

2026-2027 NCC Catalog

Volume XXXV

522 N. Old Carriage Road
Post Office Box 7488
Rocky Mount, North Carolina 27804-0488

Telephone: 252-443-4011
Fax: 252-451-8401

www.nashcc.edu

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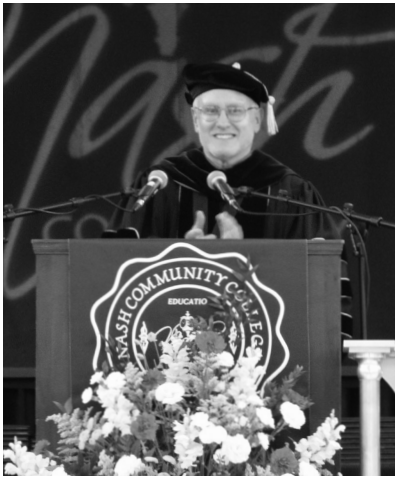
Mission Statement

The mission of the college is to provide an educational environment that meets students where they are and prepares them for successful and rewarding careers in a global and diverse society.



President's Message

Thank you for choosing Nash Community College!

As President of Nash Community College, I am honored to welcome you to another exciting academic year at our vibrant institution. Nash Community College is dedicated to your success, offering comprehensive programs designed to maximize your learning, achievement, and preparation for lifelong growth.

At NCC, we pride ourselves on being a first-choice college where students from diverse backgrounds come together to expand their opportunities through academic, cultural, and social experiences. Team Nash, our committed faculty and staff, is here to support you both inside and outside the classroom, working closely with community partners to provide relevant training for real-world careers.

While you are here, I urge you to take advantage of all the college has to offer, and not just in the classroom. Join a social club or two, compete on our SkillsUSA team, and enjoy our beautiful campus with its nature trail and other great outdoor and indoor study areas. Most importantly, take advantage of the large number of services we have available just for you! Your success is the most important thing for all of us on Team Nash.

Our campus features modern facilities, state-of-the-art technology, and a supportive environment that fosters innovation and excellence. Whether your goal is to transfer to a university or enter the workforce directly, you have made a wise choice by joining a college known for being student centered.

Our mascot is the Nighthawk, and you will undoubtedly learn our Nighthawk call while you are here. Once you learn it, my promise to you is to return the call, no matter who I am with or where I am, whenever I hear it from you. This exchange continues to be a fun and inviting part of NCC!

I am truly fortunate to lead NCC into the future, building on the strong foundation laid by those before me. Together, we will continue to empower you to achieve your educational and career aspirations.

Welcome to NCC - your journey to success starts here!

Sincerely,

Lew K. Hunnicutt

Lew K. Hunnicutt, Ph.D.
President of Nash Community College

2026 Nash Community College Board of Trustees



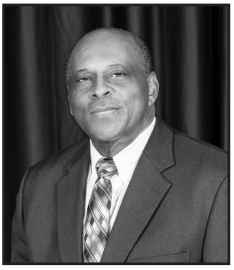
Russell L. Proctor III
Chair - Rocky Mount



Angela Watkins Gailliard
Vice Chair - Rocky Mount



Natalie Brooks
Nashville



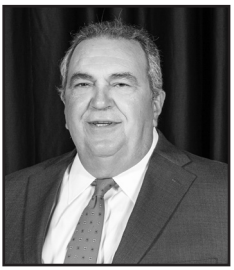
Samuel Dickens, III
Rocky Mount



Katherine Wiggins Fisher
Rocky Mount



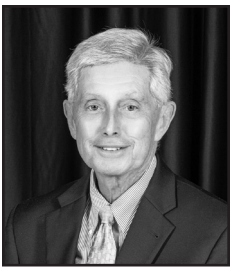
Brian Hutson
Nashville



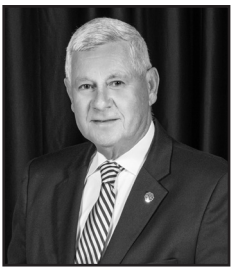
Paul S. Jaber
Rocky Mount



Kevin Jones
Rocky Mount



William M. Marshburn
Rocky Mount



J. Wayne Outlaw
Rocky Mount



Amy Pearson
Bailey

The College



Significant Dates in the History of Nash Community College

1957 The Community College Act is passed by the North Carolina Legislature, providing an avenue for local governing bodies to establish an institution in their own communities.

1967 The first Board of Trustees of the "Nash County Technical Institute Unit" is appointed.

1967 Jack D. Ballard is hired as the first president of the institution.

1967 Nash Technical Institute is established on September 7, 1967.

1975 The new campus is formally dedicated.

1979 The college community is saddened by the untimely death of its first President, Jack Ballard.

1980 The second president of Nash Technical Institute is selected, Dr. J. Reid Parrott, Jr.

1982 The name is changed from Nash Technical Institute to Nash Technical College.

1983 The Nash Technical College Foundation is incorporated.

1987 The General Assembly gives authority to Nash Technical College to convert to a community college, enabling the college to offer the college transfer program and to change the name to Nash Community College.

1997 Nash Community College participates in the statewide effort of reengineering all of its curriculum programs.

1998 Nash Community College changes from a quarter system to a semester system. An evaluation of all curriculum programs and services was conducted to meet workforce training needs and to ease transfer of programs and courses within the community college system as well as to the four-year institutions.

1999 The Betsy B. Currin Child Development Center opens providing on-campus childcare and a model instructional laboratory for students enrolled in the early childhood and teacher associate programs.

1999 The Business & Industry Center is completed that includes the Allen H. and Winnie E. Brown Auditorium, the Continuing Education Department, Campus Store, and administrative offices.

1999 Dr. J. Reid Parrott, Jr. retires as President of Nash Community College and is granted the title of President Emeritus.

2000 Dr. Katherine M. Johnson is selected as the third President of Nash Community College.

2000 The Julian B. Fenner Memorial Clock is given to the College as the first historical marker from Skipper Fenner Parker in memory of her late husband Julian Fenner, who served as the first Chairman of the Board of Trustees.

2000 North Carolina voters approve a 3.1 billion dollar Higher Education Bond Referendum providing funds for on-campus repairs, renovations and eventual construction of a science and technology building.

2001 The College receives a grant from the DeLeon Carter Foundation to construct the Myrtle Carter Henry Amphitheater.

2002 Reaffirmation of accreditation received by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

2003 The Myrtle Carter Henry Amphitheater is dedicated on June 3, 2003.

2004 Nash Community College receives one million dollar EDA grant.

2004 Ground-breaking ceremony for Science and Technology Center.

2005 Nash County native Dr. Marvin R. Joyner selected as interim president.

2005 Dr. William S. Carver, II is selected as the fourth President of Nash Community College.

2005 The Science and Technology Center is dedicated on October 26, 2005.

2007 Nash Community College's Betsy B. Currin Child Development Center (CDC) received accreditation by the National Association for the Education of Young Children (NAEYC).

2008 Nash Community College Foundation celebrates 25th anniversary.

2010 Nash Community College purchases additional 25 acres.

2011 Nash Community College celebrates reaffirmation of accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

2012 Approved bond referendum for Continuing Education and Public Services Building.

2012 Nash Community College celebrates 45 years of teaching and learning.

2012 Business and Industry Center expanded to include Culinary Arts and Hospitality Management classrooms.

2012 Betsy B. Currin Child Development Center expanded to include Early Childhood Education classrooms.

2013 Road constructed to connect south campus to Eastern Avenue.

2013 $1.5 million Economic Development Administration grant received for Continuing Education & Public Services Building.

2013 Ground-breaking ceremony for Continuing Education & Public Services Building.

2015 Continuing Education and Public Services Building dedicated on June 16.

2016 Approved bond referendum to support Advanced Manufacturing and Veterinary Technology expansion.

2017 Ground-breaking ceremony for the Advanced Manufacturing and Cosmetology Buildings.

2018 Ribbon cutting and dedication ceremony for the Advanced Manufacturing and Cosmetology Buildings.

2019 Ribbon cutting ceremony for Nash-Rocky Mount Early College High School expansion into Building C.

2019 Dr. William S. Carver, II retires as President of Nash Community College and is awarded the Order of the Long Leaf Pine.

2019 Dr. Lew Hunnicutt is selected as the fifth President of Nash Community College.

2021 Reaffirmation of accreditation received by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

2022 Nash Community College acquires additional 13 acres.

2023 Ground-breaking ceremony and naming ceremony for the Braswell Veterinary Medical Technology Building.

2024 Ground-breaking ceremony for the Driver Training Center.

2024 Ribbon cutting and dedication ceremony for the Braswell Veterinary Medical Technology Building.

Nash Community College

Nash Community College is located at 522 North Old Carriage Road in Rocky Mount, NC. The college was founded in 1967 and is a public two-year post-secondary educational institution with an open door admissions policy. Approximately 12,000 citizens participate in programs at Nash Community College annually.

The College is located on 125 acres midway between Nashville and Rocky Mount, NC, less than a mile off U.S. Highway 64 Bypass and U.S. Interstate 95. While the primary service area is Nash County, the convenient location attracts students from the surrounding counties of Edgecombe, Franklin, Wake, Wilson, and Halifax.

Modern buildings including the Continuing Education and Public Services Building, Advanced Manufacturing Building, Cosmetology Building, Science and Technology Building, the Business and Industry Center, and a five-star rated Child Development Center comprise the campus physical plant.

As a comprehensive community college, forty-three unique programs are offered, leading to numerous degree, diploma, and certificate pathways. Included are two-year technical and college transfer programs which give the students the knowledge and expertise required for challenging careers or successful transfer to four-year colleges or universities. Vocational, occupational, business, and industry related programs are offered which prepare students for jobs and provide a skilled workforce for the area.

Additionally, the College offers Adult Basic Education, High School Equivalency, and Adult High School to meet the diverse needs of the citizenry in Nash County and the surrounding area. The College employs approximately 500 full and part-time faculty and staff to provide administrative and instructional services to students.

The Catalog

Nash Community College publishes an annual catalog for the purpose of providing students and other interested persons with information about the College and its programs. College Catalogs are printed at the beginning of each academic year and made available to students upon request in Student Services, located in Building A. Updates may be made to the online version of the catalog, after the annual printing, in order to remain compliant with state and federal regulations. Changes are approved by the appropriate administrative areas prior to being made. Students with questions regarding catalog content should contact Student Services. Printed catalogs from 1968 to the present are available in the NCC Library and the Registrar's Office, located in Building A. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Nash Community College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students. The College further

reserves the right to request a student to withdraw at any time when it considers such action to be in the best interest of the College. **This catalog is valid for five years from the date of enrollment at Nash Community College.**

Americans with Disabilities

Nash Community College is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Affirmative Action Statement

Nash Community College does not unlawfully discriminate in the recruitment of students or employees or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

Conflicting Policies

All policies of the N.C. Community College System and all North Carolina State Laws, Statutes or otherwise, shall take precedence over the procedures stated in this manual. All procedures or parts of existing procedures of Nash Community College in conflict with the revised procedures as stated in this manual are hereby repealed.

Non-Discrimination Statement

Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

Nash Community College does not discriminate on the basis of disability in its programs, services, and activities—including digital content. The College strives to ensure that its websites, online learning platforms, and digital content are accessible to all users, including individuals with disabilities, in accordance with the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA and Section 508 standards.

