU.

Perspective



"The Mountain Alliance allows students to sample university courses while completing the associate's degree at SCC. After graduation, they can attend WCU and pursue a four-year degree, confident that their community college and university courses will transfer. This program allows our institutions to serve people who want to remain in the region for higher education."

Richard Collings,
Vice Chancellor for Academic Affairs, WCU

ASSOCIATE IN ARTS DEGREE (AAD) - A1010D

Prefix	Number	Title	Class	Lab	Clinical	Credit

ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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 (14-16 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 required:

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.

Total Semester Hour Credits: 64-67

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Criminal Justice.

HISTORY

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: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-P, UNC-W, WCU, WSSU.

Perspective



"This is a new option afforded to our students, and we are very excited about the opportunities that the pre-majors present to our students. The pre-majors will facilitate a student's move from SCC to the university."

Gene Couch,
Vice President for
Instructional Services, SCC

ASSOCIATE IN ARTS DEGREE (AAD) - A1010H

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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.						
• Three courses from the following discipline areas are required: anthropology, economics, geography, history, political science, psychology and sociology.						
• One of the following history sequences is recommended:						
HIS	111	World Civilizations I	3	0	0	3
and						
HIS	112	World Civilizations II	3	0	0	3
or						
HIS	121	Western Civilization I	3	0	0	3
and						
HIS	122	Western Civilization 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 are required.						
MAT	171	Precalculus Algebra (or higher)	3	0	0	3
The second course may be a higher level mathematics course or may be selected from among otherquantitative 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.						
• 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

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in History.

Pre-Major Associate in Arts

NURSING

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: ECU, NCA&T, NCCU, UNC-CH, UNC-C, UNC-G, UNC-W, WCU, WSSU.

Perspective



"At SCC, we endeavor to help students equip themselves to live well in a rapidly changing world community. We as teachers seek to provide guidance and counseling to help the individual student find areas of study best suited to his interests, aptitudes and abilities."

Trevor Rundle, Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010I

Prefix	Number	Title	Class	Lab	Clinical	Credit

ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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 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	171	Precalculus Algebra (or higher)	3	0	0	3
MAT	151	Statistics I	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.

Total Semester Hour Credits: 64-65

Admission to the Major

Admission across the several programs in Nursing is competitive. Other professional admission requirements may be designated by individual programs. Grade point average requirements vary.

PHYSICAL EDUCATION

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: ASU, ECU, ECSU, FSU, NCA&T, NCCU, UNC-CH, UNC-G, UNC-P, UNC-W, WCU, WSSU.

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 and II.

Perspective



"I feel good enough about the Pre-Major Associate programs at SCC that I have my own children coming here for the first two years of college. It's not just about money – although the low cost is important – but students receive a great deal more personal attention here than they could get just about anywhere else. Many students need that attention to help them through the transition of going to college."

Bob Harrison, Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010J

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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:						
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 laboratorywork, are required.						
• The following sequence of courses is recommended:						
BIO	111	General Biology I	3	3	0	4
and						
BIO	112	General Biology II	3	3	0	4
Mathematics (6 SHC):						
• One course must be in introductory mathematics (college algebra, trigonometry, calculus, etc.).						
• The following course is recommended as the introductory mathematics course:						
MAT	171	Precalculus Algebra	3	0	0	3
• 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 therequirements of the receiving institution.						

Total Semester Hour Credits: 64-65

Pre-Major Associate in Arts

POLITICAL SCIENCE

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: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Political Science.

Perspective



"In addition to being academically prepared by experienced, qualified, caring instructors to enter their major program, students enrolled in a Pre-Major program at SCC are assisted in making the sometimes difficult transition from high school or the work force to the college environment."

Mary Triplette,
Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010K

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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:						
FRE	111 and 112	Elementary French I & II	6	0	0	6
or						
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
SOC	210	Introduction to Sociology	3	0	0	3
• One of the following courses is recommended:						
GEO	111	World Regional Geography	3	0	0	3
or						
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 laboratorywork, are required.						
Mathematics (6 SHC): Two courses required.						
• One course must be in introductory mathematics (precalculus 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.						
• The following course is recommended:						
ECO	151	Survey of Economics	3	0	0	3

Total Semester Hour Credits: 64-65

PSYCHOLOGY

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: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Perspective



"SCC offers a full range of quality-instructed mathematics courses from developmental-level through calculus. Developmental courses in both basic mathematics and algebra courses are available for students needing review in those areas. The developmental math classes offer lecture, group activities and computerized instruction within a small-class environment."

Mary Hartman, Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010L

Prefix	Number	Title	Class	Lab	Clinical	Credit
ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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 laboratorywork, are required.
- One of the following biology courses is required (4 SHC)

BIO	110	Principles of Biology	3	3	0	4
or						
BIO	111	General Biology I	3	3	0	4

Mathematics (6 SHC):

- Two courses required.

MAT	171	(or higher) Precalculus Algebra	3	0	0	3

- The second course may be a higher level mathematics course or may be selected from among otherquantitative 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.

Total Semester Hour Credits: 64-65

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Psychology.

Pre-Major Associate in Arts

SOCIAL SCIENCE

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: ASU, FSU, NCSU, UNC-CH, WCU.

Perspective



"At SCC, the classroom could almost be considered "sacred ground." Instructors strive to foster a learning environment where students can feel safe about voicing opinions, stating wrong answers (hopefully, not too many), and most of all, asking questions. High expectations for success, honesty, and respect for all individuals are an important component of the learning environment SCC tries to provide. All students are assured quality courses, certainly comparable to ones provided at larger colleges and universities."

John Sherman, Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010M

Prefix	Number	Title	Class	Lab	Clinical	Credit

ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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 and 112 World Civilizations I (3 SHC) and II (3 SHC) ***or*** HIS 121 and 122 Western Civilization I (3 SHC) and II (3 SHC) (HIS 111 and 112 are recommended)

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 (precalculus algebra, trigonometry, calculus, etc.)
- The second course may be a higher level mathematics course or may be selected from among otherquantitative subjects, such as computer science (CIS) and statistics (MAT).

OTHER REQUIRED HOURS (20-21 SHC)

- The following courses are required (9 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

- 5-8 additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.

Total Semester Hour Credits: 64-65

Admission to the Major

Grade point average 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 and II.

SOCIOLOGY

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: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNC-A, UNC-CH, UNC-C, UNC-G, UNC-P, UNC-W, WCU, WSSU.

Perspective



"The pre-major agreement now makes it so much easier for those who know their future major to cross over to the university of their choice as a junior in their field—with a two-year degree already hanging on the wall."

Gene Norton, Faculty Member

ASSOCIATE IN ARTS DEGREE (AAD) - A1010N

Prefix	Number	Title	Class	Lab	Clinical	Credit

ENGLISH/COMMUNICATION (6 SHC) *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	113	Argument-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: (6 SHC)

SOC	210	Introduction to Sociology	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3

- One course from the following discipline areas is required: anthropology, economics, geography, political science and psychology.

NATURAL SCIENCE/MATHEMATICS (14 SHC)

Natural Sciences (8 SHC):

- Two courses from the biological and physical science disciplines, including accompanying laboratorywork, are required.

Mathematics (6 SHC): Two courses required.

- One course must be an introductory mathematics (college algebra, trigonometry, calculus, etc.)
- The following course is recommended to meet the second mathematics requirement:

MAT	151	Statistics	3	0	0	3

OTHER REQUIRED HOURS (20-21 SHC)

- Twenty additional hours of approved college transfer courses are required.

Total Semester Hour Credits: 64-65

Admission to the Major

Grade point average requirements vary, and admission is competitive across the several programs in Sociology.

Radiography

Associate of Applied Science Degree

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.

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

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

Faculty

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586-4091 or (800) 447-4091, ext. 359

Meg Rogers
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586-4091 or (800) 447-4091, ext. 320

Perspective



"The faculty in SCC's Radiography program is dedicated to providing students with the education and skills necessary to participate as a key member on the diagnostic imaging health-care team."
Sherry Floerchinger, Faculty Member

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45700

Prefix	Number	Title	Class	Lab	Clinical	Credit
Fall Semester 1						
BIO	163	Basic Anatomy & Physiology	4	2	0	5
ENG	111	Expository Writing	3	0	0	3
RAD	110	Rad 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	Radiation 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 Analysis	2	3	0	3
RAD	261	RAD Clinical Education V	0	0	21	7
***	***	Humanities Elective	3	0	0	3
		Totals	5	3	21	13

Total Semester Hour Credits: 76

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. To provide students with the knowledge and skills necessary for professional practice as a radiographer.
2. To prepare students to pass the national examination offered by the American Registry of Radiologic Technologists.
3. To provide the health care community with graduate level radiographers skilled in diagnostic imaging procedures.

ADMISSIONS CRITERIA

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

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

PHASE I

The applicant must:

1. Complete an application for admission to the College.
2. Be a high school graduate or have earned a high school equivalency diploma (GED).
3. Submit official copies of all transcripts (high school and college). Transcripts must be sent directly from the institution. It is the responsibility of the applicant to assure that all necessary records are sent to the College 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:

   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 retest policy on page 7.

   or

   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

   or

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

PHASE II

Take the Health Occupations Aptitude Exam. The costs of this test is $10.00. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

PHASE IV

Those individuals who are notified of 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. Deadline for submitting the completed forms to the program director is Aug. 1.

Notes:

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

Radiography

ADMISSIONS CRITERIA continued

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 does 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. A copy is also available on the reference shelf in the Learning Resources Center.

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.

Real Estate

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

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

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

Certificate

CERTIFICATE - C25400

Prefix	Number	Title	Class	Lab	Clinical	Credit
RLS	112	Real Estate Fundamentals	5	0	0	5
RLS	117	Real Estate Brokerage	4	0	0	4

Select 4 hours:

ACC	120	Principles of Accounting	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
or						
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

Total Semester Hour Credits: 13

Salesperson Education Requirement.
The salesperson education requirement is 67 classroom hours effective October 1, 2000. Courses will be recognized by the Commission for three years.

Broker Education Requirement.
The broker education requirement is 60 classroom hours in addition to the salesperson education requirement. Courses will be recognized by the Commission for three years.

Faculty

Richard Barden
richardb@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 274

Perspective



"The real estate industry is extremely strong in the southwestern counties of North Carolina. Become a licensed agent and be a part of this opportunity. Our students traditionally excel when they take the state licensure exam."
Richard Barden, Faculty Member

Respiratory Therapy

Associate of Applied Science Degree

The Respiratory Therapy curriculum prepares individuals to function as registered 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 certified therapist and advanced-level registered therapist examinations from the National Board of Respiratory Care. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, sales/marketing and home care.

Faculty

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586-4091 or (800) 447-4091, ext. 472

Perspective



"Southwestern's program prepares students for a career in Respiratory Therapy in a fun and exciting environment and opens up a world of career opportunities. There will always be a need for graduates of this program because people will always need to breathe."
Ralph Trull, Student

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) - A45720

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER 1						
BIO	163	Basic Anat & Physiology	4	2	0	5
CIS	111	Basic PC Literacy	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	110	Mathematical Measurement	2	2	0	3
RCP	110	Intro to Respiratory Care	3	3	0	4
		Totals	13	9	0	17
SPRING SEMESTER 1						
ENG	114	Professional Research and Reporting	3	0	0	3
RCP	111	Therapeutics/Diagnostics	4	3	0	5
RCP	114	C-P Anatomy & Physiology	3	0	0	3
RCP	136	RCP Clinical Practice I	0	0	18	6
		Totals	10	3	18	17
SUMMER SEMESTER 1						
RCP	112	Patient Management	3	3	0	4
RCP	113	RCP Pharmacology	2	0	0	2
RCP	115	C-P Pathophysiology	2	0	0	2
RCP	212	Home Care/Rehab	2	0	0	2
RCP	222	Special Practice Lab	0	2	0	1
RCP	223	Special Practice Lab	0	3	0	1
		Totals	9	8	0	12
FALL SEMESTER 2						
PSY	150	General Psychology	3	0	0	3
RCP	146	RCP Clinical Practice II	0	0	18	6
RCP	210	Critical Care Concepts	3	3	0	4
RCP	214	Neonatal/Ped's RC	1	3	0	2
		Totals	7	6	18	15
SPRING SEMESTER 2						
RCP	211	Adv Monitoring/Procedures	3	3	0	4
RCP	215	Career Prep-Adv Level	0	3	0	1
RCP	237	RCP Clinical Practice IV	0	0	21	7
***	***	Humanities Elective	3	0	0	3
		Totals	6	6	21	15

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 May 1 of the same year. If all slots have not been filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions Office about the status of the program.

PHASE I

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:

- Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, 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 338. 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 retest policy on page 7.

or

- Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details

or

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

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

PHASE II

Take the Health Occupations Aptitude Exam. The cost of this test is $10. The applicant will be required to pay this fee when registering for the test. Details for testing dates and times can be secured from the Admissions Office. This is not a pass or fail test. It is used to measure your potential to be successful in the program. You may take the test one time per annual application period.

PHASE III

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

PHASE IV

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

Academic Standards:

The program requires that students maintain a high level of academic and clinical performance 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.

Surgical Technology

Diploma

In conjunction with
Blue Ridge Community College

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, physician offices, and central supply processing units.

DIPLOMA - D45740

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER						
BIO	163	Basic Anatomy & Physiology**	4	2	0	5
ENG	111	Expository Writing**	3	0	0	3
ENG	111A	Expository Writing Lab**	0	2	0	1
PSY	118	Interpersonal Psychology**				
or						
PSY	135	Group Processes	3	0	0	3
SUR	110	Introduction to Surgical Technology	2	0	0	2
SUR	111	Perioperative Patient Care	5	6	0	7
		Totals	17	10	0	21
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						
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	6	3	12	11

Total Semester Credit Hours: 48

Courses with SUR prefix are taught at Blue Ridge Community College 2 days per week except clinical courses

* Clinical course work to be completed at area hospital
** Courses offered through Southwestern

This program is offered in conjunction with Blue Ridge Community College in Henderson County. Students will take coursework at both institutions. 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.

Perspective



"Surgical technologists are members of the sterile team, who are able to anticipate the needs of surgeons, pass instruments and provide sterile items during the operative procedure. Because of their broad educational background combined with a specialized focus, CSTs function well in a number of diverse areas, such as in the operating room, central service department, cardiac catheterizations laboratories, delivery rooms, private practice, and surgicenters."

Randa Pinkston
Surgical Technology, Instructor
Blue Ridge Community College

ADMISSIONS CRITERIA

The program has a limited enrollment and only admits 5 students to articulate with Blue Ridge Community College each year. Application deadline is May 15. All parts of Phase I 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 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:
   - Take and pass the basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each week on the Sylva campus and is free of charge. To schedule a test session, contact Testing Services at extension 338. 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 retest policy on page 7.
   - Appropriate SAT or ACT scores. See Admissions section of this catalog for additional details or
   - Successful completion of a college-level algebra and English course.
6. You must have completed a minium 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 Mathematical Models (MAT 115)

PHASE II

Scholarship information will be provided to all interested individuals once all parts of Phase I are completed.

PHASE III

Those individuals 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.

NOTES:

- Scholarship information will be provided to all interested individuals
- Applicants who obtain scholarship funds may receive additional consideration for admission into the program in the competitive admission point system.
- Applicants are responsible for submitting all the necessary records to the Admissions Office.
- Applications must be updated annually by applicants who were not accepted the previous year.
- Applicants may take non-surgical technology, general education and related coursework prior to being accepted into the program.

Contact your advisor for detailed information about the selection process.

Suggested preparatory courses for individuals desiring a career in Surgical Technology would include biology, medical terminology, algebra and chemistry.

CLINICAL EDUCATION

Clinical education will be provided at cooperating health care facilities.