The following resources have been designated to handle inquiries regarding the non-discrimination policies:

ADA Counselor
522 N. Old Carriage Road
Rocky Mount, NC 27804
252-428-7363

Director of Human Resources
522 N. Old Carriage Road
Rocky Mount, NC 27804
252-451-8258

For further information on notice of non-discrimination, see the list of addresses and phone numbers for Office of Civil Rights (OCR) locations that serve your area, or call (800) 421-3481. Nash Community College is an Equal Opportunity Affirmative Action College and accommodates the need of individuals with disabilities.

Visitors

Nash Community College prides itself on being an open door institution. The open door, while important to the College Mission, applies to the admissions process. The College does, however, welcome visitors and guests identified with a specific college function. For reasons of safety and security, it is necessary that Nash Community College be aware of every person on campus. Therefore, the College's visitation procedures are intended to protect the safety of students, faculty, staff, and other community constituents. All campus visitors are directed to log in, or report the nature of their visit, to the College's reception area located in the Business and Industry Center at 522 North Old Carriage Road. Persons who are not conducting business or purposely engaged in a sanctioned activity of Nash Community College may be asked to leave the premises. Anyone on the campus observed loitering will be asked for identification, and to register as a visitor, including the purpose of the visit, or to leave the premises. In the event a person is asked to leave the campus, and does not cooperate, he/she may be subject to the penalties associated with trespassing. Visitors should also note that Nash Community College law enforcement are sworn Nash County deputies, as such, they have the authority to question, detain, or arrest anyone involved in illegal acts on campus. Offenses committed by Nash Community College students may be referred to the appropriate Nash Community College administrator and dealt with accordingly.

Community College Status

The NC General Assembly approved the College's request for community college status during the 1987 legislative session, and on July 1, 1987 the institution was named Nash Community College.

This designation permits the college to offer transfer degrees which are accepted by member institutions of the University of North Carolina and other four-year universities and colleges. Academic coursework standards have been approved and accredited for the awarding of the Associate in Arts, Associate in Engineering degrees, and the Associate in Science degrees, the Associate in General Education, in addition to the Associate in Applied Science degree.

Accreditations/Program Approvals

Nash Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Nash Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nash Community College may be directed in

writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Physical Therapist Assistant Program at Nash Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditationsupport@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please contact 252-451-8481 or email almilks594@nashcc.edu.

The Computer-Integrated Machining Technology program is accredited by The National Institute for Metalworking Skills (NIMS), (10565 Fairfax Boulevard, Suite 203, Fairfax, VA 22030, 703-352-4971, www.nims-skills.org).

The Early Childhood Education Program at Nash Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, (1401 H Street NW, Suite 600, Washington, DC 20005, (202) 232-8777). The current accreditation term runs from March 2022 through March 2029.

The Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB), (9355 113th St. N, #7709, Seminole, FL 33755, 727-210-2350, www.caahep.org).

The Veterinary Medical Technology program is accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA) as a program for educating veterinary technicians. 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, 800-248-2862 www.avma.org

The Cosmetology program is approved by the North Carolina Board of Cosmetic Arts, (1207 Front Street, Suite 110, Raleigh, NC 27609, (919) 736-6132).

The College is approved by the North Carolina State Board of Nursing to offer the Associate Degree in Nursing and Practical Nursing, a diploma program, (P.O. Box 2129, Raleigh, NC 27602, (919) 782-3211).

The Basic Law Enforcement Training (BLET) program is approved by The North Carolina Criminal Justice Education and Training Standards Commission; and The North Carolina Sheriffs' Education and Training Standards Commission.

Continuing Education

The College's Continuing Education Division has met the agency requirements to offer the following courses or programs:

- Detention Officer Certification Course - The North Carolina Sheriffs' Education and Training Standards Commission
- Emergency Medical Responder, EMT, Advanced EMT and Paramedic - North Carolina Office of Emergency Medical Services
- Emergency Medical Dispatch (EMD, EFD, and EPD) - International Academies of Emergency Dispatch
- Firefighting & Rescue Training - North Carolina Office of the State Fire Marshal, NC Emergency Management and National Fire Academy
- General Instructor Certification - The North Carolina Criminal Justice Education & Training Standards Commission
- Notary Public - North Carolina Secretary of State
- Nurse Aide I & II - North Carolina Department of Health and Human Services Division of Facility Services
- Speed Measurement Instrument Certification (Radar, Time-Distance, and Lidar) - The North Carolina Criminal Justice Education & Training Standards Commission
- Vehicle Safety Inspection - The North Carolina Division of Motor Vehicles

Tree Campus USA®

Nash Community College holds Tree Campus USA® recognition by the Arbor Day Foundation for its commitment to effective urban forest management.

Tree Campus USA is a national program created in 2008 by the Arbor Day Foundation and to honor colleges and universities for effective campus forest management and for engaging staff and students in conservation goals. Nash Community College achieved the title by meeting Tree Campus USA's five standards, which includes maintaining a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance and student service-learning project.

Bee Campus USA ™

Nash Community College is the 28th educational institution in the nation to be certified as an affiliate of the Bee Campus USA™ program, designed to marshal the strengths of educational campuses for the benefit of pollinators. College students, faculty, administrators, and staff have long been among the nation's most stalwart champions for sustainable environmental practices.

To earn the distinction, NCC established a Bee Campus USA™ committee to develop a Campus Pollinator Habitat Plan which included a locally native, pollinator-friendly plant list with regional sources for the plants and a least toxic integrated pest management (IPM) plan. Additionally, as a certified bee campus, the college hosts annual events to raise awareness

of the importance of pollinators and annually sponsors and tracks student service projects to enhance pollinator habitats on-and off-campus. NCC biennially offers a pollinator protection course and incorporates pollinator protection topics into curriculum.

NASH COMMUNITY COLLEGE CALENDAR

FALL SEMESTER 2026

August 10-14	Team Nash Workdays
August 11	Team Nash Professional Development Sessions
August 12	New Student Orientation Session
August 13	New Student Orientation Session
August 15	First Day of Fall Semester Classes - Continuing Education
August 17	First Day of Fall Semester Classes - Curriculum
September 7	Labor Day Observed - College Closed
October 2	Last Day to Change from Credit to Audit/Withdraw from first 8-week Classes - Curriculum
October 12-13	Fall Break/Team Nash Workdays/Course Make-up
October 14	Last Day of First 8-week Classes - Curriculum
October 15	First Day of Second 8-week Classes - Curriculum
October 19	Registration Opens for Spring Semester - Curriculum
November 24	Last Day to Change from Credit to Audit / Withdraw from 16-week Classes - Curriculum
November 25	Team Nash Workday
November 26-27	Thanksgiving Holiday - College Closed
December 7	Last Day to Change from Credit to Audit / Withdraw from second 8-week Classes - Curriculum
December 14	Last Day of Fall Semester Classes / Exams - Curriculum
December 15-18	Team Nash Workdays
December 21-23	Team Nash Conservation Days - College Closed
December 24-25	Holiday - College Closed
December 28	Holiday - College Closed
December 29-31	Team Nash Conservation Days - College Closed
December 31	Last Day of Fall Semester Classes - Continuing Education

SPRING SEMESTER 2027

January 1	New Year's Day Observed - College Closed
January 1	First Day of Spring Semester Classes - Continuing Education
January 4-7	Team Nash Workdays

January 5	New Student Orientation
January 8	First Day of Spring Semester Classes - Curriculum
January 18	Martin Luther King, Jr. Day Observed - College Closed
February 25	Last Day to Change from Credit to Audit / Withdraw from First 8-week classes - Curriculum
March 5	Last Day of First 8-week Classes - Curriculum
March 8	First Day of Second 8-week Classes - Curriculum
March 22	Registration for Summer/Fall Semester Begins - Curriculum
March 26	Good Friday Observed - College Closed
March 29	Easter Monday Observed - College Closed
March 30-April 2	Spring Break - No Curriculum Classes - Team Nash Workdays
April 22	Last Day to Change from Credit to Audit/Withdraw from 16-week Classes - Curriculum
April 30	Last Day to Change from Credit to Audit/Withdraw from Second 8-week classes - Curriculum
May 10	Last Day of Spring Semester Classes/Exams - Curriculum
May 11-13	Team Nash Workdays
May 13	Vet Tech & Nursing Pinning Ceremonies
May 14	Last Day of Spring Semester Classes - Continuing Education
May 14	Graduation - Curriculum/GED

SUMMER SEMESTER 2027 (8 WEEKS)

May 15	First Day of Summer Semester Classes – Continuing Education
May 17-21	Team Nash Workdays
May 18	Team Nash Professional Development Sessions
May 19	New Student Orientation Session
May 24	First Day of Summer Semester Classes - Curriculum
May 31	Memorial Day Observed - College Closed
July 5	Independence Day Holiday Observed - College Closed
July 6-9	No Curriculum/Continuing Education Classes - Team Nash Conservation Days - College Closed
July 16	Last Day of Change from Credit to Audit/Withdraw from Summer Semester Classes - Curriculum
July 26	Last Day of Summer Semester Classes/Exams - Curriculum
July 27-30	Team Nash Workdays
August 2-6	Team Nash Workdays
August 5	New Student Orientation Session
August 6	New Student Orientation Session

August 9-13	Team Nash Workdays
August 10	Team Nash Professional Development Sessions
August 11	New Student Orientation Session
August 12	New Student Orientation Session
August 13	New Student Orientation Session
August 13	Last Day of Summer Semester Classes - Continuing Education

Calendar subject to revisions. Please visit the online catalog at www.nashcc.edu/catalog for up-to-date information.

Nash COMMUNITY COLLEGE

Admission Requirements



Nash Community College adheres to the "Open Door" philosophy in regards to college admission. However, the College reserves the responsibility to conditionally assign students in regards to program entry. Students must meet all curriculum program standards for full acceptance and subsequent degree requirements.

Nash Community College reserves the right to refuse admission to any student who has been suspended, expelled, refused admission by, or left another educational institution due to code of conduct violation(s).

Prospective students must be high school graduates or possess the equivalent, as prescribed by the State of North Carolina or must be at least 18 years old or meet special eligibility requirements.

ADMISSIONS PROCESS

The following steps must be completed for official acceptance to the College:

1. **Complete Residency Determination** through Residency Determination Service to obtain a Residency Certification Number (RCN). Residency determination establishes whether students should be charged in-state or out-of-state tuition, in accordance with North Carolina general statutes. The RCN is required to submit an application for admission. For more information about residency determination, please visit the North Carolina Residency Determination website.

2. **Complete Application for Admission:** Prospective students must complete an application for admission to enroll at the College. The NCC admissions application is accessible online through Nash Community College or the College Foundation of North Carolina.

3. **Request Official Transcripts:** Applicants should request official transcripts to be sent to the NCC Admissions Office. All applicants must provide an official high school or General Education/High School Equivalency transcript prior to admission. To be considered official, transcripts must be unopened and received directly from the institution attended or sent electronically directly from the school to the Office of Admissions at admissions@nashcc.edu. The College can accept college transcripts showing completion of an associate degree or higher in lieu of an official high school transcript, but an official transcript showing high school completion or equivalency is required for all students seeking financial aid and for veterans' benefits requirements. Official Transcripts from other colleges or universities are required to verify prerequisite course work and to award transfer credit. Official transcripts from non-US institutions must be translated and evaluated by a member agency associated with the National Association of Credential Evaluation Services (NACES). Please visit National Association of Credential Evaluation Services for more information or contact the Director for Records/Registrar. College credit cannot be given for transcripts that are not translated and certified by an approved agency.

4. **Placement Testing:** Applicants who do not meet one of the following criteria will have the option to take the Course Readiness Assessment Test prior to being admitted.

- Graduated from a US High School.
- Earned acceptable General Education Development (GED®) or High School Equivalency Test (HiSet) scores.
- Earned developmental course credit.
- Successfully completed a college-level (gateway) English or math course.
- Completed an eligible placement test with qualifying scores within the last 5 years.
- Earned an associate degree or higher.

Nash Community College admissions may require additional verification or documentation at any time during your enrollment, course registration, or the awarding of financial aid to protect institutional resources and ensure compliance. Once an applicant's file is complete, they will be notified of admission to the College and their chosen program of study by e-mail and/or postal mail. Students who are undecided about their program of study are encouraged to meet with an Academic Advisor or Career Services Coordinator as part of the process.

HOME SCHOOL STUDENTS

Home school graduates must meet all established general admission requirements to enter a degree or diploma programs. The home school must be registered with the North Carolina Department of Public Instruction (NCDPI). Official high school transcripts documenting credit earned and the date of graduation are required. Official transcripts must be issued by the chief administrator of the home school and show the school's name and address. Proof of registration with NCDPI may be required. Home school students interested in taking curriculum college courses before graduation should contact the Director of K-12 Partnerships for information about Career and College Promise (CCP) opportunities and eligibility.

INTERNATIONAL STUDENTS AND PERMANENT RESIDENTS

Nash Community College is not authorized to issue I-20 documents and cannot be a destination institution for international students seeking to come to the U.S. to further their education. Students authorized to visit the U.S. on an F, M, or J visa on a temporary basis, are permitted to attend a specific college or university. In such cases, the college they are attending must make regular reports to the US Department of Homeland Security's Immigration and Customs Service (USICS) through the SEVIS system. Nash Community College is NOT authorized to admit students for study under these terms. Non-citizens who have been given Permanent Resident status are considered the same as citizens for enrollment, tuition, and financial aid purposes.

Official transcripts from non-US institutions must be translated and evaluated by a member agency associated with the National Association of Credential Evaluation Services (NACES). Please visit National Association of Credential Evaluation Services for more information.

READMISSION TO THE COLLEGE

Previously enrolled students who seek to enroll after being out for two (2) or more consecutive semesters, excluding the summer semester, are required to complete an updated residency determination and application for admission and meet with a Academic Advisor to review their academic standing and to discuss their goals. Any readmitted student will be held to the requirements in the current catalog at the time of their readmission.

SPECIAL CREDIT/VISITING STUDENTS

Special credit students enroll in curriculum courses for credit but are not working toward earning a degree, diploma, or certificate at Nash Community College. Students with Special Credit status are not eligible for financial aid or veterans' benefits. Special Credit students must meet course prerequisites and/or co-requisites and present official documentation showing previous course work or successful placement test scores if applicable. Special Credit students register for courses by meeting with a special credit academic advisor during registration periods. Students who accumulate 18 hours of course credit are encouraged to see an academic advisor and select a program of study.

TRANSFER STUDENTS

(Previous College Credit) Students who have previously attended another college should submit official transcripts from ALL institutions they have attended to receive transfer credit. The Director of Records/Registrar, in consultation with Department Chairs, will evaluate all transcripts on a course-by-course basis.

Evaluation criteria include comparable content, credit hours, and grade. The following will be used as a basis to determine which previously earned credits may be awarded and counted towards graduation:

- Credit for course work done on the quarter system may be eligible for transfer consideration on a course-by-course basis.
- Developmental courses may be required in addition to course requirements for program completion.
- A student's academic advisor can recommend substitution of courses for adequate cause. Substitutions must be approved by the Department Chair, and the Director of Records/Registrar. Once approved, the Chief Academic Officer and/or the Director of Records/Registrar must verify that the substitution can satisfy the course requirement.
- The College will accept credit for those courses with curriculum validity with the credit hours adjusted to the Nash Community College scale for students who transfer from other accredited postsecondary institutions.
- Letter grades of "D", "EX", "F", and "AU" are not transferable.

- Quality points earned at other institutions will not be calculated in a student's grade point average.
- Students enrolled in curriculum programs who wish to take courses at another college to transfer back to Nash Community College for credit toward graduation, are strongly encouraged to discuss plans with their academic advisor prior to registration at the other college. This is to better ensure transferability of credits. Also, certain key courses are required to be taken at Nash Community College.
- Any and all credit awarded and/or counted toward graduation is at the discretion of the College.

UNDOCUMENTED IMMIGRANTS

Undocumented students may enroll in college courses through Career and College Promise and non-college credit courses including Adult Basic Education, Adult High School Equivalency/ GED®, Adult High School, English as a Second Language (ESL), or other continuing education courses not considered to be for college credit. Effective July 2010, North Carolina Administrative Code allows NC community colleges to admit undocumented immigrants into curriculum programs of study under the following conditions:

- Must have attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with state or local law. Graduates of Adult High School programs are also allowed to enroll, but GED® completers are not. The NC Attorney General has determined that individuals who can provide documentation of approval of an application to the USCIS for Consideration for Deferred Action for Childhood Arrivals (DACA) should be treated as legally present in the state. The requirement that such an applicant must have attended and graduated from a U.S. high school does not apply and a GED® is satisfactory for college admission.
- Are not eligible for federal or state financial aid.
- Must be charged out-of-state tuition.
- May not displace any student that is legally in the U.S. from any course or program of study when space limitations exist. When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall consider that federal law prohibits states from granting professional licenses to undocumented immigrants.

PLACEMENT AND ASSESSMENT

Accurate and appropriate academic placement provides the best opportunity for students to be successful in pursuing their academic goals. Curriculum students are placed into English and math courses based on the following methods of assessment:

- High school performance – grade point average (GPA)
- Standardized test scores
- Placement test scores
- High school equivalency assessments

HIGH SCHOOL GPA

Applicants who graduated from a U.S. high school must present an official high school transcript verifying graduation. Placement is determined by the unweighted high school GPA according to the following criteria:

- 2.8 or higher unweighted GPA – College level (gateway) English and math courses

*Placement for students who apply before they graduate from high school will be based on their high school GPA at the end of their junior year. Graduates from out-of-state institutions may be considered college-ready if they meet the criteria above, upon graduating from a high school legally authorized to operate in their state.

HIGH SCHOOL EQUIVALENCY ASSESSMENTS

Acceptable General Education Development (GED®) or High School Equivalency Test (HiSET) scores may be used to determine whether a student is college-ready in English and math. Both GED® and HiSET test scores are valid for ten years.

Placement according to the following scores:
GED: 170 on all components – College level (gateway) English and math courses
HiSet: 15 on all components and 4 on essay – College level (gateway) English and math courses

STANDARDIZED TEST SCORES

Acceptable Scholastic Aptitude (SAT) or American College Test (ACT) scores may be used to determine whether a student is college-ready in English and math. Test scores are valid for five years.

- Gateway Courses with math prerequisites:
  - SAT Math>530
  - ACT Math >22
- Gateway Courses with English and Reading
  - SAT Critical Reading >480
  - ACT Reading >22 or ACT English >18

PLACEMENT TEST SCORES

Nash Community College administers ACCUPLACER as a standard part of the admissions process for applicants who do not meet high school GPA benchmarks, eligible standardized test scores, or qualifying placement test scores. The ACCUPLACER Placement Test is a computerized test that assesses proficiency in English and math. The results of the assessment are used to help place students in courses that are appropriate to their individual aptitudes and abilities. Placement testing cannot be used to exempt students from curriculum level courses. No assistive devices are allowed other than the scientific calculator and formula sheets that are provided, except for students with accommodations per a documented disability (See Accommodations for Placement Testing). Prospective students

who have completed the NCDAP, ASSET, COMPASS, or ACCUPLACER within the last ten years may have their test scores sent to the NCC Admissions Office.

ACCOMMODATIONS FOR PLACEMENT TESTING:

Students who have a documented disability that prevents them from taking the placement test under standard conditions may request reasonable accommodations. All requests for accommodations or audio/visual assistive devices should be presented to the Accessibility Services Coordinator/Counselor in Student Wellness, at least two weeks prior to the scheduled test date.

ACCUPLACER PLACEMENT TEST

PLACEMENT TEST REPEAT POLICY:

An applicant or student may repeat the ACCUPLACER Placement Test once for each area. It is recommended that students study in the Math Tank and English Studio or independently to upgrade deficiencies. Therefore, a repeat attempt must be scheduled at least five business days after the first attempt. Students can review sample problems on the College's website (nashcc.edu/campus-life/student-resources/placement-testing).

Additional Information:

The ACCUPLACER Placement Test may take two to four hours to complete. Students may take the test in sections over several days if preferred.

- The test is by appointment only.
- Students must present a valid photo ID to take the ACCUPLACER Placement Test.
- Students requiring accommodation with a documented disability should contact the ADA Counselor, at (252)-451-7363 or email ada@nashcc.edu.
- Upon completion of the test, students will receive a summary of their test results and their placement for the gateway math and English needed for their chosen program of study.

To schedule a test, please contact: Testing Coordinator by Phone: (252) 451-8393 or Email: nccplacement@nashcc.edu.

RESIDENCY FOR TUITION PURPOSES

Effective September 11, 2017, residency status is determined through a statewide centralized Residency Determination Service (RDS). This service will provide three processes to reach a residency classification.

- Initial Classification-most students will only be required to complete this first process.
- Reconsideration-process for those students who experience a change in circumstances.
- Appeal-process for those students who have not had a change in status but believe their residency classification is incorrect.

For a student to receive the benefits of in-state tuition and state financial aid, a residency determination is required from RDS. To ensure the residency determination process has been completed, all applicants will be required to visit Residency Determination Service and follow the instructions to obtain a residency certification number (RCN). The RCN must be included on the application for submission of the application. All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency Determination Service Website for more information regarding the North Carolina Residency Determination Service, processes, and required residency guidelines.

OUT OF STATE TUITION WAIVERS:

Students who meet specific requirements in accordance with North Carolina General Statutes may be eligible for in-state tuition waivers under the following conditions:

1. When an employer (other than the armed services) pays the full tuition for an employee who works at a North Carolina business location to attend a community college, the employer may be charged the in-state tuition rate even when the employee does not meet the requirements for in-state tuition.

2. Out-of-state members of the armed forces and the dependent relatives of such members who are stationed at a North Carolina base are eligible to be charged the in-state tuition rate. The student must submit appropriate documentation prior to initial enrollment and reenrollment each successive academic year.

ADMISSION OF VETERAN EDUCATION BENEFIT RECIPIENTS

Students who are eligible to receive VA educational benefits are required by law to furnish official written records (Official Transcripts) of all prior education and training. Such records will be evaluated, and credit may be granted toward graduation requirements. No person shall be certified to the Veteran Administration for purposes of receiving VA educational benefits until such records are on file. Please contact veterans@nashcc.edu for questions or additional information.