For More Information Contact:

Deb Klavohn
debm@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 331

Therapeutic Massage

Diploma

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneeding 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 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

Prefix	Number	Title	Class	Lab	Clinical	Credit
FALL SEMESTER						
BIO	163	Basic Anatomy & Physiology I	4	2	0	5
MED	121	Medical Terminology I	3	0	0	3
MTH	110	Therapeutic Massage I	6	12	0	10
		Totals	13	14	0	18
SPRING SEMESTER						
ENG	111	Expository Writing	3	0	0	3
MTH	120	Therapeutic Massage II	6	12	0	10
NUT	110	Nutrition	3	0	0	3
		Totals	12	12	0	16
SUMMER SEMESTER						
BUS	137	Principles of Management	3	0	0	3
MTH	125	Therapeutic Massage III	2	0	0	2
PSY	118	Interpersonal Psychology	3	0	0	3
		Totals	8	0	0	8

Total Semester Hour Credits: 42

For More Information Contact:

Deb Klavohn
debm@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 331

ADMISSION 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 1 of the year in which the student wishes to enroll in the program. If all seats have not be filled after the above deadline, there may be extensions to the deadline. Please check with the Admissions office about the status of the program.

Admissions requirements:
The admissions requirements for the Therapeutic Massage Program will be as follows:
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 basic components of the Computerized Placement Test. These consist of algebra, arithmetic, reading comprehension and grammar. The test is administered several times each week on the Sylva campus and is free of charge. To schedule a test session, contact Testing Services at extension 338. 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 retest policy on page 7.

   or

   B. Submit acceptable SAT or ACT scores. See Admissions section of this catalog for additional details.

   or

   C. Successful completion of college-level math and English courses.

Trades

CARPENTRY

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.

This program is offered at Swain County High School through the Huskins program.

DIPLOMA - D35180

Prefix	Number	Title	Class	Lab	Shop	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	112	Basic PC Literacy	1	2	0	2
COE	112	Co-op Work Experience I	0	0	20	2
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3

Total Semester Hour Credits: 39

CERTIFICATE - C35180

CAR	111	Carpentry I	3	15	0	8
CAR	112	Carpentry II	3	15	0	8

Total Semester Hour Credits: 16

MASONRY

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical and reliable work habits.

Course work includes basic mathematics, blueprint reading, and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

DIPLOMA - D35280

Prefix	Number	Title	Class	Lab	Shop	Credit
BPR	130	Blueprint Reading/Construction	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAS	110	Masonry I	4	18	0	10
MAS	120	Masonry II	4	18	0	10
MAS	130	Masonry III	6	6	0	8
MAT	101	Applied Mathematics I	2	2	0	3

Total Semester Hour Credits: 36

CERTIFICATE - C35280

Prefix	Number	Title	Class	Lab	Shop	Credit
MAS	110	Masonry I	4	18	0	10
MAS	130	Masonry III	6	6	0	8

Total Semester Hour Credits: 18

Trades

PLUMBING

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

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

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

DIPLOMA - D35300

Prefix	Number	Title	Class	Lab	Shop	Credit
BPR	130	Blueprint Reading/Construction	1	2	0	2
ENG	111	Expository Writing	3	0	0	3
MAT	101	Applied Mathematics I	2	2	0	3
PLU	110	Modern Plumbing	4	15	0	9
PLU	120	Plumbing Applications	4	15	0	9
PLU	130	Plumbing Systems	3	9	0	6
PLU	140	Introduction to Plumbing Codes	1	2	0	2
PLU	150	Plumbing Diagrams	1	2	0	2
WLD	112	Basic Welding Processes	1	3	0	2

Total Semester Hour Credits: 38

CERTIFICATE - C35300

Prefix	Number	Title	Class	Lab	Shop	Credit
PLU	110	Modern Plumbing	4	15	0	9
PLU	120	Plumbing Applications	4	15	0	9

Total Semester Hour Credits: 18

WELDING

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.

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	Shop	Credit
WLD	110	Cutting Processes	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		7	24	0	15

Total Semester Hour Credits: 15

Faculty

Jackie Banks
586-4091 or (800) 447-4091, ext. 203

For more information about Trades, contact:

Thom Brooks
tbrooks@southwest.cc.nc.us
586-4091 or (800) 447-4091, ext. 202

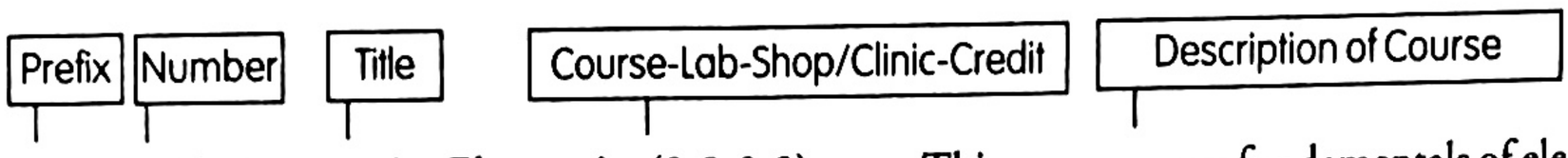
KEY

Prefix	Field of Study
ACA	Academic Related
ACC	Accounting
AHR	Air Conditioning, Heating and Refrigeration
ANT	Anthropology
ART	Art
AUT	Automotive
BAF	Banking and Finance
BIO	Biology
BPR	Blueprint Reading
BUS	Business
CAR	Carpentry
CCT	Cyber Crime
CET	Computer Engineering Technology
CHM	Chemistry
CIS	Computer Information Systems
CJC	Criminal Justice
COE	Cooperative Work Experience
COM	Communications
COS	Cosmetology
CSC	Computer Science
CUL	Culinary
DDT	Human Services
DFT	Drafting
DRA	Drama
ECM	Electronic Commerce
ECO	Economics
EDT	Electroneurodiagnostics Technology
EDU	Education/Early Childhood
ELC	Electrical
ELN	Electronics Engineering Technology
EMS	Emergency Medical Science
ENG	English
ENV	Environmental Science
FRE	French
GEO	Geography
GRA	Graphics
GRD	Graphic Design
GRO	Gerontology
HCT	Health Care Technology
HEA	Health
HIS	History
HIT	Health Information Technology
HRM	Hotel, Restaurant Management
HSC	Health Science
HSE	Human Services
HUM	Humanities
ITN	Internet Technologies
LEX	Paralegal
MAS	Masonry
MAT	Math
MED	Medical Related
MKT	Marketing
MLT	Medical Laboratory Technology
MTH	Massage Therapy
MUS	Music
NET	Networking
NUR	Nursing
NUT	Nutrition
ODL	Outdoor Technology
OST	Office Systems Technology
OTA	Occupational Therapy Assistant
PBT	Phlebotomy
PED	Physical Education
PHI	Philosophy
PHY	Physics
PLU	Plumbing
POL	Political Science
PRN	Printing
PSY	Psychology
PTA	Physical Therapist Assistant
RAD	Radiography
RCP	Respiratory Therapy
RED	Reading
REL	Religion
RLS	Real Estate
SAB	Substance Abuse
SOC	Sociology
SON	Medical Sonography
SPA	Spanish
SUR	Surgical Technology
WLD	Welding

Course Descriptions



HOW TO READ THE COURSE LISTINGS



AUT 164 Automotive Electronics (2-2-0-3) This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.
Prerequisite: AUT 163.

*If only three numbers are inside the parenthesis, there is no Shop/Clinic section for that particular course.

ACADEMIC RELATED

ACA 115 Success & Study Skills (0-2-1)
This course provides an orientation to campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on 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 121 Managing a Team (1-0-1)
This course focuses on the process of the individual with an awareness of the reality in the collective teamwork approach for the workplace emphasizing process_orientation. Topics include how teams work, team effectiveness, team_building techniques, positive thinking, and leadership principles. Upon completion, students should be able to demonstrate an understanding of how teamwork strengthens ownership, involvement, and responsibility in the workplace.

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

ACCOUNTING

ACC 115 College Accounting (3-2-4)
This course introduces basic accounting principles fora sole proprietorship. 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 Accounting I (3-2-4)
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. This course has been approved for transfer through the comprehensive articulation agreement.

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

ACC 129 Individual Income Taxes (2-2-0-3)
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 131 Federal Income Taxes (2-2-0-3)
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

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

ACC 220 Intermediate Accounting I (3-2-4)
This course is a continuation of the study of accounting principles with in_depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. Prerequisite: ACC 121.

ACC 221 Intermediate Accounting II (3-2-4)
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem_solving ability for the topics covered. Prerequisite: ACC 220.

ACC 225 Cost Accounting (3-0-3)
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. Prerequisite: ACC 121.

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

ACC 292 Selected Topics in Accounting (1-4-2)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. Topics include the computerization of the general ledger, general journal, accounts receivable, accounts payable, inventory, payroll reporting and correcting, adjusting, and closing entries, as well as the conversion of a manual accounting system.
Prerequisite: ACC 120.

AIR CONDITIONING, HEATING AND 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.
Prerequisites: AHR 112 and AHR 120.

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.
Prerequisites: AHR 112 and AHR 120.

AHR 114 Heat Pump Technology (2-4-4)
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.
Prerequisite: AHR 110 or AHR 113.

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)
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.
Prerequisite: AHR 114.

ANTHROPOLOGY

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

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

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

ART

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

ART 114 Art History Survey I (3- 0-3)
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)
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 pre-major and/or elective course requirement.

ART 122 Design II (0-6-3)
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Prerequisites: ART*121

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 pre-major and/or elective course requirement.

ART 135 Figure Drawing I (0-6-3)
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Prerequisites: ART*131

ART 214 Portfolio and Resume (0-2-1)
This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major 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 pre-major 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 pre-major and/or elective course requirement.

ART 241 Painting II (0-6-3)
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 pre-major and/or elective course requirement.
Prerequisites: ART*240

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 pre-major 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 pre-major and/or elective course requirement.

ART 297 Seminar in Art (2-0-2)
This course provides an opportunity to explore topics of current interest. Emphasis is placed on the development of critical listening skills and the presentation of seminar issues. Upon completion, students should be able to critically analyze issues and establish informed opinions. Prerequisites: Enrollment in the program

AUTOMOTIVE

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

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

AUT 116 Engine Repair (1-3-2)
This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications. Prerequisite: AUT 115.

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

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

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

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

AUT 162 Chassis Elect & Electronics (2-2-3)
This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems. Prerequisite: AUT 161.

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

AUT 164 Automotive Electronics (2-2-3)
This course covers fundamentals of electrical/electronic circuitry, semi_conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information. Prerequisite: AUT 163.

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

AUT 181 Engine Performance-Electrical (2-3-3)
This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information. Prerequisite: AUT 164.

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

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

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

AUT 185 Emission Controls (1-2-2)
This course covers the design and function of emission control devices. Topics include chemistry of combustion as well as design characteristics and emission control devices which limit tailpipe, crankcase, and evaporative emissions. Upon completion, students should be able to troubleshoot, test, and service emission control systems.
Prerequisite: AUT 184.

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

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

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

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

AUT 281 Advanced Engine Performance (2-2-3)
This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair.
Prerequisites: AUT 164, AUT 182 and AUT 184.

BANKING AND FINANCE

BAF 235 Analyzing Financial State (3-0-3)
This course provides practice in constructing and analyzing long_range, multiple_year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections, and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets, and pro forma statements. Prerequisite: ACC 120.

BIOLOGY

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

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

BIO 111 General Biology I (3-3-4)
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Prerequisite: BIO 090, high school biology or permission of advisor.

BIO 112 General Biology II (3-3-4)
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: BIO 111.

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

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

BIO 140 Environmental Biology (3-0-3)
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: BIO 090, high school biology or permission of advisor.

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

BIO 163 Basic Anatomy & Physiology (4-2-5)
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid_base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.
Prerequisite: BIO 090, high school biology or permission of advisor.

BIO 168 Anatomy and Physiology I (3-3-4)
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.
Prerequisite: BIO 090, high school biology or permission of advisor.

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

BIO 175 General Microbiology (2-2-3)
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer through the Comprehensive Articulation Agreement.
Prerequisites: BIO 110, BIO 163 or BIO 169.

BLUEPRINT READING

BPR 130 Blueprint Reading/Const (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 for transfer through the Comprehensive Articulation Agreement.

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 for transfer through the Comprehensive Articulation Agreement.

BUS 137 Principles of Management (3-0-3)
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

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

BUS 153 Human Resource Management (3-0-3)
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 Business Finance (2-2-3)
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.
Prerequisite: ACC 120 and MAT 115.

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

BUS 237 Current Management Issues (2-0-2)
This course introduces current management issues and problems. Emphasis is placed on the management topics and challenges faced by all employees in an organization. Upon completion, students should be able to critically analyze alternative solutions within a team environment.

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

BUS 260 Business Communication (3-0-3)
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.
Prerequisite: ENG 111.

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.

CARPENTRY

CAR 110 Introduction to Carpentry (2-0-0-2)
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 (3-15-0-8)
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. This is a diploma-level course.

CAR 112 Carpentry II (3-15-0-8)
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 (3-9-0-6)
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.
Prerequisite: CAR 111.

CAR 115 Res Planning/Estimating (3-0-0-3)
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.
Prerequisites: BPR 130.

CYBER CRIME

CCT 110 Introduction to Cyber Crimes (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 and 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 analysis 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 of financial information.

CCT 231 Technology Crimes & The 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 federal 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 & Analysis 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 date, 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 289 Capstone Project (1-6-3)
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.
Pre-requisite: CCT 231 or CCT 220 or instructor permission

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 is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/ configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. The course will highlight on the various operating system functions calls interacting with the CPU. Students will also be exposed to the Networking Protocol's and Concepts.

CET 211 Computer Upgrade/Repair II (2-3-3)
This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. Exposure will be provided to the usage of the Microhouse Technical Library and cite support concepts for computerized equipment.
Prerequisite: CET 111.

CET 222 Computer Architecture (2-0-2)
This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multiprocessing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes. Also intersection of the Bios and OS with various interface peripherals devices. Chip set will be discussed.

CET 225 Digital Signal Processing (2-2-3)
This course covers the theory and use of digital signal processing techniques. Topics include Fourier analysis, digital filtering, Z transforms, IIR, FIR, convolution, pulse methods, and DSP programming. Upon completion, students should be able to implement and troubleshoot DSP systems in hardware and software. Also analysis of uncode Digital Communication Systems functional architecture from an engineering perspective will be discussed.

CET 245 Internet Servers (2-3-3)
This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers. Students will be expected to develop an in depth understanding of Internet Protocol Next Generation IPng and configuration of screening multiprotocol routers, and firewall proxy servers.
Prerequisite: CSC 134 or CSC 148.

CET 251 Software Eng Principles (3-3-4)
This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting. The robust software design will be done using Powerbuilder, Delphi, or Oracle developer's packages.

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)
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.
Prerequisite: CHM 090, high school Chemistry or permission of instructor.

CHM 131A Introduction to Chemistry Lab (0-3-1)
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Corequisite: CHM 131.

CHM 132 Organic and Biochemistry (3-3-4)
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: CHM 131.

COMPUTER INFORMATION SYSTEMS

CIS 070 Fundamentals of Computing (0-2-0-1)
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations.

CIS 110 Introduction to Computers (2-2-3)
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

CIS 111 Basic PC Literacy (1-2-2)
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 112 Windows (1-2-2)
This course includes the fundamentals of the Windows® software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows® software in an office environment.

CIS 115 Introduction to Programming & Logic (2-2-3)
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Prerequisite: MAT 070.

CIS 120 Spreadsheet I (2-2-3)
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.
Prerequisites: CIS 110 or CIS 111.

CIS 121 User Support & Softw Eval (1-4-0-3)
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations. Prerequisite: CIS 110 or CIS 111.

CIS 126 Graphics Software Introduction (2-2-3)
This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 130 Survey of Operating System (2-3-3)
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 148 Operating System - Windows NT (2-2-3)
This course introduces operating systems concepts for the Windows NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows NT environment.
Corequisite: CIS 130.

CIS 152 Database Concepts & Apps (2-2-3)
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.
Prerequisites: CIS 110, CIS 111, or CIS 115.

CIS 153 Database Applications (2-2-3)
This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.
Prerequisite: CIS 152.