ELIGIBILITY REQUIREMENTS FOR CCP STUDENTS:

Prospective 11th and 12th students seeking to take college courses through CCP must meet general admissions requirements, including an unweighted high school GPA of 2.8 or higher and demonstrate the level of behavioral maturity expected for the adult educational setting. All students enrolled in college courses are required to observe the College's policies on attendance, academic integrity, and the code of conduct and civility. Interested applicants should contact their high school counselor and the NCC Dual Enrollment Advisor to ensure the following steps for admission are completed:

1. Complete a CCP Admissions Application
2. Submit a high school transcript showing course work completed, current courses enrolled in, and cumulative, unweighted GPA.

Eligibility Requirements for students whose unweighted GPA is less than 2.8

3. Students who wish to enroll in a CTE pathway who do not have an unweighted high school GPA of 2.8 or higher may obtain written approval from the high school principal/ designee or home school administrator.

4. Upon obtaining approval from a high school principal, designee, or homeschool administrator, the student must then obtain approval from the Chief Academic Officer or Chief Student Development Administrator, if necessary.

College Transfer Pathway Requirements:

To be eligible for enrollment in a CCP College Transfer Pathway, students must meet the following criteria:

1. All eligible high school students must continue to make progress toward high school graduation, and not delay graduation.
2. Meet all established pre-requisites for college courses as evidenced by the high school transcript with an unweighted GPA of 2.8 or higher.

Ninth and Tenth Grade High School Students must meet all of the following program eligibility requirements:

a. Identified AIG by the local AIG plan in English/reading and math or an aptitude and achievement test as evidenced by a score in the range between 92nd and 99th percentile on both tests included in the current Buros Mental Measurements Yearbook; AND

b. Demonstrate college readiness in English, reading and math on an approved assessment or placement test. (Pre-ACT/ACT, PSAT/SAT, Accuplacer, EdReady Placement Test, NCDAP)

Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 22 on ACT math with a 480 on SAT composite score for evidenced based reading and writing to demonstrate college readiness.

c. Receive a recommendation from the high school principal or designee, verifying the student has the maturity to enroll.

d. Receive approval of the College's chief student development administrator, or chief academic officer.

e. Receive academic advising from the high school and College prior to enrollment.

f. Submit Parental Permission Form

Eleventh and Twelfth Grade High School Students have the following program eligibility requirements:

a. Must have a cumulative unweighted GPA of 2.8 on completed high school course work; or demonstrate college readiness in English, reading, AND mathematics as determined by satisfactory scores on an approved entry assessment or placement test.

b. May enter a CTE Pathway with an unweighted GPA less than 2.8 with principal and college approval.

College Transfer Pathway Guidelines:

1. After completing two college courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college course work to maintain eligibility for continued enrollment in a CCP College Transfer pathway. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.

2. A student may enroll in ONE College Transfer pathway and may not substitute courses in one pathway for courses in another.

3. With approval of the high school principal or designee and the Chief Academic Officer or Chief Student Development Administrator, the following provisions may apply:

A. A student may change his or her pathway with appropriate approval and verification.

B. A student may enroll in both a College Transfer pathway and a Career Technical Education pathway.

C. A student who completes a College Transfer pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Engineering, or Associate in General Education – Nursing.

Career Technical Education Pathway Requirements:

To be eligible for enrollment in a Career Technical Education (CTE) Pathway, students must meet the following criteria:

1. High school junior or senior continuing to make progress toward high school graduation.

2. Have a cumulative unweighted GPA of 2.8 on completed high school course work OR demonstrate college readiness in English, reading and mathematics, as determined by satisfactory scores on approved entry assessments (PSAT, SAT, Pre-ACT, ACT or Accuplacer Placement Test).

Eligibility Requirements for students whose unweighted GPA is less than 2.8

3. Students who wish to enroll in a CTE pathway who do not have an unweighted high school GPA of 2.8 or higher may obtain written approval from the high school principal/ designee or home school administrator

4. Upon obtaining approval from a high school principal, designee, or homeschool administrator, the student must then obtain approval from the Chief Academic Officer or Chief Student Development Administrator, if necessary.

5. Meet all established pre-requisites for college courses and the career pathway.

Career Technical Education Pathway Guidelines:

1. After completing two college courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college course work to maintain eligibility for continued enrollment in a CTE pathway. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.

2. A student may enroll in up to two CTE programs of study, as approved by the chief academic officer or chief student development administrator and may not substitute courses in one program for courses in another.

3. A student may enroll in two CTE pathways with approval from the Chief Academic Officer or Chief Student Development Administrator.

4. The student may change his/her program of study with approval of the high school principal or designee and the Chief Academic Officer or Chief Student Development Administrator, with a reason and appropriate verification provided by the Dual Enrollment Academic Advisor.

Cooperative Innovative High Schools (CIHS)

Overview of CIHS

The Cooperative Innovative High Schools within the Nash County Public School (NCPS) System represent a partnership between NCPS and Nash Community College to provide opportunities for students to complete an associate degree program, diploma, certificate or earn up to two years of college credit while completing a high school diploma within five years.

Articulated Credit for High School Courses

Public high school students and recent high school graduates less than two years from high school graduation may request the articulation of specific high school courses to community college credit per the 2023 Articulation Agreement issued by the NC Department of Public Instruction and the North Carolina Community College System. Students will need to submit documentation attesting to the completion of approved courses with

a grade of "B" or higher in each course and a raw score of 93 or higher on the normed post-assessment for consideration by the Registrar's Office.

Nash County Early College High School

The Nash County Early College High School is designed to introduce students to the college setting by taking Nash Community College courses while in high school. This is a five-year program through which students have the opportunity to earn a high school diploma and a college transfer associate degree. For additional information regarding the Early College, please refer to www.ncpschools.net.

Center for Industry, Technology & Innovation (CITI) High School

CITI High is a collaborative endeavor between the Nash County Public Schools and Nash Community College. Students at CITI High School will be able to complete studies in one of the associate of applied science programs as part of the high school graduation credits. Through an academic foundation, paired with career-informed courses and work-based learning experiences, graduates of CITI High School will be prepared to enter the work-force with solid credentials upon graduating from high school. For additional information regarding CITI High, please refer to www.ncpschools.net.

CONTINUING EDUCATION ENROLLMENT

Please contact the Continuing Education department concerning enrollment in Continuing Education classes at 252-451-8216 or coned@nashcc.edu.

Tuition, Fees and Other Expenses

Nash Community College receives financial support from local, state, and federal sources, making it possible to offer students educational opportunities at minimal cost. The tuition fee is set by the North Carolina General Assembly and is subject to change without notice. The cost of textbooks, laboratory fees, supplies, and college activity fees vary by curriculum and are an additional expense.

Payment of tuition and fees must be arranged at the time of registration with a payment option secured by the posted deadline to pay. If tuition and fees have not been paid, or financial aid or a payment plan secured, by the last day to pay the student will be dropped from their classes. Students wishing to dispute a charge on their account must do so within 30 days from the date of the invoice received.

Students may be eligible to receive education tax credits that can offset some expenses. There are two education credits available, the American Opportunity Credit and the Lifetime Learning Credit. Students should refer to IRS Publication 970, Tax Benefits for Education for further information.

Student Activity Fee

The Board of Trustees of Nash Community College has approved a $5.00 per credit hour ($35.00 max) student activity fee. This fee entitles a student to participate in all Student Government Association activities, and to have coverage under the College's Student Accident Insurance Plan.

Student Technology Fee

The Board of Trustees of Nash Community College has approved a Student Technology Fee of $6.00 per credit hour to a maximum of $48.00 per semester for the Fall and Spring semesters. The fee is capped at $24.00 for the summer term. This fee entitles a student the use of computers and other technology services.

College Access Parking and Security (CAPS) Fees

The Board of Trustees of Nash Community College has approved a CAPS Fee of $14.00 per semester. This fee is used to address security, safety, and parking needs on campus.

Student Accident Insurance

All students who register for curriculum classes are insured for accidental injuries which may occur while in class or on college property. This coverage does not apply to commuting time between home and class.

Students in Continuing Education classes may acquire student accident insurance at a minimum cost per session. This charge may be required for some Continuing Education classes.

Information regarding detailed coverage of this policy may be obtained from the Student and Enrollment Services Office or by visiting the College website at nashcc.edu/campus-life/student-resources/student-accident-insurance/

Student Health Insurance

Nash Community College is pleased that students have an opportunity to purchase medical, vision, and dental insurance coverage through a group plan designed for community college students and their families. The Community College Student Insurance medical plan and vision plan are offered by United Healthcare and the dental plan is offered by Humana. United Healthcare and Humana are responsible for enrollment, eligibility verification, benefits administration, and premium collection for the plans. The program requires a minimum of 3 credit hours per semester. It is important to note that NCC does not specifically endorse this plan or these providers. The plan is a voluntary option for our students. Interested students should contact the plan provider to directly enroll or compare with other plans. For additional information, please call the plan provider at 919-228-6474 or visit www.studentccsi.com.

Refund Policy – Curriculum Credit Courses

1. A refund shall not be made except under the following circumstances:

   a. A 100 percent refund of tuition and fees shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and fees if the class in which the student is officially registered fails to "make" due to insufficient enrollment or the class is cancelled for any unforeseen reason.

   b. A 75 percent refund of tuition shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester. No refund will be made on such fees as student activity, technology, success, CAPS, cap and gown fee, etc.

   c. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund of tuition and fees shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund of tuition only shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

   d. For contact hour classes, use 10 calendar days from the first day of the class(es) as the determination date.

   e. No refund will be made on such fees as student activity, technology, success, CAPS, cap and gown fee, etc.

2. To comply with the applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

3. The refund policy is set by the State Board of Community Colleges and is subject to change without notice.

4. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

5. Past due balances from a prior term may be deducted from any refund due.

Textbooks and Supplies

The cost of textbooks and supplies will vary according to the curriculum. Textbooks and supplies may be purchased at the college Campus Store as well as the online Campus Store. Textbook and other information is available online at www.nashcampusstore.com.

In addition to textbooks and supplies, individual programs may require additional costs for uniforms, lab kits, malpractice insurance, assessment tests, state licensing exams, criminal back- ground checks, drug screens, etc.

Select classes offer Inclusive Access books, an interactive digital textbook available through Moodle. Students taking inclusive access courses will be charged on their student account for course materials. This charge may be paid in person at the Cashiers office, online through Self Service, or charged to the student's Financial Aid account.

Intellectual Property Rights

In an educational and academic environment, the development of creative, original, and scholarly works of various forms is encouraged and supported. A wide variety of legal protections governing copyrights, patents, trademarks, and trade secrets exist for the benefit of the author and the supporter of such projects. The rights of faculty, staff, students, and the College in the creation of intellectual property should be protected to the fullest extent of the law. Negotiated agreements are encouraged whenever possible to protect the rights of all parties involved in the creation of intellectual property, particularly when the potential exists for monetary gain. Intellectual property includes, but is not limited to, scientific discoveries or inventions, computer software, scholarly publications, works of art, movies, dramatic productions, etc.

The College has no intellectual property rights for works created by faculty, staff, or students as the result of individual initiative outside of the scope of regular job duties or traditional scholarly work created for academic purposes, as long as no more than incidental use of College facilities is made. The author retains responsibilities for securing copyrights and/or patents, and receives sole benefit and royalties from dissemination of the works. While the author retains intellectual property rights of traditional scholarly work, the College retains the right to unlimited, royalty-free use of works created for academic purposes using College resources. To avoid a dispute or concern about the ownership of intellectual property, the faculty, staff, or student should obtain clarification prior to creation. If significant use of institutional resources is anticipated, the faculty, staff, or student and the College should agree in writing before the project begins regarding use of facilities, rights to the work product, sharing of benefits related to commercialization of the product, and rights and ownership of the products of any such projects. Intellectual property right

disputes involving students are addressed using the due process review by the Student Affairs Committee and described in the Catalog in the Student and Public Grievance/Complaint Procedure.

Admission to Health Sciences Programs

The Health Sciences programs have additional, selective admissions requirements. Qualifying students are first expected to complete all general admission procedures to the College. Course work includes on-campus classroom and laboratory hours as well as off-campus clinical learning experiences performed at contracted health care facilities throughout Central and Eastern North Carolina. Reliable transportation is critical. Students can expect costs associated with uniforms, meals, and travel related to clinical learning experiences. Prospective students are encouraged to review program related information online for the respective health sciences program at www.nashcc.edu/academics/health-sciences/, including Program Information Packets, Student Handbooks and/or estimated program expenses.

Criminal Background Checks and Drug Screens

Criminal background checks and drug screens are not required for admissions to the Health Sciences programs. Once admitted to the program, however, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, National Sex Offender Search, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education component of the Health Sciences program. The Health Sciences faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a Health Sciences student from participating at the facility based on the results of the criminal background check and/or drug screen, the student will be dismissed from the respective Health Sciences program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process procedures described in respective Health Sciences program Student Handbooks should they feel ineligibility was determined as a result of false or inaccurate information.
Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the Health Sciences program upon acceptance and enrollment. Students should also expect to submit to a criminal background check, at their own cost, when seeking eligibility for state licensure or national certification.

Admissions to Associate Degree Nursing (Day Option)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by January 30 before beginning Step I. Submission of high school transcripts is also required for program admissions (See Curriculum Program Admission Procedures).

B. Associate Degree Nursing Program Application Process

Step I: Submit an Associate Degree Nursing program application to the Health Sciences Admissions Coordinator by February 1 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171.

2. The student's overall grade point average must meet or exceed 2.0.

3. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina Registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, applicants are ranked and selected for admission based on the following criteria:

1. HESI-A2 composite percentage score.

2. Successful completion of the following courses with a grade of "C" or higher by the program application deadline of February 1:
   - BIO 168 Anatomy & Physiology I 2 Points
   - BIO 169 Anatomy & Physiology II 2 Points
   - CHM 130/130A Intro to Chemistry/Lab 2 Points

- MAT 171 Precalculus Algebra 2 Points

3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.

4. Current LPN licensure and NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline

5. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional correspondence will occur through the College's student email. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the ADN Program:

1. Submission of a completed physical examination form. The physical exam can be performed within a time frame of 12 (twelve) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.
4. Submit evidence of current health insurance coverage, which must remain effective through the completion of clinical learning.

Admissions to Associate Degree Nursing Program (Evening Option)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by January 30 before beginning Step I. Submission of high school transcript is also required for program admissions (see Curriculum Program Admission Procedures).

B. Associate Degree Nursing Program Evening Option Application Process

Step I: Submit an Evening Option Associate Degree Nursing program application to the Health Sciences Admissions Coordinator. Applications for the next cohort are accepted every other year from September 1st to February 1st for fall semester admission. To be eligible to apply, students must meet the following criteria:

1. All non-NUR prefix curriculum coursework must be completed by the application deadline.

2. The student's overall grade point average must meet or exceed 2.0.

3. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina Registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score.

2. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.
3. A student currently enrolled at the College will score 1 point in the ranking of students.

4. Current LPN licensure and NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the college. All additional program correspondence will occur through the College's student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the ADN Program evening option:

1. Submission of completed physical examination form. The physical exam can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.

2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students in the health care environment.

3. Submission of evidence of current AHA BLS Provider CPR certification.

4. Submit evidence of current health insurance coverage, which must remain effective through the completion of clinical learning.

Admissions to Advanced Placement for the Licensed Practical Nurse (Transition Program)

A. Nash Community College Application

Students must complete an application for admission to Nash Community College by October 30 before beginning Step I. Submission of high school transcripts is required for program admissions (see Curriculum Program Admission Procedures).

B. LPN Nurse Transition Plan Program Application Process

Step I: Submit LPN Transition Plan program application to the Health Sciences Admissions Coordinator by November 1 for consideration for admissions in the following spring semester Nursing Transition Concepts (NUR 214) course. To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171.

2. Students must have taken or be currently enrolled in: BIO 168 and CHM 130/130A. If selected for program entry, students must have completed or be currently enrolled in PSY 150 and BIO 169.

3. The student's overall grade point average must meet or exceed 2.0.

4. Evidence of a current unencumbered LPN license. The student is responsible for providing this information to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score.
2. Successful completion of the following courses with a grade of "C" or higher by the program application deadline of November 1:
   - BIO 168 Anatomy & Physiology I 2 Points
   - BIO 169 Anatomy & Physiology II 2 Points
   - CHM 130/130A Intro to Chemistry/Lab 2 Points
   - MAT 171 Precalculus Algebra 2 Points
3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional program correspondence will occur through the College's student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the LPN Transition Plan:

1. Submission of a completed physical examination form. The physical examination can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.

2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.

3. Submission of evidence of current AHA BLS Provider CPR certification.

4. Evidence of successful completion of BIO 168, and CHM 130/130A; completion of or enrollment in BIO 169, AND PSY 150.

5. Submit evidence of current health insurance coverage, which must remain effective through the completion of clinical learning.

Admissions to Practical Nursing Diploma (PN) Program

A. Nash Community College Application

Students must complete an application for admissions to Nash Community College by January 30 before beginning Step I. Submission of high school transcripts is also required for program admissions (see Curriculum Program Admission Procedures).

B. Practical Nursing Diploma Application Process

Step I: Submit Practical Nursing program application to the Health Sciences Admissions Coordinator by February 1 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171.

2. The student's overall grade point average must meet or exceed 2.0.

3. Students must complete a Nurse Aide I program and demonstrate current certification on the North Carolina registry for Certified Nursing Assistant I (CNAI). The student is responsible for providing documentation to the Health Sciences Admissions Coordinator upon program application.

Note: Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Practical Nursing diploma.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score

2. Successful completion of the following courses with a grade of "C" or higher by the program application deadline of February 1:
   - BIO 168 Anatomy & Physiology 2 Points
   - BIO 169 Anatomy & Physiology II 2 Points
   - MAT 171 Precalculus Algebra 2 Points

3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students.

4. Current NAII status by the NCBON will score 1 point in the ranking of students. Documentation must be submitted to the Health Sciences Admissions Coordinator by the application deadline.

5. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Applicants will be notified of their admission status by mail utilizing the address on file at the College. All additional program correspondence will occur through the College's student e-mail. Applicants notified of conditional admission must complete the following steps by specified dates to be accepted into the PN Program:

1. Submission of a completed physical examination form. The physical exam can be performed within a time frame of twelve (12) months prior to enrollment for the fall semester.
2. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended immunizations for students working in the health care environment.
3. Submission of evidence of current AHA BLS Provider CPR certification.
4. Submit evidence of current health insurance coverage, which must remain effective through the completion of clinical learning.

Nursing Programs Readmission and Transfer Procedures

The following procedure outlines the conditions under which a student who exits the program, without completing all requirements, may return to the program to continue pursuing the Associate Degree in Nursing or Practical Nursing Diploma:

1. A student who does not complete any nursing program as scheduled may reapply to that program by meeting the admission criteria in effect at the time of reapplication.

2. A student seeking re-entry into a nursing program must submit a formal written request to the Director of Nursing Programs by the end of the semester immediately following their withdrawal or interruption of studies. Submission of this request does not guarantee readmission to the nursing program.

3. A student who withdraws from or is dismissed from a specific nursing program may be readmitted only once to the same program, subject to the recommendation of program faculty and available space. This includes a total of two (2) applications: one (1) for initial admission to a specific nursing program and one (1) for readmission within one year of exiting the program. If a student reapplies for re-entry into the first semester of the curriculum sequence (NUR 101, NUR 111, or NUR 214), they will participate in the admission process as specified in the nursing program admission procedure.

4. Re-entry into the nursing program is not guaranteed and will be considered on a case-by-case basis, taking into account the point of re-entry, the number of currently

enrolled students, and space availability for confirmed clinical education learning experiences.

5. The student must demonstrate retention of knowledge and skills in nursing courses by completing a written proficiency examination with a minimum score of 80%, a dosage calculation examination with a minimum score of 90%, and a Satisfactory laboratory competency examination for each prerequisite course to the point of re-entry, regardless of the original passing grade.

Competencies may include:
- Systematic Head-to-Toe Assessment
- Medication Administration
- Sterile Technique

All readmission requirements must be completed by November 15 for spring readmission, April 15 for summer readmission, and June 15 for fall readmission.

6. A student may be permitted to audit a nursing course before the desired re-entry semester. Eligibility to audit requires a grade of "B" or higher in the nursing course from the previous academic year or equivalent transfer coursework, as well as completion of proficiency examinations and competencies during the readmission process. A student approved to audit a nursing course will not be admitted to the program or allowed to participate in the clinical portion. Approval to audit is granted on a case-by-case basis.

7. A student dismissed from a nursing program due to inappropriate internet use, misconduct, unprofessional behavior during on and off-campus learning activities, nonadherence to laboratory safety and clinical education policies, or significant concerns regarding clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to any nursing programs or subsequent admissions to any health sciences program at Nash Community College (NCC).

8. Once the readmission has been approved, the student must submit updated clinical requirements, including a background check and drug screening at least 30 days prior to re-entry. Clinical requirements include: a physical exam (if records on file are more than one year old), current American Heart Association (AHA) BLS certification, a 2-Step TB test, all required immunization records, and proof of medical insurance.

9. A written reflective action plan for readmission into the NCC Nursing Programs is required. This plan should detail and answer the following question: "How have you reflected on past experiences within the NCC Nursing Program, and what plan or interventions have you implemented to prepare for success in the NCC Nursing Program?" The reflective action plan must be submitted to the Director of Nursing

Programs within three (3) business days after completing all examinations and skills proficiency testing

Transfer Students

Transfer students who wish to enter the Nursing Programs at Nash Community College (NCC) must meet all admission requirements. NCC nursing programs accept course credits with the NUR prefix from institutions within the North Carolina Community College System and other accredited colleges, provided the credits have equivalent credit hours and course content. Transfer of NUR prefix course credits from other institutions is allowed if the grades meet NCC's academic standards and if NCC receives documentation verifying that the equivalent competencies were achieved. Official transcripts must be submitted to NCC for the student to receive transfer credit. The final decision regarding acceptance or denial of transfer credits is at the discretion of the College. Please note that the NUR 214 course is not transferable. Applicants are required to meet with the Health Sciences Admissions Coordinator to determine if placement testing is necessary. Additionally, at least 25% of the credits needed for a degree must be earned at NCC to qualify for graduation. The Director of Nursing Programs will assess each student's transcript to determine appropriate placement credits for nursing courses, in conjunction with the Registrar, who will make the final decision on transferability of support or related courses.

1. Transfer students must fulfill the following requirements:

    a. Meet all entrance requirements established by the College

    b. Maintain a grade point average (GPA) of at least 2.5 based on all academic work completed.

    c. Complete the required general education courses for NCC to the point of transferring, achieving a minimum grade of C. Transfer courses will be evaluated on an individual basis by the College Registrar, in consultation with the Director of Nursing Programs.

    d. Demonstrate retention of knowledge and skills in NUR courses by passing a written proficiency examination with a minimum score of 80%, a dosage calculation examination with a minimum score of 90%, and a Satisfactory laboratory competency examination for each prerequisite course before transfer.