CIS 160 MM Resources Integration (2-2-3)
This course introduces the peripherals and attendant software needed to create stand-alone or networked interactive multimedia applications. Emphasis is placed on using audio, video, graphic, and network resources; using peripheral-specific software; and understanding file formats. Upon completion, students should be able to utilize multimedia peripherals to create various sound and visual files to create a multimedia application.
Prerequisites: CIS 110 or CIS 111.

CIS 165 Desktop Publishing I (2-2-3)
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. Prerequisite: CIS 110.

CIS 166 Desktop Publishing II (2-2-3)
This course provides advanced training in the use of a variety of desktop publishing software. Emphasis is placed on evaluation of software and hardware available for desktop publishing. Upon completion, students should be able to create and design complex publications using a variety of page layout software. Prerequisite: CIS 165.

CIS 172 Introduction to the Internet (2-3-3)
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools. Prerequisite: CIS 110 or CIS 111.

CIS 174 Network System Manager I (2-2-0-3)
This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system. This is the introductory course to Novell operating systems.

CIS 175 Network Management I (2-2-0-3)
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy. This is the introductory course to Microsoft networking.

CIS 184 TCP/IP and NFS (2-2-0-3)
This course focuses on installation and configuration of TCP/IP on a network. Topics include an overview of TCP/IP, SNMP, application of programming interfaces, Network File System (NFS), IP addresses, and routing and tunneling. Upon completion, students should be able to install, monitor, manage, diagnose, and troubleshoot common problems in IP networks and internetworks. Prerequisite: CIS 175.

CIS 215 Hardware Install/Maintenance (2-3-3)
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.
Prerequisites: CIS 110 or CIS 111.

CIS 216 Software Install/Maintenance (1-2-2)
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.
Prerequisite: CIS 130.

CIS 225 Integrated Software (1-2-2)
This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases, and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies.
Prerequisites: CIS 120 or CIS 152, and OST 136.

CIS 226 Trends in Technology (1-2-2)
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems. Prerequisite: CIS 130.

CIS 245 Operating System - Multi-User (2-3-3)
This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment. Prerequisite: CIS 130.

CIS 246 Operating System -UNIX (2-3-3)
This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.
Prerequisite: CIS 130.

CIS 260 Business Graphics Apps (2-2-3)
This course utilizes graphics software in a variety of business applications. Topics include terminology, design and evaluation, graphics formats and conversion, practical applications of graphics software, and integration of peripherals. Upon completion, students should be able to create and incorporate graphic designs to enhance business communications.
Prerequisites: CIS 110 or CIS 111.

CIS 267 Multimedia Applications (2-2-3)
This course combines audio, video, text, and graphics technologies to create multimedia applications. Emphasis is placed on digitizing audio; compressing and digitizing video; and using animation, special effects, and technical media to enhance communication. Upon completion, students should be able to produce effective multimedia presentations for a variety of settings, including business, education, and training.
Prerequisite: CIS 260.

CIS 274 Network System Manager II (2-2-0-3)
This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. This course emphasizes Novell operating systems. Prerequisite: CIS 174.

CIS 275 Network Management II (2-2-0-3)
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. This course emphasizes Microsoft networking. Prerequisite: CIS 175.

CIS 277 Network Design & Imp (2-2-0-3)
This course focuses on the design, analysis, and integration of a network operating system. Topics include determination of a directory tree structure and object placement, creation of time synchronization strategy, security, and routing services. Upon completion, students should be able to implement a network design strategy, develop a migration strategy, and create a network implementation schedule.
Prerequisite: CIS 274.

CIS 279 UNIX System Admin (3-3-0-4)
This course provides an advanced study of the UNIX operating system for maintaining UNIX systems. Topics include administering user accounts, using back-up utilities, installing and maintaining UNIX file systems, configuring devices, controlling processes, using advanced scripts, and other related topics. Upon completion, students should be able to set up, configure, maintain, and administer a UNIX system.
Prerequisite: CIS 246.

CIS 282 Network Technology (3-0-0-3)
This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company.
Prerequisite: CIS 174, CIS 175, CIS 274 and NET 110.

CIS 286 Systems Analysis & Design (3-0-3)
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.
Prerequisite: CIS 115.

CIS 287 Network Support (2-2-0-3)
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.
Prerequisite: CIS 274 or CIS 275.

CIS 288 Systems Project (1-4-3)
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. Prerequisite: CIS 286.

CRIMINAL JUSTICE

CJC 100 Basic Law Enforcement Training (8-30-18, Ef. Fall 2000)
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination.

CJC 111 Introduction to Criminal Justice (3-0-3)
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer through the Comprehensive Articulation Agreement.

CJC 112 Criminology (3-0-3)
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice (3-0-3)
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography (1-2-2)
This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 120 Interviews/Interrogations (1-2-2)
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations (3-0-3)
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 122 Community Policing (3-0-3)
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law (3-0-3)
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3-0-3)
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections (3-0-3)
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer through the Comprehensive Articulation Agreement.

CJC 212 Ethics & Comm Relations (3-0-3)
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse (3-0-3)
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 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 293 Selected Topics in Criminal Justice (1-4-0-3)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

COOPERATIVE WORK EXPERIENCE

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 Exp Seminar I (1-0-0-1)
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.
Corequisite: COE 111, 112, 113, or 114.

COE 121 Co-op Work Experience II (0-0-10-1)
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

COE 125 Work Experience Seminar II (1-0-0-1)
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.
Corequisite: COE 121 or 122

COMMUNICATIONS

COM 110 Introduction to Communication (3-0-3)
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.

COM 231 Public Speaking (3-0-3)
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

COSMETOLOGY

COS 111 Cosmetology Concepts I (4-0-4) *or*
COS 111A Cosmetology Concepts I A (2-0-2) *and*
COS 111B Cosmetology Concepts I B (2-0-2)
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Corequisite: COS 112.

COS 112 Salon I (0-24-8) *or*
COS 112A Salon I A (0-12-4) *and*
COS 112B Salon I B (0-12-4)
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Corequisite: COS 111.

COS 113 Cosmetology Concepts II (4-0-4) *or*
COS 113A Cosmetology Concepts II A (2-0-2) *and*
COS 113B Cosmetology Concepts II B (2-0-2)
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Corequisite: COS 114.

COS 114 Salon II (0-24-8) *or*
COS 114A Salon II A (0-12-4) *and*
COS 114B Salon II B (0-12-4)
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Corequisite: COS 113.

COS 115 Cosmetology Concepts III (4-0-4) *or*
COS 115A Cosmetology Concepts III A (2-0-2) *and*
COS 115B Cosmetology Concepts III B (2-0-2)
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Corequisite: COS 116.

COS 116 Salon III (0-12-4) *or*
COS 116A Salon III A (0-6-2) *and*
COS 116B Salon III B (0-6-2)
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate_level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Corequisite: COS 115.

COS 117 Cosmetology Concepts IV (2-0-2)
COS 117A Cosmetology Concepts IV (1-0-1)
COS 117B Cosmetology Concepts IV B (1-0-1)
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.
Corequisite: COS 118.

COS 118 Salon IV (0-21-7) *or*
COS 118A Salon IV A (0-12-4) *and*
COS 118B Salon IV B (0-9-3)
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.
Prerequisite: COS 114 or COS 116.
Corequisite: COS 117.

COS 120 Esthetics (1-3-2)
This course covers the concepts and techniques of esthetics. Topics include safety, skin care, makeup, aromatherapy, massage, and superfluous hair removal. Upon completion, students should be able to perform professional skin care and makeup services.

COS 121 Manicure/Nail Technology I (4-6-6)
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Technology II (4-6-6)
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 123 Contemporary Hair Coloring (1-3-2)
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.
Prerequisite: COS 111 or COS 112.

COS 140 Contemporary Design (1-3-2)
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.
Prerequisite: COS 111 or COS 112.

COS 150 Computerized Salon Ops (1-0-1)
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 251 Manicure Instructor Concepts (8-0-8)
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instructor Practicum (0-15-5)
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.
Corequisite: COS 251.

COS 271 Instructor Concepts I (5-0-5)
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.
Corequisite: COS 272.

COS 272 Instructor Practicum I (0-21-7)
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. Corequisite: COS 271.

COS 273 Instructor Concepts II (5-0-5)
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.
Prerequisite: COS 271 or COS 272.
Corequisite: COS 274.

COS 274 Instructor Practicum II (0-21-7)
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.
Prerequisite: COS 271 or COS 272.
Corequisite: COS 273.

COMPUTER SCIENCE

CSC 131 Assembly Programming (2-3-3)
This course introduces assembly language programming with emphasis on program efficiency. Topics include registers, instruction, data types, memory layout, I/O, bit manipulation, debugging, and code considerations. Upon completion, students should be able to create and modify program modules written in an assembly language.

CSC 134 C++ Programming (2-3-3)
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course has been approved for transfer through the Comprehensive Articulation Agreement.
Prerequisite: CIS 115 or CET 110.

CSC 139 Visual BASIC Programming (2-3-3)
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.
Prerequisite: CIS 134.

CSC 141 Visual C++ Programming (2-3-3)
This course introduces event-driven computer programming using the Visual C++ programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C++ language programs.

CSC 148 JAVA Programming (2-3-0-3)
This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, debug JAVA language programs.

CSC 160 Intro to Internet Prog (2-2-0-3)
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

CSC 239 Advanced Visual BASIC (2-3-3)
This course is a continuation of CSC 139 using Visual BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.
Prerequisite: CSC 139.

CSC 241 Advanced Visual C++ (2-3-0-3)
This course is a continuation of CSC 141 using Visual C++ with object-oriented programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. Prerequisite: CSC 141.

CSC 248 Advanced Internet Programming (2-3-3)
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.
Prerequisite: CSC 134, CSC 141 or CSC 148.

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)
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.
Corequisite: CUL 110.

CUL 112 Nutrition for Food Service (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 menu's, 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 Serv Lab (0-2-1)
This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.
Corequisite: CUL 135.

CUL 140 Basic Culinary Skills (2-6-5)
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 160 Baking I (1-4-3)
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

CUL 180 International & America Reg Cuisine (1-8-5)
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.
Prerequisite: CUL 140.

CUL 193 Selected Topics in Culinary (2-2-3)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

CUL 240 Advanced Culinary Skills (1-8-5)
This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.
Prerequisite: CUL 140.

HUMAN SERVICES

DDT 110 Developmental Disabilities (3-0-3)
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. CAD will be introduced with emphasis placed on orthographic and isometric drawing.

DRAMA

DRA 111 Theatre Appreciation (3-0-3)
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

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 e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the beliefs of e-commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Intro to E-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 set up a working e-commerce Internet web site.

ECM 220 E-Commerce Planning & Implementation (2-2-3)
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, web site design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

ECM 230 Capstone Project (1-6-3)
This course provides experience in Electronic Commerce, emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business. Prerequisites: ECM 220.

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 Prin of Microeconomics (3-0-3)
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Prin 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 / EARLY CHILDHOOD

EDU 111 Early Childhood Cred I (2-0-2)
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II (2-0-2)
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 131 Child, Family, & Community (3-0-3)
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I (3-0-3)
This course covers the theories of child development and the developmental sequences of children from conception through the preschool years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II (3-0-3)
This course covers theories of child development and developmental sequences of children from preschool through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance (3-0-3)
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities (3-0-3)
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 Health, Safety, & Nutrition (3-0-3)
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 157 Active Play (2-2-3)
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 161 Intro to Exceptional Child (3-3-0-4)
This course covers exceptional children as learners within the context of the community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.

EDU 175 Introduction to Trade & Industrial Education (3-0-3)
This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emergy trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

EDU 176 Occupation Analysis & Course Development (3-0-3)
This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

EDU 177 Instructional Methods (2-2-3)
This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods.

EDU 178 Facilities Org & Planning (2-2-3)
This course is a study of the problems related to educational facilities planning, layout, and management. Emphasis is placed on applying basic principles to actual projects relating to specific occupational areas. Upon completion, students should be able to lay out an educational facility for an occupational area and develop a plan for the facilities use.

EDU 179 Vocational Student Organizations (3-0-0-3)
This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install offices.

EDU 186 Reading & Writing Methods (3-0-0-3)
This course covers concepts, resources, and methods for teaching reading and writing to school-age 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 developmentally appropriate reading and writing experiences.

EDU 221 Children with Special Needs (3-0-3)
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.
Prerequisites: EDU 144 and EDU 145.

EDU 234 Infants, Toddlers, & Twos (3-0-3)
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Dev & Program (2-0-0-2)
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 240 Work-Based Learning Prac & Te (3-0-0-3)
This course covers definitions and implementation strategies for various work-place learning programs including apprenticeship, cooperative education, entrepreneurship, field trip, internship, mentorship, school-based enterprise, service learning and shadowing. Topics include preparing vocational teachers to guide and involve students in work-based learning programs to help prepare for entry into the workforce. Upon completion, students should be able to work with students to assist with selection and involvement in work-based learning programs for career development.

EDU 259 Curriculum Planning (3-0-3)
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.
Prerequisite: EDU 112 or EDU 113, or EDU 119.

EDU 261 Early Childhood Admin I (2-0-2)
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II (3-0-3)
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.
Prerequisite: EDU 261.

EDU 271 Media Tech for Teachers (2-2-3)
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.

EDU 275 Effective Teacher Training (2-0-0-2)
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 282 Early Childhood Literature (3-0-3)
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 288 Advanced Issues/Early Child Education (2-0-2)
This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

EGR 285 Design Project (0-4-2) This course provides the opportunity to design and construct an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, construction, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate operational projects.

ELECTRICAL

ELC 111 Introduction to Electricity (2-2-3)
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics 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.
Prerequisite: ELC 113.

ELC 117 Motors and Controls (2-6-4)
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
Prerequisites: ELC 111 or 112, or 131.

ELC 128 Introduction to PLC (2-3-3)
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. Students will use a PC to PLC interfact to control industrial devices with a PLC.

ELC 131 DC/AC Circuit Analysis (4-3-5)
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. Laboratory sessions will stress component level breadboarding and require demonstration of competence with a dual trace oscilloscope. Corequisite: MAT 121.

ELECTRONICS ENGINEERING TECHNOLOGY

ELN 131 Electronic Devices (3-3-4)
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. Students will be expected to use semiconductor manuals and interpret manufacturer's data to apply technical specifications to real world problems.
Prerequisites: ELC 112 or ELC 131.

ELN 132 Linear IC Applications (3-3-4)
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot circuits using linear integrated circuits, appropriate techniques and test equipment. Students will be expected to demonstrate use of a semiconductor cross reference manual and appropriate interpretation of manufacturer's technical data.
Prerequisite: ELN 131.

ELN 133 Digital Electronics (3-3-4) This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, 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. The course will conclude with instruction and laboratory activities using PLD's.
Prerequisite: ELC 111, or ELC 112 or ELC 131.

ELN 152 Fabrication Techniques (1-3-2)
This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 229 Industrial Electronics (2-4-4)
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. Specific emphasis will be placed on typical circuitry and process control applications.
Prerequisite: ELC 112 or ELC 131.

ELN 231 Industrial Controls (2-3-3)
This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery. Sensors, transducers and measurement techniques and associated circuitry will be studied, PLC's and 3 phase theory will be introduced.
Prerequisites: ELC 112 or ELC 131.

ELN 232 Introduction to Microprocessors (3-3-4)
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. The course will highlight the interfacing of the microprocessor with PC's Bios Chip Set and operating systems.
Prerequisite: ELN 133.

ELN 233 Microprocessor Systems (3-3-4)
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment. Students will design a Microprocessor based controller and interface an EPROM.
Prerequisite: ELN 232.

ELN 234 Communication Systems (3-3-4)
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment. Techniques of modulation/demodulation of carriers and side band suppression will be emphasized along with wave propagation and fundamental antenna theory.
Prerequisite: ELN 132.

ELN 235 Data Communication System (3-3-4)
This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. The course will conclude with a LAN design, (communication project), using Microsoft NT OS and NOVELL OS with different communication protocols.
Prerequisite: ELN 133.

ELN 257 Telecom Software (2-3-3)
This course covers technical programming to solve telecommunication problems using, C, UNIX, or other application software. Emphasis is placed on modeling and analyzing selected communication circuits. Upon completion, students should be able to program, simulate, and emulate communication circuits.