Competencies may include:

- Systematic Head-to-Toe Assessment
- Medication Administration
- Sterile Technique

e. Once approved for readmission, students must submit updated clinical requirements, which include a background check and drug screen at least 30 days prior to re-entry. Clinical requirements consist of: a physical exam (if records on file are over one year old), current American Heart Association (AHA) BLS certification, 2-Step TB test, all required immunization records, and proof of medical insurance.

f. Transfer students will be considered on a case-by-case basis, considering the point of transfer, the number of currently enrolled students at the time of transfer, and the availability of space for confirmed clinical education learning experiences.

g. Students requesting transfer into the NCC Nursing Programs must meet all admission criteria and provide documentation verifying successful academic and clinical standing at their previous nursing program. Due to patient safety standards, professional expectations, and regulatory requirements for clinical placement, the Nursing Programs require a Letter of Good Standing from the nursing program administrator at the institution the student most recently attended. The Letter of Good Standing must be submitted directly to the Director of Nursing Programs by the previous nursing program administrator. A student is not eligible for transfer if they were dismissed for unsafe clinical practice, academic dishonesty, unprofessional conduct, or behavioral violations.

Admission to Physical Therapist Assistant Program

A. Nash Community College Application

Students must complete an application for admissions to Nash Community College by May 30 before beginning Step I. Submission of high school transcripts is also required for program admission (see Curriculum Program Admission Procedures)

B. Physical Therapist Assistant Program Application Process

Step I: Submit a Physical Therapist Assistant program application to the Health Sciences Admissions Coordinator by June 2 for consideration for admissions in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. The student's overall grade point average must meet or exceed 2.0.

2. Students must be eligible for enrollment in ENG 111 and MAT 171.

Note to students: Only letter grades of "C" or higher in non-PTA courses and PTA courses with a grade of "B" or higher will count toward completion of the Physical Therapist Assistant degree.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Applicants are ranked and selected for admission based upon the following:

1. HESI-A2 composite percentage score.

2. Successful completion of the following courses with a minimum grade of C by the program application deadline date of June 2:
   - BIO 168 Anatomy and Physiology I 2 points
   - BIO 169 Anatomy and Physiology II 2 points
   - MAT 171 Precalculus Algebra 2 points 2 points

3. An earned degree (Associate, Bachelor, etc.) will score 2 points in the ranking of students. The student is responsible for providing documentation of this information to the Health Sciences Admissions Coordinator by the program application deadline date of June 2.

4. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Applicants will receive written notification of their conditional admission status prior to the extended registration period for the fall semester. Program correspondence will occur through the Nash Community College student email. Applicants notified of conditional admission must complete the following steps by established deadlines to be accepted into the PTA Program:

1. Applicants must submit evidence of a recent (within one year) physical examination, using a form provided by the College and available from the Health Sciences Admissions Coordinator. The physical exam must be updated annually following enrollment into the PTA program. Immunization requirements must be complete in accordance with North Carolina Law as well as recommended or required immunizations for students working in the health care environment.
2. Applicants must submit evidence of current AHA BLS Provider CPR Certification.

3. Applicants must submit evidence of a minimum of forty hours of observational experience in a physical therapy setting under the supervision of a licensed physical therapist. The requisite form is available from the Health Sciences Admissions Coordinator.

4. Submit evidence of current health insurance coverage which must remain effective through completion of clinical learning.

Physical Therapist Assistant Program Readmission

The following policy clarifies the conditions under which a student who exits the Program without satisfying all of its requirements may apply for readmission to resume progress towards the Associate in Applied Science in Physical Therapist Assistant degree.

1. A student who fails to complete the PTA program as scheduled may reapply to the program by meeting the admission criteria in effect at the time of reapplication.

2. A student will be required to proceed through the general selection and acceptance procedures along with all other candidates for the following year if a student demonstrated academic failure or withdrawal by the end of the first technical semester (PTA prefixed courses).

3. A student who reapplies for re-entry at the point of non-progression will be considered if less than three (3) years has passed. In situations where greater than three (3) years have passed, the student will need to apply through the general application process and will be expected to start with the first technical semester of PTA-prefix courses.

4. A student must submit a written letter of intent for readmission to the Program Director describing reasons for leaving the program, desire for re-entering the program, detailed plan of academic preparedness for future success and the anticipated semester of re-entry. The written request must be received within 90 days of the anticipated semester start date.

5. A personal interview may be scheduled between the prospective student and an appropriate member of the PTA program.

6. Re-entry into the program is not guaranteed and will be considered on a case by case basis considering the point of re-entry, space availability per the number of currently enrolled students at the point of re-entry, prior academic and clinical student performance, and the number of confirmed clinical education learning experiences.

7. A student will be required to demonstrate retention of knowledge and skills in PTA technical courses by successfully completing both a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course. A student must follow

the same program course sequence and expected completion timeframe as currently enrolled students at the point of program re-entry.

8. A student will be required to meet all program policies and maintain satisfactory academic progress throughout the program.

9. A student dismissed from the program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- or off-campus learning activities; non-adherence to laboratory and clinical education policies; or significant concerns in regard to clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to the PTA program or subsequent admissions to any health sciences program at Nash Community College.

10. Any student is allowed only two (2) attempts to complete the PTA program.

11. A student will receive written notification of readmission status.

Admission to Medical Assisting Program

A. Nash Community College Application

Prospective students must complete an application for admissions to Nash Community College by June 1 before beginning Step 1. Submission of high school and all post-secondary transcripts is required for program admission (see Curriculum Program Admission Procedures).

B. Medical Assisting Program Application Process

Step I: Submit a Medical Assisting program application to the Health Sciences Admissions Coordinator by June 16 for consideration for admission in the following fall semester (August). To be eligible for a program application, the applicant must meet the following criteria:

1. Students must be eligible for enrollment in ENG III.

2. Students must be eligible for enrollment in MAT 143

3. The student's overall grade point average must meet or exceed 2.0.

Note: Only letter grades of "C" or higher in non-medical assisting courses and medical assisting (MED) courses with a grade of "B" or higher will count toward completion of the Medical Assisting degree or diploma.

Step II: Eligible applicants will be invited to take the HESI Admission Assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count

towards admission. Students will be required to pay the exam fee to take the A2. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

C. Determination of Admission Status

Step III: Should there be more qualified applicants than space available, the following criteria will be used to determine those selected for admission:

1. HESI-A2 composite percentage score

2. Successful completion of the following courses with a grade of "C" or higher by the program application deadline date of June 16:
   - BIO 163 Basic Anatomy & Physiology 2 points
   - MAT 143 Mathematical Meas & Literacy 2 points

3. An earned certificate, diploma, or degree in any Health Care discipline, or degree (Associate, Bachelor, etc.) in any field, will also earn 2 points added to the HESI-A2 score. The student is responsible for providing documentation to the Health Sciences Admissions Coordinator by the program application deadline date of June 16.

4. A student currently enrolled at the College will score 1 point in the ranking of students.

Step IV: Notification of Admission
Applicants will be notified of their admission status by mail prior to the registration period for the fall semester. All additional program correspondence will occur through the College's student e-mail.

D. Additional Medical Assisting Program Requirements

1. Students accepted into the Medical Assisting Program must submit evidence of a recent physical examination, using a form provided by the College and available from the Health Sciences Admissions Coordinator. The physical exam must take place no earlier than one year prior to the Clinical Practicum, which takes place during the third semester of the Program (May – July). Immunization requirements must be completed in accordance with North Carolina Law, as well as with recommended immunizations for students working in the health care environment.

2. Students must submit evidence of current AHA BLS CPR Certification.

Medical Assisting Readmission (Degree and Diploma)

The following policy describes the conditions under which a student who exits the program without satisfying all of its requirements may return to the program to resume progress toward the Diploma in Medical Assisting or the Associate in Applied Science in Medical Assisting degree.

1. A student who fails to complete the MED program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.

2. Re-entry into the program is not guaranteed and will be considered on a case by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and confirmed space availability for clinical education learning experiences.

3. The student will be required to demonstrate retention of knowledge and skills in MED technical courses by successfully completing a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.

   The requirement to demonstrate retention of knowledge and skills may be waived in the case of a Nash CC Diploma graduate requesting re-entry at the associate degree level if one of the following conditions has been met:
   - The applicant has passed the AAMA certification exam at any time in the past and is currently working in the role of medical assistant, OR
   - The applicant has passed the AAMA certification exam within the previous six months.

4. A student dismissed from the program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or significant concerns in regard to clinical expectations for safe, ethical, and legal standards will not be considered for re-entry to the MED program or subsequent admissions to any health science program at Nash Community College.

Medical Assisting Transfer (Diploma or Degree)

A student who transfers courses required by the Medical Assisting program may apply to the program by meeting the admissions criteria that are in effect at the time of application.

Entry into the program after the first semester is not guaranteed and will be considered on a case-by-case basis, considering the point of entry, the number of currently enrolled students at the point of entry, and space availability for confirmed clinical education learning experiences.

A student desiring to transfer credit to enter the Medical Assisting Program for courses where MAERB psychomotor and/or affective competencies are assessed * must:

1. Demonstrate retention of knowledge and skills in any MED technical courses or their equivalent by:
    1. Completing a written proficiency examination in each prerequisite course to the point of entry, regardless of the original passing grade, with an overall 80% or higher. AND
    2. Completing all laboratory competency examinations with overall scores of 80% or higher.

* Courses where MAERB psychomotor and/or affective competencies are assessed: MED 130: Administrative Office Procedures I, MED 131: Administrative Office Procedures II, MED 140: Exam Room Procedures I, and MED 150: Laboratory Procedures I

Additionally, the applicant must satisfy the NCC resident requirement by completing at NCC a minimum of twenty-five percent of the credit hours for a degree or diploma.

The requirement to demonstrate retention of knowledge and skills may be waived in the case of a diploma graduate requesting entry at the associate degree level if one of the following conditions has been met:

1. The applicant has passed the AAMA certification exam at any time in the past and is currently working in the role of medical assistant, OR
2. The applicant has passed the AAMA certification exam within the previous six months

A student dismissed from any program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or significant concerns regarding clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to the MED program or subsequent admissions to any health sciences program at Nash Community College.

Transfer credit for Medical Assisting courses is granted only in the following instances:

1. The Medical Assisting Program Director, in consultation with the appropriate faculty, recommends acceptance of the specific medical assisting course(s) AND
2. Psychomotor and affective competencies included in the course were each completed with overall 80% or higher scores, AND
3. The student completes a written proficiency and laboratory competency examination with an 80% or higher.

Admission to Veterinary Medical Technology Program

Students must complete the general admissions application to Nash Community College by May 30th before beginning Step I. Submission of high school transcripts is also required for program admission (see Curriculum Program Admissions Procedures).

Veterinary Medical Technology Program Application Process

Step I: Submit a VMT program application to the Health Sciences Admissions Coordinator by June 2 for consideration of admission in the following fall semester (August). To be eligible for a program application, the student must meet the following criteria:

1. Students must be eligible for enrollment in ENG 111 and MAT 171.
2. The student's overall grade point average must meet or exceed 2.000.

Step II: Eligible applicants will be invited to take the HESI admission assessment (A2) on annually established dates. Testing will be offered at Nash Community College and allowed once per calendar year. Test scores are valid for two years. The higher score will count towards admission. Students will be required to pay the cost to take the A2 at the time of scheduling. Picture ID is required at the testing site. Nash Community College will only accept A2 scores that are directly transferred from HESI.

Determination of Admission Status

Step III: Applicants are ranked and selected for admission based upon the following criteria:

1. HESI -A2 composite percentage score

2. Successful completion of the following courses with a grade of C or better by the program application deadline date of June 2:
   - CHM 130/130A General Organic and Biochemistry/Lab 2 points
   - MAT 171 Precalculus Algebra 2 points

3. An earned degree (Associate, Bachelor, etc) will score 2 points in the ranking of students. The degree awarded must be reflected on the official transcripts submitted to Admissions by the application deadline.

4. Being employed as a Veterinary Assistant, completing a Veterinary Assistant Certificate program, or demonstrating related work or training experience and handling exposure to animals will score 2 points in the ranking of students. Documentation

must be submitted to the Health Sciences Admissions Coordinator upon program application.

5. A student currently enrolled at Nash Community College will score 1 point in the ranking of students.

Step IV: Applicants will receive written notification of their conditional admission status prior to the extended registration period for the fall semester. Program correspondence will occur through the Nash Community College student email. Applicants notified of conditional admission must complete the following steps by established deadlines to be accepted into the VMT Program:

Submit evidence of a recent (within one year) physical examination, as well as the physician's signature stating the student's physical and emotional health appears to be satisfactory to participate in the activities of a health profession in a clinical setting, using a form provided by the College and available from the Health Sciences Admissions Coordinator..

6. Must show proof of a current tetanus vaccination. Veterinary Medical Technology students are required to receive the pre-exposure rabies vaccine. Veterinary Medical Technology students must be vaccinated against rabies before handling live animals, excluding rodents and avian species, to comply with the CVTEA updated standards. All Veterinary Medical Technology students are required to receive the pre-exposure rabies vaccine series, which will be completed during the first few weeks of the Spring Semester in the first year of the program. If a student has already received the vaccine, an official lab report showing immunity by positive blood titer for rabies antibodies within the previous 2 years must be provided. If a student declines the rabies vaccine or is unable to complete the vaccine requirements, they will not progress in the program

In the event that the ranking process results in the same ranking score for more than one student to be offered a seat, priority will be given first to a student currently attending NCC, then the highest overall GPA.

Veterinary Medical Technology Readmission

The following procedure clarifies the conditions under which a student, who exits the program, without satisfying all of its requirements, may return to the program to resume progress toward the Associate in Applied Science in Veterinary Medical Technology.

1. A student who fails to complete any of the VMT program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.

2. A student will be required to proceed through the general selection and acceptance procedures along with all other candidates for the following year if a student demonstrated academic failure or withdrawal by the end of the first technical semester (VET prefix courses).

3. A student who reapplies to re-enter at the point of non-progression will be considered if less than three (3) years have passed. In situations where greater than three (3) years has passed, the student will need to apply through the general application process, and be expected to start the beginning of VET prefix courses.

4. A student must submit a written letter of intent for readmission to the Program Director describing reasons for leaving the program, desire for re-entering the program, detailed plan of academic preparedness for future success and the anticipated semester of re-entry. The written request must be received within 90 days of the anticipated semester start date.

5. A personal interview may be scheduled between the prospective student and an appropriate member of the VMT program.

6. The student will be required to demonstrate retention of knowledge and skills in VET technical courses by successfully completing both a written proficiency examination and laboratory competency examination with a grade of 80% for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.

7. Re-entry into the programs is not guaranteed and will be considered on a case-by case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed off-campus clinical, laboratory and work-based learning experiences.

8. A student dismissed from the VMT program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety, clinical education and policies; or, significant concerns in regard to clinical expectations for safety, ethical, and legal standards will not be considered for re-entry to VMT Program.

9. Any student is allowed only two (2) attempts to complete the VMT program.

10. A student will receive written notification of readmission status.

Admission to Criminal Justice/ Forensic Science/ Basic Law Enforcement Training Programs

All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission sets minimum standards for employment for law enforcement officers, correctional officers, state youth services officers, probation and parole officers, surveillance officers, and intake officers. Some of the minimum standards currently used by criminal justice agencies are age, citizenship, health and physical fitness, education, drug testing, psychological screening, background screening, and freedom from felony and/or serious misdemeanor convictions. Applicants with a felony conviction are not eligible for employment with a criminal justice agency.

Applicants with a class "B" misdemeanor conviction within the last five years will not be eligible for employment with a criminal justice agency. (Ref: North Carolina Administrative Code Title 12:09A. 0204 (3) (A) G.S. 176-6 and 17-10).

Students who have concerns or questions in regard to eligibility are encouraged to contact the Criminal Justice Department or the Basic Law Enforcement Training (BLET) School Director.

Admission to Cosmetology Program

In addition to the Nash Community College Admission requirements, prospective students are advised that the North Carolina Board of Cosmetic Art Examiners is the regulatory board that governs all aspects of the Cosmetic Arts, including licensure and school rules. Pertinent to rule 21 NCAC 14T .0502: Prior to acceptance in the Cosmetology Program, students must provide the following:

1. Social security card for any individual who has a social security number or tax ID card or student visa information.
2. Government issued photo ID and proof of date of birth. All Cosmetology student applicants must be 18 years of age and able to provide a high school diploma or an adult high school equivalency. First time Cosmetology students may enter in the Fall and Spring semesters only All rising 11th and 12th grade home school students and public high school students should apply through the Career and College Promise Program. Cosmetology program applicants should be aware that upon completion of the program, students must sit and pass the North Carolina State Board of Cosmetic Art exam before they can apply for a Cosmetic Art License and practice Cosmetic Arts in the State of North Carolina. State licenses are not transferable to other States. Applicants that have been convinced of a felony should know that there are additional procedures in relation to applying licensure and the state board reserves the right to revoke ability to obtain licensure. (21 NCAC 14I .0401)

Admission to Early Childhood Education Program

Students entering the Early Childhood Education Program should be cautioned that according to the provisions of North Carolina General Statute 110-91(8) persons with certain

criminal records or personal habits or behavior which may be harmful to children are excluded from operating or being employed in a child care setting regulated by the NC Division of Child Development. Should a student seek employment in a regulated center a criminal background check will be performed as required by NC General Statue.

Nash Online (Distance Education)

Nash Community College works to ensure that students enrolled in distance education courses are being provided with the same quality instruction and content, and have access to the same services as on-campus students.

Additionally, NCC recommends that students participating in virtual courses have high-speed, wired internet access.

Distance Education Course Definitions

Online Course (OL) – A course in which instruction and materials are presented entirely online using a Course Management System (CMS). Courses may have proctored testing. Completion of a mandatory Enrollment Verification activity is required by every online student within the first 10% point for each online course.

Blended Course (B) - Blended classes combine traditional face-to-face instruction with online instruction where 50% or less of instruction takes place online and required face-to-face classroom sessions are appropriately predetermined by the instructor. Both face-to-face and online components must be integrated, and a required face-to- face meeting will occur within the first 10% point of the course. A schedule of expected on-campus class sessions will be made available by the instructor in a Course Management System (CMS) at the beginning of each blended course.

Hybrid Course (H) - Hybrid classes combine traditional face-to-face instruction with online instruction, where greater than 50% but less than 100% of instruction takes place online and required face-to-face classroom sessions are appropriately predetermined by the instructor. Both face-to-face and online components must be integrated, and a required face-to- face meeting will occur within the first 10% point of the course. A schedule of expected on-campus class sessions will be made available by the instructor in a Course Management System (CMS) at the beginning of each hybrid course.

Virtual (V) - Virtual learning allows for course participation from almost any remote site. The expectation of virtual courses, those identified with the letter V in the course title, is that students will attend and participate online during the scheduled course time. NCC's virtual learning environment is interactive and students are able to communicate with their instructors and other students in real time during the class. A schedule of expected virtual

class sessions will be made available by the instructor in a Course Management System (CMS) at the beginning of each virtual course.

Moodle

OpenLMS is the primary course management system used to facilitate distance education courses at Nash Community College. OpenLMS is based on the Moodle platform and commonly referred to as "Moodle" in college communication. Every enrolled curriculum student will receive Moodle login credentials. Login directions are available on the distance education page of the NCC website and assistance is available at esupport@nashcc.edu. For security purposes, sharing your student login credentials is prohibited.

Nash Community College requires all faculty members to make their contact information, course syllabus and grades available in Moodle. Faculty utilize Moodle to include supplemental handouts and resources, grades, and assignment submission links. Other forms of supplemental online instruction may be used in addition to Moodle. Students are encouraged to have independent access to the Internet as an integral part of every Nash Community College course.

Online Courses

The College provides courses online via the Internet and shall follow the requirements below in the offering of these classes. The College assumes that any student who enrolls in an online course is acquainted with the Internet, a word processing program, web searches, the use of a web browser, uploading and downloading files, and communicating via email. The student will have an NCC student email account provided by the College..

1. The three criteria for establishing an online course are listed below:

    a. The course content is consistent with the mission/purpose of the College.

    b. The need for the course to be taught in this manner is student-driven.

    c. The required development lead time and resources to offer the course are adequate and available.

2. Students shall follow the general admission procedures of the College and shall register for the course as the semester schedule indicates (note admission requirements in the College Catalog).

3. (OL) section courses officially begin the first day of the scheduled course and will not be made available to students until the first day of the class. Every student in an online (OL) course is required to complete the Enrollment Verification Activity within the first 10 percent point of each online (OL) course in order to re- main enrolled in the course.

Completion of the Enrollment Verification Activity or first course assignment indicates that an online (OL) course student verifies his or her enrollment and attendance in the online (OL) course. Online (OL) courses are to be made unavailable to any online (OL) course student who does not complete the Enrollment Verification Activity within the first 10 percent of the course. Furthermore, the student is to be marked as a "no show"(NS) in Self Service attendance tracking. Instructors are responsible for submitting a 10 percent Census Report after the predetermined 10 percent point of each online course.

4. Online course requirements, prerequisites, grading and transfer credit shall be consistent with the course when taught in the traditional manner.

5. If a text is required for the online course, it shall be consistent in content with the course when taught in the traditional manner.

6. Satisfactory progress and required attendance will be monitored by assessing the completion of assignments by their respective due dates as noted on the online course outline.

7. Students will evaluate the course and the instructor each semester in accordance with the established evaluation procedure of the College at the 70% point of the course.

8. Students taking online courses are subject to the Academic Progress Policy of the College.

9. Nash Community College does not impose additional student charges related to online programs.

Distance Education - Academic Integrity and Online Proctoring

Nash Community College allows the instructor to determine if an exam or activity requires proctoring. Students should check the course syllabus to determine if the course(s) require proctoring services. All students registered for online courses are expected to have laptops equipped with a webcam and microphone capable of recording activities and taking proctored exams.

Nash Community College requires weekly assignments in online courses to gauge understanding of the course concepts. At the discretion of the instructor, students may be asked to record themselves demonstrating course skills and activities or taking an online exam. Inconsistency, or variances, in the weekly performance assessments or on major exams may prompt the instructor to require a proctored exam. Proctoring fees are covered by the College.