ELN 258 FCC Commercial License Preparation (3-0-3)
This course provides a review of communications technology and federal regulation covered on the FCC General Class Commercial License examination. Topics include transmitters, receivers, modulation types, antennas, transmission lines, wave propagation, troubleshooting, and FCC regulations. Upon completion, students should be able to demonstrate knowledge of the materials covered and be prepared for the FCC General Class Commercial License examination. Information about private certification exams will also be provided.
Prerequisite: ELN 234.

ELN 264 Advanced Communication (4-3-5)
This course provides an in-depth study of high-frequency RF circuits. Topics include RF, microwave circuits, transmission media, radar and antenna systems, and energy sources. Upon completion, students should be able to explain operating units; safely test, adjust, and troubleshoot systems; and demonstrate and design a simple system. Emphasis will be on microwave and fiber optic communication theory.
Prerequisite: ELN 234.

ELN 275 Troubleshooting (1-2-2)
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics_based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications. Electrical safety and component identification/replacement and substitution will be stressed. Corequisite: ELN 133.

EMERGENCY MEDICAL SCIENCE

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 skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

EMS 120 Intermediate Interventions (2-3-0-3)
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.
Prerequisites: EMS 110.
Corequisites: EMS 121 and EMS 130 and EMS 131.

EMS 121 EMS Clinical Practicum I (0-0-6-2)
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.
Prerequisites: EMS 110.
Corequisites: EMS 120 and EMS 130 and EMS 131.

EMS 130 Pharmacology I for EMS (1-3-0-2)
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.
Prerequisite: EMS 110.
Corequisites: EMS 120 and EMS 130 and EMS 131.

EMS 131 Adv Airway Management (1-2-0-2)
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.
Prerequisite: EMS 110. Corequisites: EMS 120 and EMS 130.

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 Emerg Vehicles & EMS Comm (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 Adv Patient Assessment (1-3-0-2)
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.
Prerequisites: EMS 120 and EMS 130 and EMS 131 and EMS 121.

EMS 220 Cardiology (2-6-0-4)
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.
Prerequisites: EMS 120 and EMS 130 and EMS 131.

EMS 221 EMS Clinical Practicum II (0-0-9-3)
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.
Prerequisites: EMS 121 and COE 111.

EMS 231 EMS Clinical Pract III (0-0-9-3)
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.
Prerequisites: EMS 221 and COE 121.

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)
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.
Prerequisites: EMS 120 and EMS 121.

EMS 241 EMS Clinical Practicum IV (0-0-9-3)
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. Prerequisite: EMS 231.

EMS 250 Advanced Medical Emergencies (2-3-0-3)
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.
Prerequisites: EMS 120 and EMS 130 and EMS 131 and EMS 121.

EMS 260 Advanced Trauma Emergencies (1-3-0-2)
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.
Prerequisites: EMS 120 and EMS 130 and EMS 131 and EMS 121.

EMS 270 Life Span Emergencies (2-2-0-3)
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.
Prerequisites: EMS 120 and EMS 130 and EMS 131.

EMS 285 EMS Capstone (1-3-0-2)
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. Prerequisites: EMS 220 and EMS 250 and EMS 260.

ENGLISH

ENG 060 Speaking English Well (2-0-2)
This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations.

ENG 090 Composition Strategies (3-0-3)
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. Corequisite: ACA 115.

ENG 090A Composition Strategies Lab (0-2-1)
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. Prerequisite: appropriate test score.
Corequisite: ENG 090 and ACA 115.

ENG 095 Reading & Comp Strategies (5-0-0-5)
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, and satisfied the developmental reading and writing prerequisites for ENG 111 and ENG 111A.

ENG 111 Expository Writing (3-0-3)
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.
Prerequisites: ENG 090 and RED 090.

ENG 111A Expository Writing Lab (0-2-1)
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.
Prerequisite: ENG 090 and RED 090.
Corequisite: ENG 111.

ENG 113 Literature-Based Research (3-0-3)
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.
Prerequisites: ENG 111.

ENG 114 Prof Research & Reporting (3-0-3)
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.
Prerequisite: ENG 111.

ENG 125 Creative Writing I (3-0-3)
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.
Prerequisite: ENG 111. Corequisite: ENG 113 or ENG 114.

ENG 126 Creative Writing II (3-0-0-3)
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 pre-major and/or elective course requirement.
Prerequisite: ENG 125.

ENG 131 Introduction to Literature (3-0-3)
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 111. Corequisite: ENG 113 or ENG 114.

ENG 231 American Literature I (3-0-3)
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisites: ENG 113 or ENG 114.

ENG 232 American Literature II (3-0-3)
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 113 or ENG 114.

ENG 233 Major American Writers (3-0-3)
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 113 or ENG 114.

ENG 241 British Literature I (3-0-3)
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 113 or ENG 114.

ENG 242 British Literature II (3-0-3)
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 113 or ENG 114.

ENG 251 Western World Literature I (3-0-3)
This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 113 or ENG 114.

ENG 252 Western World Literature II (3-0-3)
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.
Prerequisite: ENG 113 or ENG 114.

ENG 272 Southern Literature (3-0-3)
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 for transfer through the Comprehensive Articulation Agreement. Prerequisite: ENG 113 or ENG 114.

ENG 274 Literature by Women (3-0-3)
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and 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 for transfer through the Comprehensive Articulation Agreement.
Prerequisite: ENG 113 or ENG 114.

ENVIRONMENTAL SCIENCE

ENV 110 Environmental Science (3-0-0-3)
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)
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

FRE 112 Elementary French II (3-0-3)
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: FRE 111.

FRE 211 Intermediate French I (3-0-3)
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: FRE 112.

FRE 212 Intermediate French II (3-0-3)
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: FRE 211.

GEOGRAPHY

GEO 111 World Regional Geography (3-0-3)
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)
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.

GRAPHICS

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 andprofessional 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)
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.
Prerequisite: GRD 121.

GRD 141 Graphic Design I (2-4-4)
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II (2-4-4)
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. Maximum individual attention is provided and students are encouraged to undertake actual graphic design / advertising assignments for clients.
Prerequisite: GRD 141.

GRD 145 Design Applications I (0-3-1)
This course introduces visual problem solving. Emphasis is placed on application of design principles. Upon completion, students should be able to produce projects utilizing basic design concepts.
Corequisite: GRD 141.

GRD 151 Computer Design Basics (1-4-3)
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

GRD 152 Computer Design Tech I (1-4-3)
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. Prerequisite: GRD 151.

GRD 153 Computer Design Tech II (1-4-3)
This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale. Prerequisites: GRD 152.

GRD 160 Photo Fundamentals I (1-4-3)
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

GRD 230 Technical Illustration (1-3-2)
This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques.
Prerequisite: GRD 121.

GRD 241 Graphic Design III (2-4-4)
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. Prerequisite: GRD 142.

GRD 242 Graphic Design IV (2-4-4)
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.
Prerequisite: GRD 241.

GRD 247 Design Applications IV (0-3-0-1)
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)
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. Prerequisites: GRD 142 and GRD 152.

GRD 281 Design of Advertising (2-0-2)
This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

GERONTOLOGY

GRO 120 Gerontology (3-0-3)
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.
Prerequisite: PSY 150.

HEALTH CARE TECHNOLOGY

HCT 101 Health Care Technology (6-2-6-9)
This course covers the basic skills necessary for employment as a multi_skilled health care worker. Topics include skills necessary for listing as a Nursing Assistant II, basic clerical and dietary functions, communication, medical terminology, and quality control principles. Upon completion, students should be able to perform a variety of skills and assist licensed health care providers.

HCT 102 Basic Phlebotomy and EKG (1-2-3-3)
This course covers the basic skills necessary for performing venipuncture, drawing blood specimens, and performing basic 12-lead electrocardiograms. Topics include venipuncture and finger stick techniques, requirements for common specimen collection, and obtaining a 12_lead EKG. Upon completion, students should be able to perform phlebotomy and EKG skills. Prerequisite: HCT 101.

HCT 104 Restorative Care (1-2-3-3)
This course covers the principles of move, gait, and restoration of function. Topics include range of motion across the life span, improving gait and the ability to transfer, and the use of common assistive devices. Upon completion, students should be able to assist with implementing a plan of care for strengthening muscles, improving mobility, and facilitating transfer.
Prerequisite: HCT 101.

HCT 105 Basic Respiratory Skills (1-2-3-3)
This course covers the basics of oxygenation and ventilation and principles of common therapy to improve oxygenation and ventilation. Topics include common diagnostic procedures and therapeutic modalities used in respiratory care. Upon completion, students should be able to set up and maintain oxygen, perform peak flow diagnostic tests, and collect sputum specimens.
Prerequisite: HCT 101.

HEALTH

HEA 110 Personal Health/Wellness (3-0-3)
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course is approved for transfer through the Comprehensive Articulation Agreement.

HISTORY

HIS 111 World Civilizations I (3-0-3)
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre_modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 112 World Civilizations II (3-0-3)
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 121 Western Civilization I (3-0-3)
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)
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)
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HIS 132 American History II (3-0-3)
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

HEALTH INFORMATION TECHNOLOGY

HIT 110 Health Information Orientation (2-0-0-2)
This course introduces health information management and its role in health care delivery systems. Emphasis is placed on the role and responsibilities of health information professionals in a variety of settings. Upon completion, students should be able to demonstrate an understanding of health information management and health care organizations, professions, and trends.

HIT 112 Health Law & Ethics (3-0-0-3)
This course covers the impact of legal issues on health information management and provides an overview of the judicial system and legislative process. Topics include confidentiality, release of information, record retention, authentication, informed consent, subpoenaed information, security of computerized health information, liability, and legislative trends. Upon completion, students should be able to respond appropriately to requests for health information.

HIT 114 Record Systems/Standards (2-3-0-3)
This course covers basic concepts and techniques for managing and maintaining health record systems. Topics include health record content, qualitative analysis, format, record control, storage, retention, forms design/control, indices and registers, and numbering and filing systems. Upon completion, students should be able to demonstrate an understanding of health record systems, including their maintenance and control.

HIT 122 Directed Practice I (0-0-3-1)
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 124 Directed Practice II (1-0-3-2)
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 210 Health Care Statistics (3-2-0-4)
This course covers maintenance, compilation, analysis, and presentation of health care statistics. Topics include basic statistical principles, morbidity and mortality, commonly computed hospital rates, uniform reporting requirements, and selection and construction of data displays. Upon completion, students should be able to calculate morbidity, mortality, and commonly computed hospital rates; comply with inform reporting requirements; and analyze/present statistical data.
Prerequisites: MAT 110 or MAT 140.

HIT 212 Coding/Classification I (3-3-0-4)
This course is the first of a two-course sequence which provides a foundation in coding and classification systems in a variety of health care settings. Emphasis is placed on ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, information indexing and retrieval, quality control, and coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM.

HIT 214 Coding/Classification II (3-3-0-4)
This course is the second of a two-course sequence which continues the study of coding and classification systems in a variety of health care settings. Topics include classification and coding systems emphasizing ICD-9-CM, HCPCS/CPT-4, reimbursement/billing systems, encoders/groupers, case mix management, and coding's relationship to managed care. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM and HCPCS/CPT-4 codes and apply systems to optimize reimbursement. Prerequisite: HIT 212.

HIT 216 Quality Management (2-2-0-3)
This course introduces principles of quality improvement, utilization management, and risk management in health care. Topics include the continuous quality improvement philosophy, including tools, data analysis/application, and related committee functions; utilization management and risk management; and credentialing, accreditation and regulation. Upon completion, students should be able to apply performance improvement techniques, analyze/display data, apply level of care criteria, and participate in risk management activities.

HIT 218 Management (3-0-0-3)
This course covers management and supervision principles as applied to health care settings. Emphasis is placed on problem-solving and communication skills related to planning, organization, directing, controlling, and budgeting. Upon completion, students should be able to apply management and supervision principles to health care settings.

HIT 220 Computers in Health Care (1-2-0-2)
This course covers basic computer system architecture, file structure, and design for health care settings. Topics include system analysis, design, security, and selection for a variety of hardware environments. Upon completion, students should be able to design, implement, evaluate, and maintain automated information systems in health care.
Prerequisite: CIS 110 or CIS 111.

HIT 222 Directed Practice III (0-0-6-2)
This course provides supervised clinical experience in health care settings. Emphasis is placed on practical application of curriculum concepts to the health care setting. Upon completion, students should be able to apply health information theory to health care facility practices.

HIT 226 Principles of Disease (3-0-0-3)
This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.
Prerequisite: BIO 169.

HIT 280 Professional Issues (2-0-0-2)
This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains, tasks, and subtasks for health information technologies.
Prerequisite: HIT 212.
Corequisite: HIT 214.

HOTEL & 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 115 Housekeeping (3-0-3)
This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

HRM 135 Facilities Management (2-0-2)
This course introduces the basic elements of planning and designing hospitality facilities, including their maintenance and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, and maintenance of hospitality physical plants and equipment.

HRM 140 Hospitality Tourism Law (3-0-3)
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize organizational liability.

HRM 220 Food & Beverage Controls (3-0-3)
This course introduces controls and accounting procedures used in the hospitality industry. Topics include analysis of financial statements, reports, and costs. Upon completion, students should be able to understand and apply food, beverage, and labor cost control systems.
Prerequisite: MAT 110.

HRM 240 Hospitality Marketing (3-0-3)
This course covers planning, organizing, directing, and analyzing the results of marketing programs in the hospitality industry. Emphasis is placed on market segmentation and analysis, product and image development, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to prepare a marketing plan applicable to the hospitality industry.

HRM 280 Hospitality Mgmt Problems (3-0-3)
This course addresses current global, national, and local concerns and issues in the hospitality industry. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to apply hospitality management principles to real challenges facing industry managers.
Prerequisite: HRM 220.

HEALTH SCIENCE

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.
Prerequisites: Enrollment in the HSE program.

HSE 123 Interviewing Techniques (2-2-0-3)
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 Counseling (2-2-0-3)
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.
Prerequisites: PSY 150.

HSE 155 Community Resources Management (2-0-0-2)
This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.

HSE 210 Human Services Issues (2-0-0-2)
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi_faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 212 Group Process II (1-2-0-2)
This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self_awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others.
Prerequisite: HSE 112.

HSE 220 Case Management (2-2-0-3)
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow_up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.
Prerequisite: HSE 110.

HSE 225 Crisis Intervention (3-0-0-3)
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 227 Children & Adolescents in Crisis (3-0-0-3)
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HSE 240 Issues in Client Services (3-0-0-3)
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

HSE 242 Family Systems (3-0-0-3)
This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure. Prerequisite: PSY 150 or SOC 210.

HSE 250 Financial Services (2-0-0-2)
This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance. This course will introduce fundamentals of managed care and grant writing techniques required in the field of Human Services.

HSE 255 Health Problems & Prevent (2-2-0-3)
This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HUMANITIES

HUM 110 Technology and Society (3-0-3)
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 emphasizes and develops students' critical thinking skills. 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)
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.
Prerequisite: ENG 111.

HUM 120 Cultural Studies (3-0-3)
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

HUM 121 The Nature of America (3-0-3)
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 (3-0-0-3)
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)
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 150 American Women's Studies (3-0-0-3)
This course provides an inter_disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. 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)
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 225 Cultural Influences (3-0-0-3)
This course provides an in-depth examination of Western European influences on American culture in music, philosophy, literature, religion, and art. Emphasis is placed on major historical movements of Western Europe and their influences on American culture. Upon completion, students should be able to identify and analyze the significance of Western European contributions to American life. This course has been approved to satisfy the Comprehensive Articulation Agreement premajor and/or elective course requirement.
Prerequisites: ENG 113 or ENG 114 and HIS 111 or HIS 112.

HUM 230 Leadership Development (3-0-0-3)
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. Prerequisite: ENG 111.

ISC 121 Environmental Health & Safety (3-0-0-3)
This course covers workplace environmental, health, and safety issues. 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 issues.

INTERNET TECHNOLOGIES

ITN 110 Intro. to Web Graphics (2-2-0-3)
This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

ITN 120 Intro Internet Multimedia (2-2-0-3)
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.

ITN 130 Web Site Management (2-2-0-3)
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 140 Web Development Tools (2-2-0-3)
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.

ITN 150 Internet Protocols (2-2-0-3)
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols.

ITN 160 Principles of Web Design (2-2-0-3)
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 170 Intro to Internet Databases (2-2-0-3)
This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 180 Active Server Programming (2-2-0-3)
This course introduces Active Server Programming. Topics include Jscript, VBScript, HTML forms processing, and the Active Server Object Model. Upon completion, students should be able to create and maintain Active Server applications.

ITN 210 Advanced Web Graphics (2-2-0-3)
This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics that are optimized for size and graphic file type, properly converted from digitized sources and create useful animated graphics.
Prerequisite: ITN 110.

ITN 220 Adv Intenet Multimedia (2-2-0-3)
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.
Prerequisite: ITN 120.

ITN 230 Intranets (2-2-0-3)
This course covers the setting up of Intranets. Topics include selection of server hardware and software, selection of client applications, security, conversion of existing data to Web based formats, Intranet applications and administration. Upon completion, students should be able to setup a corporate or institutional Intranet. Prerequisite: ITN 130.

ITN 240 Internet Security (2-2-0-3)
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

ITN 250 Implement Internet Serv (2-2-0-3)
This course covers the setup and configuration of news, mail, ftp, and WWW services. Topics include selection and installation of software to support common Internet services and related topics. Upon completion, students should be able to install and configure the most commonly used Internet service software.

ITN 260 Intro to E-Commerce (2-2-0-3)
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 e-commerce Internet web site.

ITN 270 Adv Internet Databases (2-2-0-3)
This is the second of two courses on internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.
Prerequisites: ITN 170.

ITN 280 Unix Internet Prog (2-2-0-3)
This course presents advanced concepts and features of the UNIX operating system as they pertain to Internet programming. Topics will include process control, shell-programming and scripts, advanced search techniques, power user utilities and programming for Internet service maintenance. Upon completion, students should be able to successfully perform various Internet-related UNIX programming tasks.

PARALEGAL

LEX 110 Intro 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 regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand 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)
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.
Prerequisite: LEX 120.

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 pre-litigation matters and preparation of pleadings and motions.

LEX 141 Civil Litigation II (2-2-3)
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, pretrial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170 Administrative Law (2-0-2)
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 180 Case Analysis & Reasoning (1-2-2)
This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is placed on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions and prepare legal memoranda, briefs, and other legal documents.
Corequisite: LEX 120.

LEX 192 Selected Topics in Paralegal Technology (2-0-2)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

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)
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.
Prerequisite: LEX 210.

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 (2-0-2)
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 280 Ethics & Professionalism (2-0-2)
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

MASONRY

MAS 110 Masonry I (5-15-10)
This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120 Masonry II (5-15-10 - Ef. Fall 2000)
This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130 Masonry III (6-6-8)
This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MATH

MAT 050 Basic Math Skills (3-2-4)
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics (3-2-4)
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra (3-2-4)
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.
Prerequisite: MAT 060.
Corequisite: RED 080.

MAT 080 Intermediate Algebra (3-2-4)
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.
Prerequisite: MAT 070.
Corequisite: RED 080.

MAT 095 Algebraic Concepts (3-0-3)
This course covers algebraic concepts with an emphasis on applications. Topics include linear, quadratic, absolute value, rational and radical equations, sets, real and complex numbers, exponents, graphing, formulas, polynomials, systems of equations, inequalities, and functions. Upon completion, students should be able to apply the above topics in problem solving using appropriate technology. This course, taught on the campus of Western Carolina University, is designed for students needing developmental coursework who are dually enrolled at WCU and SCC.

MAT 101 Applied Mathematics I (2-2-0-3)
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.
Prerequisite: MAT 060.

MAT 110 Mathematical Measurement (2-2-3)
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.
Prerequisite: MAT 070 or satisfactory placement test scores.

MAT 115 Mathematical Models (2-2-3)
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.
Prerequisite: MAT 070 or satisfactory placement test scores.

MAT 121 Algebra/Trigonometry I (2-2-3)
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions, complex numbers; descriptive statistics; 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.
Prerequisite: MAT 070 or satisfactory placement test scores.

MAT 122 Algebra/Trigonometry II (2-2-3)
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis 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.
Prerequisite: MAT 121.

MAT 140 Survey of Mathematics (3-0-3)
This course provides an introduction in a nontechnical setting to selected topics in mathematics. Topics 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.
Prerequisite: MAT 070 or satisfactory placement test scores.

MAT 151 Statistics I (3-0-3)
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: MAT 080 or satisfactory placement test scores.
Corequisite: MAT 151A

MAT 151A Statistics I Lab (0-2-1)
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: MAT 080. Corequisite: MAT 151.

MAT 171 Precalculus Algebra (3-0-0-3)
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.
Prerequisite: MAT 080. Corequisite: MAT 171A.

MAT 171A Precalculus Algebra Lab (0-2-0-1)
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 pre_major and/or elective course requirement.
Prerequisite: MAT 080. Corequisite: MAT 171.

MAT 172 Precalculus Trigonometry (3-0-0-3)
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, and vectors. 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.
Prerequisite: MAT 171.
Corequisite: MAT 172A.

MAT 172A Precalculus Trig Lab (0-2-0-1)
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 pre_major and/or elective course requirement.
Prerequisite: MAT 171.
Corequisite: MAT 172.

MAT 271 Calculus I (3-2-4)
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: MAT 171 and MAT 172.

MAT 272 Calculus II (3-2-4)
This course provides a rigorous treatment of integration and is the second calculus course in a three_course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Prerequisite: MAT 271.

MEDICAL RELATED

MED 118 Medical Law and Ethics (2-0-2)
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 (3-0-3)
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 (3-0-3)
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
Prerequisite: MED 121.

MED 182 CPR First Aid & Emergency (1-2-2)
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.

MARKETING

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.

MEDICAL LABORATORY TECHNOLOGY

MLT 110 Introduction to MLT (2-3-3)
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

MLT 111 Urinalysis & Body Fluids (1-3-2)
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 & Med Terminology (5-0-0-5)
This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.

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 216 Professional Issues (0-2-0-1)
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)
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. Prerequisite: Enrollment in the Medical Laboratory Technology program.

MLT 240 Special Clin Microbiology (2-3-0-3)
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. Prerequisite: MLT 140.

MLT 251 MLT Practicum I (0-0-3-1)
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 254 MLT Practicum I (0-0-12-4)
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 264 MLT Practicum II (0-0-12-4)
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 273 MLT Practicum III (0-0-9-3)
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

MLT 274 MLT Practicum III (0-0-12-4)
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

THERAPEUTIC MASSAGE

MTH 110 Massage Therapy I (6-12-0-10)
This course introduces concepts basic to the role of the massage therapist. Emphasis is placed on massage theory and techniques of Swedish Massage and therapeutic touch. Important components covered in this course include, basic anatomy and physiology, medical terminology, palpation skills, historical and professional roles of the massage therapist, professional communication skills, equipment, supplies and environment, concepts and principles of massage application and the application of Swedish Massage. The student also becomes certified in CPR and first aid.
Corequisites: BIO*163 or MED*120 or MED*121

MTH 120 Massage Therapy II (6-12-0-10)
This course provides an expanded knowledge and skill base for the massage therapist. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion of this course, the student should be able to perform fundamental entry level massage therapy techniques in the following areas-chair massage, reflexology, sports, and infant massage. 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.
Prerequisites: MTH*110

MTH 125 Massage Therapy III (2-0-0-2)
This course is designed to explore issues related to the practice of massage therapists. Emphasis is placed on ethical, legal, and professional issues. Upon completion of this course, the student should be able to discuss issues relating to the practice of massage therapy. This course also focuses on the North Carolina Laws, Rules and Regulations specific to the practice of massage and bodywork.
Prerequisites: MTH*120

MUSIC

MUS 110 Music Appreciation (3-0-3)
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

NETWORKING

NET 110 Data Communication/Networking (2-2-3)
This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 125 Routing and Switching I (1-4-0-3)
This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

NET 126 Routing and Switching II (1-4-0-3)
This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses. Prerequisite: NET 125.

NET 225 Adv Router & Switching I (1-4-0-3)
This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.
Prerequisite: NET 126.

NET 226 Adv Router & Switching II (1-4-0-3)
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, channels, and function groups, describe the Spanning Tree protocol.
Prerequisite: NET 225.

NURSING

NUR 101 Practical Nursing I (7-6-6-11)
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.

NUR 102 Practical Nursing II (8-0-12-12)
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.

NUR 103 Practical Nursing III (6-0-12-10)
This course focuses on use of 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.

NUR 115 Fundamentals of Nursing (2-3-6-5)
This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health. Students will apply theoretical knowledge and basic skills in on-campus laboratory and Long Term Care facilities. Prerequisites: Admission to the Associate Degree Nursing Program. Corequisites: NUR 117, BIO 168, ENG 111

NUR 117 Pharmacology (1-3-0-2)
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.
Prerequisites: Admission to the Associate Degree Nursing Program; or by permission of Program Director. Corequisite: NUR 115.

NUR 118 Nutrition/Diet Therapy (2-0-0-2)
This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.
Prerequisites: NUR 115, NUR 117, NUR 133, NUR 135; or by permission of the Program Director.
Corequisites: NUR 125, ENG 114

NUR 125 Maternal-Child Nursing (5-3-6-8)
This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness_illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families. Students will apply theoretical knowledge and skills in a variety of community settings.
Prerequisite: NUR 115, NUR 117, NUR 133, NUR 135.
Corequisite: ENG 114, NUR 118

NUR 133 Nursing Assessment (2-3-0-3)
This course provides theory and application experience for performing nursing assessment of individuals . Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.
Prerequisite: NUR 115, NUR 117; or by permission of Program Director. Corequisite: NUR 135.

NUR 135 Adult Nursing I (5-3-9-9)
This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health. Students will apply theoretical knowledge and skills in a variety of community settings.
Prerequisites: NUR 115, NUR 117
Corequisites: NUR 133, BIO 169, PSY 150.

NUR 185 Mental Health Nursing (3-0-6-5)
This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs. Clinical experience emphasizes observation and communication within acute care facilities and mental health agencies.
Prerequisites: NUR 115, NUR 125, NUR 135, PSY 150.
Corequisites: NUR 188, BIO 175, COM 110 or COM 231 (or ENG 115)

NUR 188 Nursing in the Community (1-0-6-3)
This course to introduces concepts and practices of community-based nursing care across the life span. Topics include home care history, agency regulation/standards, nurse's roles, the interdisciplinary team, and the application of nursing care to the community setting. Upon completion, students should be able to provide nursing care, manage nursing care, and function as a member of the discipline in home health care.
Prerequisites: NUR 115, NUR 125, NUR 135
Corequisites: NUR 185, BIO 175, COM 110 or COM 231 (or ENG 115)

NUR 189 Nursing Transition (1-3-0-2)
This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student. Prerequisite: A current unencumbered N.C. license as a Practical Nurse.

NUR 235 Adult Nursing II (4-3-15-10)
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health. The student is provided an opportunity to develop leadership skills through planning, directing and evaluation total patient care.
Prerequisites: NUR 115, NUR 125, NUR 135, NUR 185
Corequisites: NUR 255, HUM elective.

NUR 255 Professional Issues (3-0-0-3)
This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.
Prerequisites: NUR 115, NUR 125, NUR 135, NUR 185
Corequisites: NUR 235, HUM elective

NUTRITION

NUT 110 Nutrition (3-0-3)
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OUTDOOR LEADERSHIP

ODL 110 Intro to Outdoor Leadership (2-2-3)
This course is an introduction to the field of outdoor leadership, it's 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 (2-2-3)
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 121 Challenge Course Facilitation (1-4-3)
This course provides a focus on the approaches to challenge course technical facilitation. Emphasis is placed on the setup, 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 126 Wilderness First Responder (3-3-4)
This course provides the individual with the skills necessary to handle medical emergencies in situations such as backcountry extended care and swift water rescue. Emphasis is placed on the safety and sound judgment in medical and life threatening emergencies through the use of lecture and hands-on simulations. Upon completion, the students will have the professional training necessary to handle medical emergencies in the backcountry.

ODL 130 Water Based Activities I (1-6-3)
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 student should be proficient in basic boating skills and safety techniques.

ODL 135 Land Based Activities I (1-6-3)
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 (1-9-4)
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 students 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 210 Water Based Activities II (1-6-3)
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. Prerequisites: ODL*126 and ODL*130

ODL 212 Land Based Activities II (1-6-3)
This course is a continuation of ODL 135 and develops knowledge, techniques, approaches, and experiential methodology for teaching and leadership skills in all aspects of land based activities of orienteering, hiking, camping, backpacking, etc. Upon completion, the students should be able to lead and instruct groups in safe land based programs.
Prerequisites: ODL*126 and ODL*135

ODL 215 Admin & Policy Public Lands (3-0-3)
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 (1-4-3)
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 (2-2-3)
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 (1-9-4)
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 (1-3-2)
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 (1-3-2)
This course provides an introduction to spelunking. Emphasis is placed on developing the technical skills, safety techniques, and leadership abilities associated with caving. Upon completions of this course, the students should be able to safely perform and lead a group in this activity.

ODL 250 Biking (1-3-2)
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 (1-4-3)
This course is a continuation of ODL 120 and provides the student with the additional skills for the effective management of challenge courses. Emphasis is placed on group management, facility inspection, and advanced rescue techniques. On completion the student will have the skills necessary to lead and maintain challenge course events and facilities.
Prerequesite: ODL*120

ODL 265 Raft Guide Training (1-2-2)
The 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. On completion, students will have the training necessary for leading safe raft trips.

ODL 270 Swift Water Rescue (0-2-1)
This course provides the student with skills needed to perform rescues in a swift water environment. Emphasis is placed on river hydrology, rigging, swimming, and rescue techniques focusing on both classroom and intensive practice drills. On completion, the student will have the skills necessary to appropriately respond to a swift water emergency.

ODL 280 Desert/Alpine (1-6-3)
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.
Note: ODL 225 not in Common Course Library. ODL 215 Administration & Policy of Public Lands, not Environmental Issues

ODL 298 Seminar in Outdoor Leadership (1 - 3 - 2)
This course is designed for advanced students in outdoor leadership as a culmination to their educational experience. Topics will include areas of specialization in outdoor leadership, preparation of a portfolio and prepare the student for employment in the outdoor industry. Upon completion, the student will be able to articulate how outdoor leadership and experiential education can be integrated into future employment opportunities.

OFFICE SYSTEMS TECHNOLOGY

OST 080 Basic Keyboarding (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 122 Office Computations (1-2-2)
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.
Prerequisite or corequisite: MAT 115.

OST 131 Keyboarding (1-2-2)
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building (1-2-0-2)
This course provides accuracy- and speed-building drills. 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.

OST 134 Text Entry & Formatting (2-2-3)
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.
Prerequisite: OST 131.

OST 136 Word Processing (1-2-2)
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.
Prerequisite: keyboarding skills.

OST 137 Office Software Application (1-2-0-2)
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.

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.
Prerequisite: OST 134.

OST 171 Intro to Virtual Office (2-2-0-3)
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 communicating electronically as well as theunique procedures and logistics for conducting business in the virtual office. Upon completion, students will knowthe vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

OST 184 Records Management (1-2-0-2)
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.

OST 192 Selected Topics in Office Technology (1-3-2)
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

OST 223 Machine Transcription I (1-2-2)
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.
Prerequisite: OST 134, OST 136 and OST 164.

OST 233 Office Publications Design (2-2-0-3)
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.
Prerequisites: OST 136

OST 236 Advanced Word/Information Proc (2-2-3)
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. Prerequisite: OST 136.

OST 271 Office Web Technologies(2-2-0-3)
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 communicating 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.

OST 272 Virtual Office Capstone (1-2-0-2)
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.

OST 284 Emerging Technologies (1-2-0-2)
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 289 Office Systems Management (2-2-3)
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.
Prerequisite: OST 164 and 236 and 122 and BUS 260.

OCCUPATIONAL THERAPY ASSISTANT

OTA 110 Fundamentals of OT (2-3-0-3)
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference. Corequisite: BIO 168.

OTA 120 OT Media I (1-3-0-2)
This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.
Corequisite: OTA 110.

OTA 130 Assessment Skills (2-3-0-3)
This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.
Corequisite: OTA 110.

OTA 140 Professional Skills I (0-3-0-1)
This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling. Corequisite: OTA 110.

OTA 150 Life Span Skills I (2-3-0-3)
This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.
Corequisites: PSY 241 and OTA 170.

OTA 161 Fieldwork I-Placement 1 (0-0-3-1)
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisite: OTA 120 or OTA 140. Corequisite: OTA 130.

OTA 162 Fieldwork I-Placement 2 (0-0-3-1)
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisite: OTA 120 or OTA 140. Corequisite: OTA 130.

OTA 163 Fieldwork I-Placement 3 (0-0-3-1)
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors. Prerequisite: OTA 120 or OTA 140. Corequisite: OTA 130.

OTA 170 Physical Dysfunction (2-3-0-3)
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Corequisite: OTA 130.

OTA 180 Psychosocial Dysfunction (2-3-0-3)
This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts. Prerequisite: PSY 281. Corequisite: OTA 130.

OTA 220 OT Media II (1-6-0-3)
This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.
Prerequisite: OTA 120 or OTA 130.

OTA 225 OT Media III (1-3-0-2)
This course provides additional training in recognizing the therapeutic value of and using a wide variety of craft and work activities. Emphasis is placed on intensive exposure to crafts and work activities as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform a variety of work and craft_related activities with therapeutic value. Crafts and culture of the Appalachian region and the eastern band of the Cherokee nation are studied.
Prerequisite: OTA 120.

OTA 240 Professional Skills II (0-3-0-1)
This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.
Prerequisite: OTA 140.

OTA 245 Professional Skills III (0-3-0-1)
This course provides preparation for Fieldwork II experiences using skills/knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, resume production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to independently complete employment-seeking activities and provide in-service training.
Prerequisite: OTA 240.

OTA 250 Life Span Skills II (2-3-0-3)
This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings.
Corequisites: PSY 241, OTA 170, or OTA 180.

OTA 260 Fieldwork II-Placement 1 (0-0-18-6)
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. Corequisites: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 261 Fieldwork II-Placement 2 (0-0-18-6)
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice. Corequisite: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 280 Professional Transitions (0-2-0-1)
This course provides closure to the educational program following Fieldwork II placements. Emphasis is placed on portfolio development and presentation, program evaluation, Fieldwork II experience analysis and synthesis, and final preparation for the certification examination. Upon completion, students should be able to enter the OT work force with supportive documentation demonstrating progress toward meeting critical competencies set forth by the curriculum.
Prerequisite: OTA 260 or OTA 261.
Corequisite: Enrollment in either OTA 260 or OTA 261.

PHLEBOTOMY

PBT 100 Phlebotomy Technology (5-2-0-6)
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.
Corequisite: PBT 101.

PBT 101 Phlebotomy Practicum (0-0-9-3)
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.
Corequisite: PBT 100.

PHYSICAL EDUCATION

PED 110 Fit and Well for Life (1-2-2)
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 111 Physical Fitness I (0-3-1)
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 117 Weight Training I (0-3-1)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 118 Weight Training II (0-3-1)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. Prerequisite: PED 117. This course has been approved for transfer through the Comprehensive Articulation Agreement.

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 pre-major 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 pre-major and/or elective course requirement.

PED 125 Self-Defense-Beginning (0-2-1)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for transfer through the Comprehensive Articulation Agreement.

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 for transfer through the Comprehensive Articulation Agreement.

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 for transfer through the Comprehensive Articulation Agreement.

PED 137 Badminton (0-2-1)
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 139 Bowling-Beginning (0-2-1)
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 143 Volleyball-Beginning (0-2-1)
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 145 Basketball-Beginning (0-2-1)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 162 Angling (0-2-1)
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 171 Nature Hiking (0-2-1)
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for transfer through the Comprehensive Articulation Agreement.

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 for transfer through the Comprehensive Articulation Agreement.

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 for transfer through the Comprehensive Articulation Agreement.

PED 183 Folk Dancing (0-2-1)
This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 184 Square Dancing I (0-2-1)
This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PED 185 Square Dancing II (0-2-1)
This course includes additional variations and forms of square dancing. Topics include such routines as turns, grand swing, triple trades, wheel and deal, T-cup chain, and arky change. Upon completion, students should be able to demonstrate and perform country and western square dance routines. This course has been approved for transfer through the Comprehensive Articulation Agreement.
Prerequisite: PED 184.

PED 259 Prev & Care Ath Injuries (1-2-2)
This course provides information on the prevention and care of athletic injuries. Topics include safety devices, taping, therapeutic techniques, and conditioning exercises. Upon completion, students should be able to demonstrate proper preventive measures and skills in caring for athletic injuries. This course has been approved for transfer through the Comprehensive Articulation Agreement.

PHILOSOPHY

PHI 210 History of Philosophy (3-0-3)
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao_Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: ENG 111.

PHYSICS

PHY 110 Conceptual Physics (3-0-3)
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

PHY 110A Conceptual Physics Lab (0-2-1)
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.
Corequisite: PHY 110.

PHY 131 Physics-Mechanics (3-2-4)
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.
Prerequisite: MAT 121 or MAT 161.

PLUMBING

PLU 110 Modern Plumbing (4-15-9)
This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 120 Plumbing Applications (4-15-9)
This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 Plumbing Systems (3-9-6)
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 Intro to Plumbing Codes (1-2-2)
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 Plumbing Diagrams (1-2-2)
This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

POLITICAL SCIENCE

POL 110 Introduction to Political Science (3-0-3)
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

POL 120 American Government (3-0-3)
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.

PRINTING

PRN 155 Screen Printing I (1-3-2)
This course covers screen printing techniques and materials. Topics include methods, materials, design, and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects.

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)
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 will apply the general psychological principles under review to discussions of human relations in the workplace and in everyday life. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

PSY 237 Social Psychology (3-0-0-3)
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.
Prerequisites: PSY*150 or SOC*210

PSY 241 Developmental Psychology (3-0-3)
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.
Prerequisite: PSY 150.

PSY 255 Intro to Exceptionality (3-0-3)
This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.
Prerequisite: PSY 150.

PSY 265 Behavioral Modification (3-0-3)
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive_behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.
Prerequisite: PSY 150.

PSY 281 Abnormal Psychology (3-0-3)
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.
Prerequisite: PSY 150.

PHYSICAL THERAPIST ASSISTANT

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)
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.
Corequisite: PTA 140.

PTA 130 Physical Therapy Procedure I (1-6-0-3)
This course covers superficial thermal agents, massage, ultrasound, and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of heat, cold, ultrasound, massage, and documentation. Upon completion, students should be able to safely, correctly, and effectively apply these techniques and procedures.
Corequisite: PTA 110.

PTA 140 Therapeutic Exercise (2-6-0-4)
This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.
Corequisite: PTA 120.

PTA 150 Physical Therapy Procedure II (1-6-0-3)
This course, a continuation of PTA 130, emphasizes the theory and practice of electrotherapy, ultraviolet, hydrotherapy, wound and burn care, and deep heating modalities. Topics include application of deep heating modalities, aquatic therapy, edema reduction, high and low frequency currents, and biofeedback. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.
Prerequisite: PTA 130.

PTA 160 Physical Therapy Proc III (2-3-0-3)
This course introduces treatment and measurement techniques and discusses treatment programs for neuromusculoskeletal dysfunction and injury. Topics include soft tissue and joint dysfunction; assessment of girth, volume, length, sensation, pain, and muscle strength; and selected exercise programs. Upon completion, students should be able to measure strength and joint motion and identify methods to assess sensation, pain, volume, girth, length, and gait abnormalities.
Prerequisite: PTA 150.

PTA 170 Pathophysiology (3-0-0-3)
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

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)
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.
Prerequisite: PTA 160.

PTA 250 Advanced Massage for PTA (0-3-0-1)
This course is a survey of advanced massage techniques. Topics include lymphatic drainage and selected soft tissue techniques. Upon completion, students should be able to demonstrate safe and correct application of selected advanced massage techniques.

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)
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.
Prerequisite: PTA 180.

PTA 270 PTA Topics (1-0-0-1)
This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

PTA 280 PTA Issues I (1-0-0-1)
This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-departmental experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills.

PTA 282 PTA Issues II (0-3-0-1)
This course introduces the concept of extremity joint mobilization techniques and encourages attainment of basic competence. Topics include joint mobilization grades and techniques for all peripheral joints and general understanding of basic skill competencies. Upon completion, students should be able to perform safe and effective mobilization techniques.

RADIOGRAPHY

RAD 110 Radiography Introduction & Patient Care (2-3-0-3)
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.
Corequisites: RAD 111, RAD 151.

RAD 111 RAD Procedures I (3-3-0-4)
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.
Corequisites: RAD 110, RAD 151.

RAD 112 RAD Procedures II (3-3-0-4)
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.
Prerequisite: RAD 110 or RAD 111 or RAD 151.
Corequisites: RAD 121, RAD 161.

RAD 121 Radiographic Imaging I (2-3-0-3)
This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Additional topics include: film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.
Prerequisite: RAD 110 or RAD 111 or RAD 151.

RAD 122 Radiographic Imaging II (1-3-0-2)
This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Additional topics include: density, contrast, recorded detail, distortion, and quality assurance. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.
Prerequisite: RAD 112 or RAD 121 or RAD 161.

RAD 131 Radiographic Physics I (1-3-0-2)
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.
Prerequisite: RAD 112 or RAD 121 or RAD 161.
Corequisites: RAD 122, RAD 171.

RAD 151 RAD Clinical Education I (0-0-6-2)
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Corequisites: RAD 110, RAD 111.

RAD 161 RAD Clinical Education II (0-0-15-5)
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Prerequisite: RAD 110 or RAD 111 or RAD 151.
Corequisites: RAD 112, RAD 121.

RAD 171 RAD Clinical Education III (0-0-12-4)
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Prerequisite: RAD 112 or RAD 121 or RAD 161.
Corequisites: RAD 122, RAD 131.

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)
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.
Prerequisite: RAD 122.
Corequisites: RAD 231, RAD 241, RAD 251.

RAD 231 Radiographic Physics II (1-3-0-2)
This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.
Prerequisite: RAD 171.
Corequisites: RAD 211, RAD 241, RAD 251.

RAD 241 Radiation Protection (2-0-0-2)
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.
Prerequisites: RAD 122 or RAD 131 or RAD 171.
Corequisites: RAD 211, RAD 231, RAD 251.

RAD 245 Radiographic Analysis (2-3-0-3)
This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.
Prerequisite: RAD 251.
Corequisite: RAD 261.

RAD 251 RAD Clinical Education IV (0-0-21-7)
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Prerequisite: RAD 122 or RAD 131 or RAD 171.
Corequisites: RAD 211, RAD 231, RAD 241.

RAD 261 RAD Clinical Education V (0-0-21-7)
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Prerequisite: RAD 251.
Corequisite: RAD 245.

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)
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.
Prerequisite: RCP 110.

RCP 112 Patient Management (3-3-0-4)
This course provides entry-level skills in adult/pediatric mechanical ventilation and respiratory care procedures in traditional and alternative settings. Emphasis is placed on therapeutic modalities and physiological effects of cardiopulmonary rehabilitation, home care, mechanical ventilation, and monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.
Prerequisite: RCP 111.

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.
Prerequisites: BIO 163 or BIO 168 and BIO 169.

RCP 115 C-P Pathophysiology (2-0-0-2)
This course introduces the etiology, pathogenesis, and physiology of cardiopulmonary diseases and disorders. Emphasis is placed on clinical signs and symptoms along with diagnoses, complications, prognoses, and management. Upon completion, students should be able to demonstrate competence in these concepts through written evaluations.
Prerequisites: BIO 168 and BIO 169.

RCP 136 RCP Clinical Practice I (0-0-18-6)
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Corequisite: RCP 110.

RCP 146 RCP Clinical Practice II (0-0-18-6)
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisite: RCP 110. Corequisite: RCP 111.

RCP 210 Critical Care Concepts (3-3-0-4)
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the study of mechanical ventilation, underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations.

RCP 211 Advanced Monitoring/Procedures (3-3-0-4)
This course includes advanced information gathering and decision making for the respiratory care professional. Topics include advanced cardiac monitoring and special procedures. Upon completion, students should be able to evaluate, design, and recommend appropriate care plans through written and laboratory evaluations.
Prerequisite: RCP 210.

RCP 212 Home Care/Rehabilitation (2-0-0-2)
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. Prerequisites: RCP*111

RCP 214 Neonatal/Ped's RC (1-3-0-2)
This course provides in-depth coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on neonatal and pediatric pathophysiology and on the special therapeutic needs of neonates and children. Upon completion, students should be able to demonstrate competence in these concepts through written and laboratory evaluations. Prerequisite: RCP 111.

RCP 215 Career Prep-Adv Level (0-3-0-1)
This course provides preparation for employment and the advanced-level practitioner credentialing exam. Emphasis is placed on review of the NBRC Advanced-Level Practitioner Exam and supervision and management. Upon completion, students should be able to successfully complete the appropriate self-assessment examinations and meet the requirements for employment.

RCP 222 Special Practice Lab (0-2-0-1)
This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

RCP 223 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 237 RCP Clinical Practice IV (0-0-21-7)
This course provides advanced practitioner clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. Prerequisite: RCP 111. Corequisite: RCP 210.

READING

RED 090 Improved College Reading (3-2-4)
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.
Prerequisite: RED 080.

RELIGION

REL 110 World Religions (3-0-3)
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

REAL ESTATE

RLS 112 Real Estate Fundamentals (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 real estate sales.

RLS 113 Real Estate Mathematics (2-0-2)
This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 115 Real Estate Finance (2-0-2)
This course provides advanced instruction in financing real estate transactions and real property valuation. Topics include sources of mortgage funds, financing instruments, mortgage types, loan underwriting, essential mathematics, and property valuation. Upon completion, students should be able to demonstrate knowledge of real estate finance necessary to act as real estate brokers.
Prerequisites: RLS 112 .

RLS 116 Real Estate Law (2-0-2)
This course provides advanced instruction in legal aspects of real estate brokerage. Topics include property ownership and interests, brokerage relationships, agency law, contracts, settlement statements, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate knowledge of laws relating to real estate brokerage necessary to act as real estate brokers.
Prerequisites: RLS 112 or current Real Estate license.

RLS 117 Real Estate Brokerage (4-0-4)
This course provides basic instruction in the various real estate brokerage operations, including trust account records and procedures. Topics include establishing a brokerage firm, management concepts and practices, personnel and training, property management, advertising and publicity, records and bookkeeping systems, and financial operations. Upon completion, students should be able to establish, operate, and manage a realty brokerage practice in a manner which protects and serves the public interest. Prerequisites: RLS 112 .

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.

SAB 125 SAB Case Management (2-2-0-3)
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.
Prerequisite: SAB 120.

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.
Prerequisite: PSY 150.

SAB 210 Substance Abuse Counseling (2-2-0-3)
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 220 Group Techniques/Therapy (2-2-0-3)
This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.
Prerequisite: HSE 112.

SAB 240 SAB Issues in Client Service (3-0-3)
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.

SOCIOLOGY

SOC 210 Introduction to Sociology (3-0-3)
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SOC 213 Sociology of the Family (3-0-3)
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse 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..

MEDICAL SONOGRAPHY

SON 110 Intro to Sonography (1-3-0-3)
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics (3-3-0-4)
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. Prerequisite: SON 110.

SON 120 SON Clinical Ed I (0-0-15-5)
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. Prerequisite: SON 110.

SON 121 SON Clinical Ed II (0-0-15-5)
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.
Prerequisite: SON 120.

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)
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.
Prerequisite: SON 130.

SON 140 Gynecological Sonography (2-0-0-2)
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. Prerequisite: SON 110.

SON 220 SON Clinical Ed III (0-0-24-8)
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.
Prerequisite: SON 121.

SON 225 Case Studies (0-3-0-1)
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. Prerequisite: SON 110.

SON 241 Obstetrical Sonography I (2-0-0-2)
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.
Prerequisite: SON 110.

SON 242 Obstetrical Sonography II (2-0-0-2)
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. Prerequisite: SON 241.

SON 250 Vascular Sonography (1-3-0-2)
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. Prerequisite: SON 111.

SPANISH

SPA 111 Elementary Spanish I (3-0-3)
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

SPA 112 Elementary Spanish II (3-0-3)
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: SPA 111.

SPA 211 Intermediate Spanish I (3-0-3)
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: SPA 112.

SPA 212 Intermediate Spanish II (3-0-3)
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.
Prerequisite: SPA 211.

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 112 Basic Welding Processes (1-3-2)
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.
Prerequisite: WLD 110.

WLD 115 SMAW (Stick) Plate (2-9-5)
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.
Prerequisite: WLD 110.

WLD 121 GMAW (MIG) FCAW/Plate (2-6-4)
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.
Prerequisite: WLD 110.

WLD 131 GTAW (TIG) Plate (2-6-4)
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.
Prerequisite: WLD 110.

Summary of Performance Measures and Standards (*2001 Report)*

Performance Measure	Standard	SCC Results	Met Standard
Progress of basic skills students	75% must demonstrate progress	78%	Yes
Pass rates on licensure/certification exams by first-time test takers	80% overall passing rate, plus no exam lower than 70%	Overall Passing rate of 83%; 2 exams lower than 70 %	No
Goal completion for completers and noncompleters	90% must indicate they met their goals	93%	Yes
Employment status of graduates	90% employed, with adjustment based upon unemployment rate within college service area	100%	Yes
Performance of college transfer students	84% of college transfer students will have GPA equal to a 2.0 after two semesters at a UNC institution	74%	No
Passing rates in developmental courses	70% of students completing a developmental course will have a grade of "C" or higher	77%	Yes
Success rate of developmental students in subsequent college-level courses	No statistically significant difference in the performance of developmental students as compared to non-developmental students	No statistically significant difference	Yes
Satisfaction of completers and noncompleters with programs and services of the college	85% will report being satisfied with the quality of the programs and services of the college	95%	Yes
Curriculum student retention & Graduation rates	60% of fall semester cohort will graduate or will still be enrolled the following fall semester	67%	Yes
Employer satisfaction	85% of employers will report satisfaction with skills of employees trained/educated by college	Actual results not available	Yes
Business/Industry satisfaction with customized training	85% of businesses/industries surveyed will report satisfaction with the services provided by the college	98%	Yes
Program unduplicated enrollment students	3-year average annual headcount of at least 10 had 3-year average annual	94% of SCC programs headcount of 10 or greater	No

For additional information on Performance Measures and Standards, visit www.ncccs.cc.nc.us/Keith_Brown/Planning/perfmas.pdf

Continuing Education

- Preregistration/Enrollment
- Cost
- Course Repetition
- Refund Policy
- Certification Guarantee
- Cashiers Center
- Cherokee/Swain Centers
- Jackson Campus
- Macon Center
- Public Safety Training Center



Continuing Education

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

Continuing education courses are offered at various locations throughout Jackson, Macon, 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 (C.E.U.'s) are awarded. One C.E.U. may be given for each ten contact hours of participation in an organized Continuing Education class.

Preregistration/Enrollment

Preregistration is essential on or before the date designated on course announcements or quarterly schedules. You may preregister by mail or by calling the continuing education office nearest you:

Business Assistance & Developmental Center
(828) 349-1278

Cashiers Center
(828) 743-6688 FAX: (828) 743-0458

Cherokee Center
(828) 497-7233 FAX: (828) 497-7135

JacksonCampus
(828)586-4091, ext. 206 FAX: (828) 586-3129
(800) 447-4091, ext. 206

Macon Center
(828) 369-7331 FAX: (828) 369-2428

Public Safety Training Complex
(828) 369-0591 FAX: (828) 369-2428

Swain Center
(828) 488-6413 FAX: (828) 488-2982

Cost

There is no registration fee for Basic Skills, Human Resource Development, 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:

0-10 hours $50
11-30 hours $55
31-100 hours $60
more than 100 hours $65

Some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals.

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, fire, law enforcement and rescue personnel are exempt from the repetition policy as long as classes taken are job-related and subject to the certification or licensing provisions.

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

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 20 percent point of the class(es). *Requests for refunds will not be considered after the 20 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.

Certification Guarantee

The continuing education instructors at Southwestern Community College (SCC) are backing up their commitment to quality with a Licensure and Certifications Guarantee.

In this case, guarantee means if students take a class in SCC's continuing education curriculum in a field that requires state certification or licensure (by an agency outside of the college) and pass that class, then they will pass the certification or licensure. If they do not pass the certification exam, then their registration fees will be reimbursed. According to members of the continuing education committee at SCC, this is the first program of its kind in the state of North Carolina.

The list of programs covered by the guarantee includes the following classes: Electrical Contractor's license, Waste Water Treatment, Detention Officer, General Instruction for Law Enforcement, General Contractor, Auto Safety Inspection, Telecommunicator, Emergency Medical Services, Emergency Medical Technicians (including Basic, Intermediate and Paramedic), N.C. Building Code Officials (including building, plumbing, fire, mechanical and electrical inspection).

Cashiers Center

The Cashiers Center is located on Highway 64 West and contains a computer lab, personal development facilities, general classrooms and a crafts lab. In addition to coordinating general extension and curriculum needs of the Cashiers-Highlands area, this office provides Community Service classes and workshops for all three counties. For additional information call (828) 743-6688 or e-mail bethg@southwest.cc.nc.us

Community Service

The Community Service Program offers individuals 18 years of age and older a variety of courses designed to enhance vocational, intellectual and cultural areas of interest. Topics for these non-credit courses and workshops include arts and crafts, personal enrichment, dance, language, wellness and patient education. Specific class offerings reflect the requests and needs of the local communities.

HEALTHCARE PROFESSIONS TRAINING

Southwestern provides a variety of training for the healthcare professional.

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

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

Director



Beth Graham,
Director of Extension Education -
Cashiers Center

Cherokee/Swain Centers

Continuing Education

The Cherokee Center is located on Aquoni Road in the Cherokee Boys Club Office Park in Cherokee. It contains a computer lab, personal development classroom, interactive television classroom and two general classrooms; in addition to coordinating general extension and curriculum needs of the Qualla Boundary, managing two trade programs at the Oconaftultee Civilian Job Corps Center. For additional information, call (828) 497-7233 or write scotts@southwest.cc.nc.us by e-mail.

The Swain Center is located 5 1/2 miles west of Bryson City on Highway 74 and houses a computer lab, personal development classroom, interactive television classroom, pottery lab, crafts lab, a gymnasium, a conference room, general classrooms and the Swain County Agriculture Extension Offices. In addition to coordinating general extension and curriculum needs of Swain County, the Swain Center coordinates Professional Licensure and Certification training in the three-county area. For additional information call (828) 488-6413 or write scotts@southwest.cc.nc.us by e-mail.

Professional Licensure and Certification

Training offered in this area serves individuals preparing to take state licensing exams, as well as professionals seeking to renew their current North Carolina license or certification. Groups served by this training include Real Estate Brokers, licensed Building Inspectors, Land Surveyors, Registered Engineers, Licensed General Contractors, Environmental Health Specialists, Licensed Structural Pest Control Operators, Licensed Appraisers, certified Public Accountants and Notary Publics.

Teacher Certificate Renewal

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

Cisco Certification

The SCC Swain Center is equipped with a Cisco lab where students can work toward their Cisco certifications.

Director



Scott Sutton,
Director of Extension Education -
Cherokee & Swain Centers

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 general extension services and training for Jackson County and provides Personal Development. For additional information, call 586-4091 or (800) 447-4091, extension 361 or e-mail jmoulton@southwest.cc.nc.us

PROFESSIONAL DEVELOPMENT

Adult High School

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

Compensatory Education

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

General Education Development (GED)

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

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

Preparation: An individual wishing to take the GED examination should come to Southwestern Community College for an initial interview. If it appears that the individual is not academicallyprepared to take the exam, 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 classes or Developmental Studies.

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

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

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

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

Director



Joan Moulton,
Director of Literacy Programs

Jackson Campus

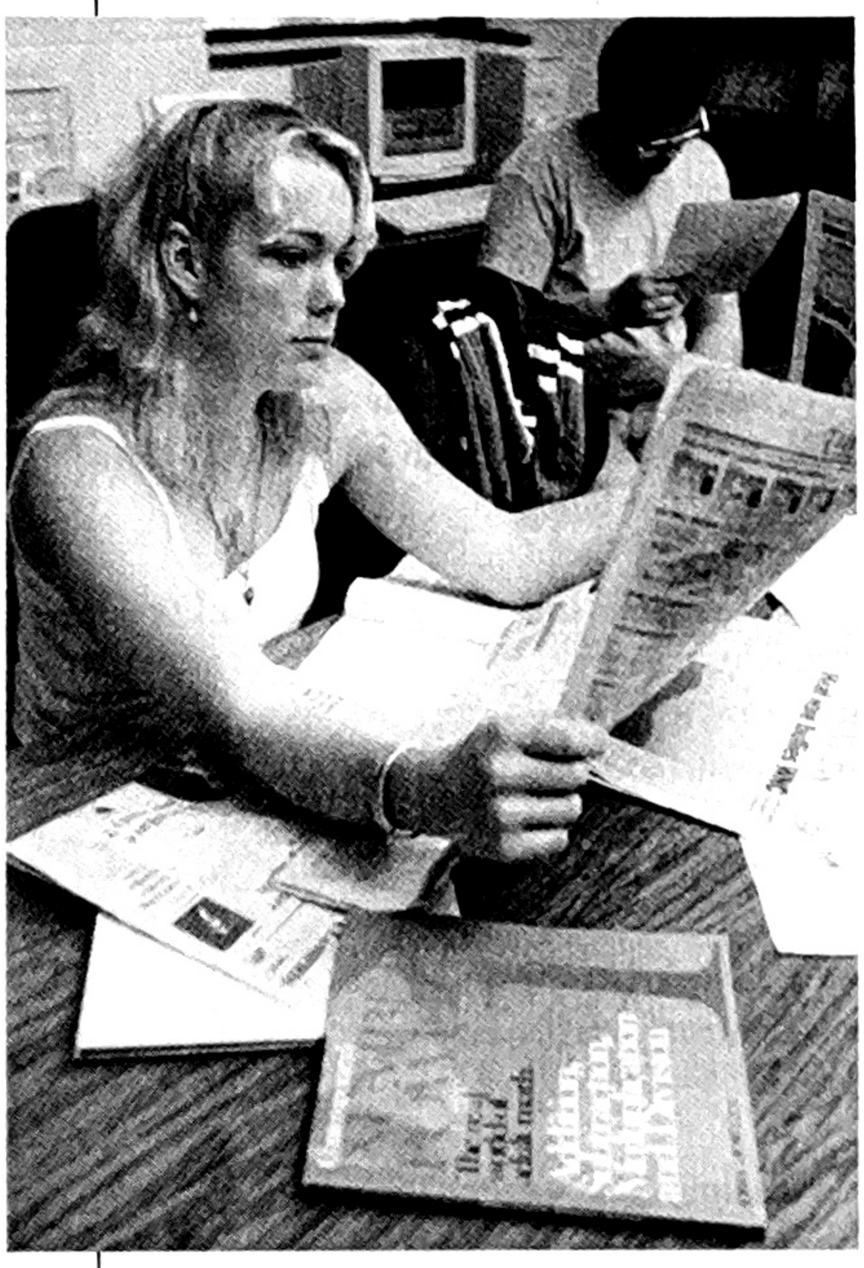
Continued

Human Resource Development (HRD)

SCC is committed to increasing employment of the citizens of our community. Human Resource Development offers a comprehensive educational program to increase the employability of those served. The classes involve such components as problem solving, interview techniques, application techniques, resume' techniques and work relationships development. Life skills such as time management, feedback techniques, stress management and motivation may also be taught.

Courses are available in standard class structure and in modules. Courses may be customized to assist in employment in a particular industry such as customer service, manufacturing or long-term care.

Courses are offered free. The course includes registration, books and supplies. The course also includes follow-up counseling and advising. Finding employment and keeping employment are two outcomes of the course.



Adult High School and GED classes are available at the Jackson Campus.

Literacy Education

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 who have been out of the public school system from six months to thirty years or more. Due to the varying levels of motivation, ability, available time, work habits and class commitment among the students, ABE instructors work individually with students to achieve realistic goals.

Basic Skills stresses literacy development from beginning reading to pre-GED study. Conventional basic literacy instruction emphasizes a general competency in basic word identification, reading comprehension, and vocabulary skills, as well as some basic knowledge in the social studies and science area. Functional literacy, math and English skills are also developed. Instructional methods and materials appropriate for adults are used to help promote more meaningful learning experiences. Pre-GED instruction provides further study in the math, English, social studies, science and general-reading areas. The program provides the student with a basic foundation to enter high school equivalency classes or to take the General Education Development (GED) examination.

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

Macon Center

The Macon Center is presently located in two buildings in downtown Franklin. The main facility is at 23 Macon Avenue (behind the Macon County Courthouse Annex) and a smaller facility is located at 95 East Main Street (Burrell Building). The Macon Avenue facility houses administration, computer labs, and general classrooms. The Main Street facility houses SCC's Business Assistance Center, G.E.D. prep courses and college prep courses. For additional information, call (828) 369-7331 or write hanks@southwest.cc.nc.us by e-mail.

Customized Business Training

SCC's Center for Business and Industry is housed at the Burrell Building. The Center for Business and Industry provides training and services throughout the three-county area.

The Center for Business and Industry works with business, industry, not-for-profit and government organizations to provide a variety of training in business skills. Training includes computer skills, management, supervision, coaching, process improvement, customer service, fork lift training, safety, team building, ISO 9000 and other topics. This training can be provided on-site, at any SCC facility or in a retreat format.

Computer Retreats

The Center schedules many computer retreats at area inns. These retreats are offered in a three-day format and cover web-page design, computer graphics and popular computer applications.

REAL Entrepreneurship

On an annual basis, the Center schedules a REAL Entrepreneurship class, which is offered in a two-part format. The first portion of the class is a three-day retreat followed by evening classroom work. The course is intended for prospective business owners who want to jump start their businesses with a solid foundation of planning.

Small Business Counseling

Counseling for prospective or existing businesses is available on a no-fee basis through special grant funding. The Small Business Director can provide consulting services on a variety of topics. The services are available by appointment at any location convenient to the business owner or prospective owner.

Small Business Seminars

The Center offers many seminars throughout the service area on a variety of topic areas of interest to business owners, managers and employees. These are offered either free or for a small hospitality fee.

Small Business Resource Center

SCC 's Business Assistance Center at 95 East Main houses a resource center for small business owners. Resources include access to computer technology, business books and publications, video and audio tapes and Internet access.

New and Expanding Industry Training

Working with an industrial training specialist, SCC can provide free work force training for new or expanding companies and assist in providing the skills training necessary for them to succeed. Many companies in the College's service area have benefited from these grants.

Focused Industry Training

Where very specialized industrial training is required for a small number of workers, SCC may be able to provide afforable training through this program.

E-Commerce

Whether you're looking to establish a Web presence for your business or starting your own on-line business, the Electronic-Commerce (e-commerce) certificate will give you the hands-on skills and the background knowledge you need to get started in this field.

Director



Hank Shuler,
Director of Extension Education -
Macon Center

Public Safety Training Complex

The Public Safety Training Complex 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. The facility has general classrooms, a computer lab, a weight training room, multipurpose room and ITV classroom.

The Fire and Rescue Training Facility and the future driver training range is also located in the Industrial Park. For information about any Public Safety Training program, call (828) 369-0591, or write susanm@southwest.cc.nc.us by e-mail.

Basic Law Enforcement Training (BLET)

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

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

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

Emergency Medical Services Training

SCC provides a variety of training for emergency medical personnel. The college provides the following training courses: Emergency Medical Technician – Basic and Intermediate, Medical Responder, First Responder, Basic and Advanced Trauma Life Support, Pediatric Advance Life Support, Cardiopulmonary Resuscitation, First Aid, plus American Heart Association and American Red Cross courses. Continuing education is also offered for area fire, rescue and emergency services personnel.

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 technical knowledge and improve his or her skills in fire ground operation. Classes may be offered in any order according to the needs of each fire department.

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

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.

Director



Susan McCaskill,
Director of Extension Education - Public Safety

Law Enforcement Training

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

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

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

The College offers the N.C. Detention Officer 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, Standarized Field Sobriety, plus 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 Certificiate Program for Sheriffs and Deputy Sheriffs:
- Basic, Intermediate and Advanced Certification

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

In order 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.

Personnel

- Board of Trustees
- Administration
- Faculty
- Staff
- Part-Time Employees



BOARD OF TRUSTEES

Conrad Burrell, *Chairman*
Harvey J. Hyatt, *Vice Chairman*

Governor Appointment

Carolyn Blanton ..... Whittier
Current Term Expires 2002

Conrad Burrell ..... Sylva
Current Term Expires 2004

Harvey J. Hyatt ..... Bryson City
Current Term Expires 2005

C. Jerry Sutton ..... Franklin
Current Term Expires 2003

County Commission Appointment

Terry Bell ..... Otto
Current Term Expires 2003

George Hooper ..... Sylva
Current Term Expires 2002

Melvin Penland ..... Franklin
Current Term Expires 2005

Edwin Madden ..... Cashiers
Current Term Expires 2003

Jan Unger ..... Franklin
Current Term Expires 2004

Board of Education Appointment

W. Paul Holt, Jr. ..... Sylva
Current Term Expires 2004

Earl Hooper ..... Sylva
Current Term Expires 2003

Quayle Neslen ..... Sylva
Current Term Expires 2002

Kate Welch ..... Bryson City
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Joshua Greenley ..... President, Student Government Association
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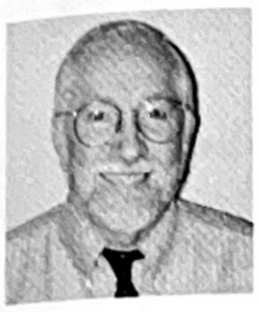

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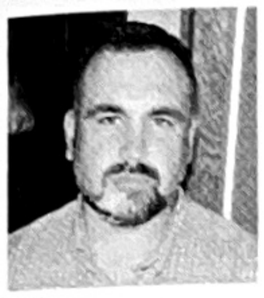

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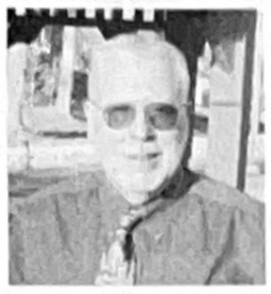

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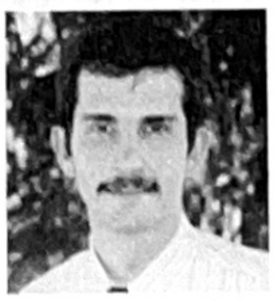

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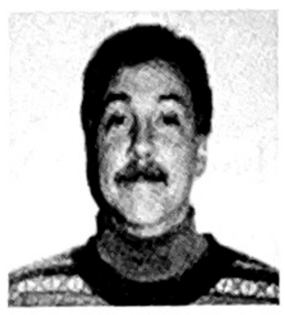

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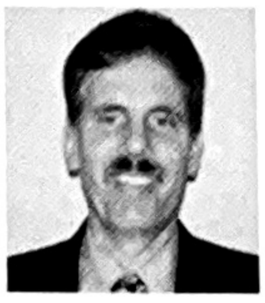

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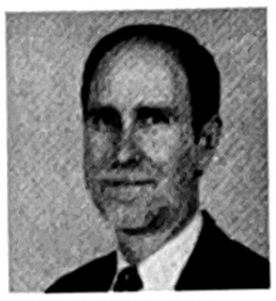

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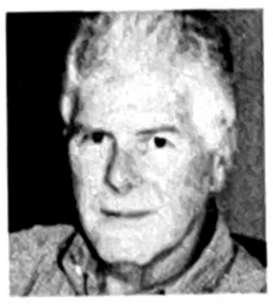

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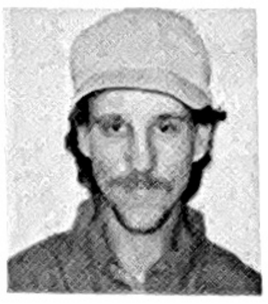

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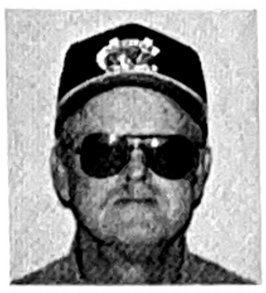

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INDEX

Academic Advising 29
Academic Awards Ceremony (Annual) 28
Academic Calendar ii
Academic Forgiveness Procedure 26
ACADEMIC POLICIES 25-30
ACADEMIC PROGRAMS OF STUDY 41-134
Academic Programs Key 133
Academic Suspension 26
Accounting 44, 45
ADMISSIONS/ENROLLMENT 5-8
Admission Policy 6
Admissions Procedures 6
Admissions Requirements 6
Advertising and Graphic Design 46
Air Conditioning, Heating, & Refrigeration Technology 47
Application for Commencement 29
Associate in Arts - College Transfer 48-50
Associate in Fine Arts - Visual Arts 51
Attendance Requirements 26
Auditing Courses (Curriculum) 26
Automotive Systems Technology 52
Business Administration 53
  Electronic-Commerce 55
Career Planning and Placement 22
Certificate (Definition) 27
Change of Curriculum 7
Change of Name/Address 30
Change of Schedule 27
College Values for Teaching Excellence 40
College Vision, Mission & Goal Statements v
Community Link 33
Compliance 2
Computer Engineering Technology 57
CONTINUING EDUCATION 185-193
  Cashiers Center 187
  Certification Guarantee 186
  Cherokee/Swain Centers 188
  Cost 180
  Course Repetition 186
  Jackson Campus 189, 190
  Macon Center 191
  Preregistration/Enrollment 186
  Public Safety Training Complex 192, 193
  Refund Policy 186
Cooperative Education 28
Cosmetology 57-61
  Manicuring/Nail Technology 61
Course Credit by Examination 29
COURSE DESCRIPTIONS 135-183
Course Substitution Policy 28
Criminal Justice Technology 62
Culinary Technology 63, 64
Cyber Crime 65
Cyber-LINK 3
Dean's List 28
Degrees (Definition) 27
Developmental Studies 66
Diploma (Definition) 27
DISTANCE LEARNING/WEEKEND COLLEGE/
COLLEGIATE CONNECTIONS 31-40
Opportunities to Earn College Credit 32
NorthCarolina Information Highway 33
Community Link-Interactive Television 33
Weekend College 34
Collegiate Connections 35
  New Century Scholars 35
  GEAR UP 35
  Upward Bound 35
  Concurrent Enrollment 36
  Baccalaureate Bound 39
Early Childhood Associate 67, 68
Electrical/Electronics Technology 69
Electronics Engineering Technology 70
Emergency Medical Science 71, 72
  Bridging Program 73
Enrollment Services 6
Expenses 18
Environmental Science Technology 74
False Information 26
FINANCIAL AID 9-12
  Purpose 10
  Eligibility Requirements 10
  Financial Need 10
  Financial Aid Programs at SCC 10
  Other Programs 11
  Ten Steps to Paying for College at SCC 11
  Satisfactory Progress 11
  Withdrawals 12
  Special Circumstances 12
  How to Contact Us 12
GENERAL INFORMATION 1-4
General Occupational Technology 75
Governance 2
Grades in Developmental Courses 28
Grading System 27
Graduating with Honors 28
Health Care Technology 76
Health Information Technology 77-79
  Medical Coding 79
  Medical Transcription 79
Health Occupations Aptitude Examination (HOAE) 7
Hotel/Restaurant Management 80
Human Service Technology 81
  Substance Abuse Concentration 82
  Substance Abuse Treatment 83
Information Systems 84, 85
  Computer Applications 85
  Computer Programming 85
  Concentration in Network Administration & Support 87
  Desktop Publishing 86
Institutional Profile 2
International Student Admissions 7
Internet Technologies 88
Learning Assistance Center 3
Learning Resources Center 2
Licensing of Graduates 26
Map (Jackson Campus) 212
Medical Laboratory Technology 89-91
Medical Sonography 92, 93
Message from the President iv

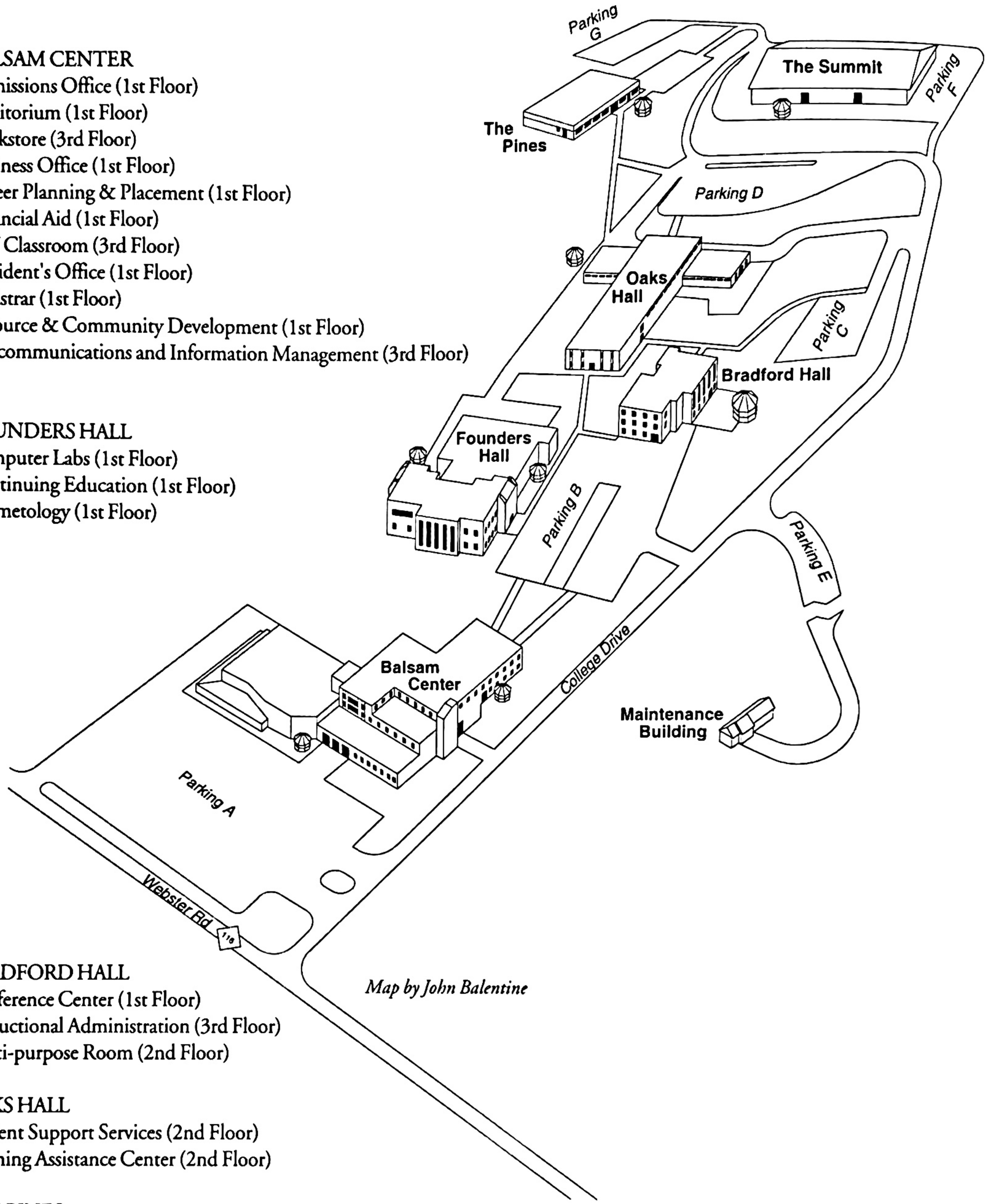
INDEX

Multiple Degrees/Diplomas/Certificates 27
National Vocational-Technical Honor Society 28
Nursing Associate Degree 94-97
Occupational Education Associate 98, 99
Occupational Therapy Assistant 110, 101
Office Systems Technology 102, 103
  Certficate Option 103
  Virtual Office Assistance Concentration 104
Orientation 22
Other Fees 18
Outdoor Leadership 105
Paralegal Technology 106
Payment of Tuition and Fees 18
Performance Measures and Standards 184
PERSONNEL 195-209
  Board of Trustees 196
  Administration 196
  Faculty 197-200
  Staff 201-206
  Part-time Employees 207-209
Phi Theta Kappa 29
Phlebotomy 107, 108
Physical Therapist Assistant 109, 110
Placement Testing: Retest Policy 7
Practical Nursing 111
Pre-Major Associate in Arts 112-121
  Business Adminstration 112
  Business Education and Marketing Education 113
  Criminal Justice 114
  History 115
  Nursing 116
  Physical Education 117
  Political Science 118
  Psychology 119
  Social Science 120
  Sociology 121
President's List 28
Probation (Academic) 26
Program Listing 133
Radiography 122-124
Readmission Policy 6
Real Estate 125
Refund Policy (State) 19
  Accrediting Agency 19
  Non-Title IV Recipients 19
Registration (Curriculum Courses) 26
  Early 26
  Late 26
Repeating Courses 28
Residency (Minimum Course work required at SCC) 29
Residency Classification (For Tuition) 18
Respiratory Therapy 126, 127
Services for Students with Disabilities 22
Smoking Policy 4
Southwestern Community College Foundation, Inc. 4
Specialized Programmatic Accrediting and Approving Agencies 2
Student Ambassadors 23
Student Clubs and Organizations 23
Student Conduct (Standards) 22
STUDENT EXPENSES 17-19
Student Grade Appeal 30
Student IDs 22
STUDENT LIFE 21-23
Student Government Association 23
Student Records Policy 30
Student Right-to-Know Information 22
Student Support Services 22
Surgical Technology 128, 129
Suspension (Academic) 26
Table of Contents vi
Testing 7
Textbooks 18
Therapeutic Massage 130
Trades 131, 132
  Carpentry 131
  Masonry 131
  Plumbing 132
  Welding 132
Transfer Agreements 8
Transfer of Earned Credit 7
Tuition and Fees Per Semester 18
Veterans 8
Weekend College 34
Withdrawal Procedures (Official) 26

JACKSON CAMPUS MAP

BALSAM CENTER
Admissions Office (1st Floor)
Auditorium (1st Floor)
Bookstore (3rd Floor)
Business Office (1st Floor)
Career Planning & Placement (1st Floor)
Financial Aid (1st Floor)
ITV Classroom (3rd Floor)
President's Office (1st Floor)
Registrar (1st Floor)
Resource & Community Development (1st Floor)
Telecommunications and Information Management (3rd Floor)

FOUNDERS HALL
Computer Labs (1st Floor)
Continuing Education (1st Floor)
Cosmetology (1st Floor)



Map by John Balentine

BRADFORD HALL
Conference Center (1st Floor)
Instructional Administration (3rd Floor)
Multi-purpose Room (2nd Floor)

OAKS HALL
Student Support Services (2nd Floor)
Learning Assistance Center (2nd Floor)

THE PINES
Graphics and Printing
Learning Resources Center (Library)
Public Information

THE SUMMIT
GEAR UP Program
Human Resource Development (HRD)