If proctoring is deemed necessary, the instructor may require the use of an external proctoring company or may require the student to verify identity using a government-issued ID or ID issued by NCC by sharing a live snapshot or recording of themselves holding a valid ID. The activity may be monitored in real-time with webcam, or submitted as a video recording.

Commitment to Online Student Enrollment

The college makes every effort to ensure that distance education students are able to enroll and submit the necessary documentations from a distance. The college has staff who work with distance education students throughout the enrollment process without the need for in-person interactions.

If it is determined that a distance education student needs to take a placement test, the student may take the ACCUPLACER at an institution closer to their location and have the results mailed directly to NCC. The College also accepts results for tests taken within the last five years.

Advising Distance Education Students

Distance education students have the same access to resources as the College's traditional, on-campus students. The College provides in-person, virtual, and other digital communication forms for orientation, advising, and other student support services such as SWELL. All distance education students are assigned an academic advisor when they submit their application. The academic advisors are available remotely to assist students and provide support toward the graduating and receiving stackable credentials throughout the degree.

Online Tutoring and Supplemental Instruction

All students, including distance education students, have access to tutorial and supplemental instruction resources. Some of these include, but are not limited to tutor.com, online office hours, writing math, and science tutoring, and NCLIVE, etc. Distance education instructors share and provide students with the college's online tutoring resources.

The college also provides tutoring to our distance education students. Where available, tutors are set up in labs on campus with access to a webcam and monitor that allows students to log in and ask questions from remote locations.

Nash Community College

Academic Regulations



Student Rights and Responsibilities

Each student is guaranteed the privilege of exercising his or her rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.

Free inquiry, expression, and assembly are allowed by students following College approved guidelines and that in no way impairs the learning environment. These guidelines may be obtained from the Vice President of Student Services.

Due process is guaranteed to all students who have a concern regarding college decisions that directly affect them. Appeals are directed to the Student Affairs or Academic Review Committee.

Evaluation of student academic performance shall not be prejudicial. All students are entitled to an explanation of the basis for course grades. The College, however, has the right to set academic standards, which students are expected to meet.

The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.

Students are expected to acquaint themselves with and observe College regulations and policies contained in this catalog and all announcements made through the Administration.

It is the responsibility of each student to be knowledgeable and meet the graduation requirements of the College in his/her particular program of study and to maintain the minimum required grade point average. Academic Advisors will work with all students, but the final responsibility is that of the individual student.

Student complaints not related to the Student Affairs Committee or the Academic Review Committee may be submitted in writing to the Vice President of Student Services. The Vice President will respond in writing within seven (7) working days. The student may appeal this decision to the Vice President of Instruction and Chief Academic Officer.

Academic Integrity:

Nash Community College upholds the integrity of the academic process. Academic dishonesty, including cheating and plagiarism, undermines that integrity.

Cheating is an attempt to use unethical or dishonest means to perform work for a course. Cheating encompasses both those giving and receiving aid. This may include, but is not limited to the following:

- Copying the work of others.
- Bringing unapproved sources of information during tests or other work (i.e. "cheat sheets" or information accessed from electronic devices or the internet).
- Using others' work on out-of-class assignments.
- Collaborating on an assignment intended to be independent work.
- Falsifying information such as research, events, or statements.
- Unauthorized use of translation software and assistance from native speakers or
- advanced-level students in foreign language classes.
- Any other covert means to complete work without the approval of the instructor.

Plagiarism is the undocumented use of information, or the work of others presented as one's own. Plagiarism occurs when a student accidentally or purposefully does any of the following in an assignment:

- Negligibly attempts to cite sources or does so improperly or incompletely.
- Submits previously created content as new work without instructor approval.
- Incorporates evidence, language, or ideas that are not their own without proper citation.
- Incorporates word-for-word language without proper quotation marks and citations.
- Submits AI-generated work, from sources such as ChatGPT, as their own.
    - NOTE: Consult with the instructor's guidelines regarding the use of AI in accordance with course-specific assignments.
- Submits work created by someone else as their own, as in copying a peer's paper, utilizing a ready-made paper, or submitting work created by another.

All academic dishonesty is dealt with as follows:

- Instructors may ask students to meet (virtually or physically) to verify student work when a question exists as to whether or not the work was the student's own.
- For a first offense within a course:
    - A 0 for the work will be assigned.
    - An opportunity to revise the work in question may be offered depending on the instructor's policies, severity, and intent of the offense.
    - An Academic Dishonesty Form will be forwarded to the Department Chair, Executive Director of Advising Services, and Vice President of Instruction/Chief Academic Officer and maintained on file.

- For a second offense within a course:
  - The student will receive an F for the course.
  - An Academic Dishonesty Form will be forwarded to the Department Chair, Executive Director of Advising Services, the Vice President of Instruction/Chief Academic Officer, and the Registrar and maintained on file.
- Cumulative offenses repeated within a semester or across semesters may lead to the recommendation of additional actions and penalties, including suspension or expulsion from the College in accordance with the Student Dismissal, Suspension, or Expulsion Authority procedure.
- Students who receive a grade of F or who are subject to punishment for repeated offenses of Academic Dishonesty have the right to appeal those decisions using the Academic Appeals Panel or Student Affairs Panel.

Registration

Students are required to register by the beginning of each semester on registration dates which are shown on the calendar in the catalog. Prior to the end of each semester, currently enrolled students may register with an academic advisor or through Self Service for the following semester. Students who are on academic warning or probation must register with an academic advisor or department chair as referenced later in the Academic Regulations section. Students who owe past due balances from prior terms will not be allowed to register until past due balances have been paid.

Audit

Through the 85 percent point of fall and spring terms and an equivalent period of the summer term, a course may be changed from a credit to audit with no academic penalty. For an official change of status, the student must obtain, complete, and submit the necessary form on Self-Service in the Student Forms area.

Any student who wishes to continue attending classes following the change to an audit status must declare this intent on the audit form. Students at the time of registration declaring audit status for a course will not be required to complete this process. Students are encouraged to attend classes and participate in all class activities. Changing from credit to audit is not permitted after the designated date for a given term. Audited courses receive no grade and no quality points. Classes being audited are not eligible for financial aid or VA benefits.

Course Section Numbers

The following section numbers are used on registration schedules to describe the time frames, type of course, or groups of students served:

Sections	**Courses**
01-19	Day Courses
20-29	Evening Courses

30-31	Proficiency Only (ZP)
40-42	Career and College Promise High School
43-46	CIHS: Early College High School
47-49	CIHS: CITI High School
60-69	Flex Start Courses (less than 16 weeks)
70-79	Independent Study Courses
80-84	Electric Line Construction Technology-EMC
85-87	Electric Line Construction Technology-Duke Energy
88-89	Electric Line Construction Technology-ElectriCities
90-99	Miscellaneous Off-Campus Courses
01S-19S	Self-Supporting Courses
B01-B99	Blended Courses
H01-H99	Hybrid Courses
OL01-OL99	Online Courses
V01-V99	Virtual Courses
01G-99G	Global Courses
C01-C99	Concurrent Course with Continuing Education
01P-99P	Primary Linked Courses
01D-99D	Dependent Linked Courses
SK	Basic Skills Plus
WS	Winter Session
1S	1st 8-week Session
2S	2nd 8-week Session

Student Classification

Freshman	A student who has completed fewer than 32 semester hours.
Sophomore	A student who has completed 32 or more semester hours.
Full-Time Student	A student who is registered for 12 or more semester hours.
Part-Time Student	A student who is registered for fewer than 12 semester hours. 3/4 time = 9 – 11 credit hours 1/2 time = 6 – 8 credit hours Less than ½ time = 1 – 5 credit hours
General Student	A student who is registered for specific curriculum credit courses, but who has not declared a curriculum major or completed 18 credit hours.
Conditional Student	A student who has not completed admission procedures.
Course Load	A student who carries a minimum of 12 hours of credit is considered a full-time student. However, the normal load to progress for graduation is 16 hours per semester. Any student attending Nash Community College shall not enroll in more than 21 credit hours per semester without written permission of the department chair and Vice President of

Instruction/Chief Academic Officer. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including the name of each college enrolled, the number of credit hours taken, the class schedules, and other relevant information.

Any student found exceeding a total of 21 credit hours during a semester at two or more institutions and failing to give complete and accurate enrollment information shall be prohibited from taking courses at Nash Community College for one academic year.

Attendance Policy

Nash Community College is an attendance taking institution. Attendance or online academically related participation is required of all curriculum courses regardless of program, degree level, or delivery type. All courses at Nash Community College are web-enhanced. In order for a student to receive the optimum benefit of instructional programs, regular class attendance is required and recorded by the appropriate faculty member using the College's approved attendance recording system. All syllabi will reflect the appropriate attendance requirement. It is the student's responsibility to inquire about and complete missed assignments. A withdrawal process will be initiated for students who fail to attend classes for sections with scheduled seated class time (face-to-face sections) or demonstrate academically related participation for scheduled online sections (blended, hybrid or online sections) after two (2) weeks or 14 consecutive calendar days of recorded absences (excluding scheduled breaks of 5 consecutive days). Some programs may have additional attendance or participation requirements as detailed in syllabi and other program documentation.

Students must be physically present at least once within the first 10% of a face to face course. Students taking online classes must submit the Enrollment Verification Activity (EVA) on or before the 10% point of the online class. Any student not physically present or failing to complete an assigned activity, as required by the course delivery format, on or before the 10% point will be reported as a No Show (NS). No Show students are eligible for a 100% tuition refund. Students reported as a No Show will have the semester credit hour total reduced, which may impact financial aid award status.

After the 10% point, the following list constitutes a student is attending for the College's required weekly attendance records submitted and verified by each faculty member:

- Physically attending a class (required for courses with scheduled seated class time)
- Submitting or completing an approved academic related assignment, exam, interactive tutorial, or participating in computer-assisted instruction
- Attending an assigned study group
- Participating in online discussions or activities related to academic matters
- Contact with the faculty member to discuss academic subject matters related to the course

For attendance recording purposes, the following list does NOT constitute a student is attending or participating in academically related activities:

- Physical absences from a class with scheduled seated class time
- Logging into an online course without additional evidence of participation in online academically related activities, assignments or exams (includes all third party learning management systems)
- Email correspondence or other contact with a faculty member that is not related to the specific academic subject matter of the course
- Participating in academic counseling or advisement

Withdrawal Policy

All students have the option to withdraw from any class before the semester 85% point without academic penalty. The student must submit the student Withdrawal Form from Self-Service under the heading "Student Forms" by the designated withdrawal date. A student should consult with an instructor or academic advisor before withdrawing from a course to determine if the action can be avoided. Students receiving financial aid should consult with a financial aid staff member to determine the impact course withdrawal will have on existing and future award status. Students that completely withdraw or stop attending all classes before the 60% point of the semester may be required to repay a portion of their financial aid award back to Nash Community College and/or the Department of Education.

Faculty are required to initiate the administrative withdrawal process on or before the semester 85% point if the student demonstrates two (2) consecutive weeks of nonattendance. Students who fail to attend after the semester 85% point will be awarded a course grade based on the grading criteria described in the course syllabus. Nonattendance is defined by missing two consecutive weeks of regularly scheduled class meetings (if applicable) in addition to no participation in any assignments or activities during that period as described in the Attendance Policy.

Online classes require weekly participation in course activities, discussion boards, or assignments. Correspondence with an instructor or signing into an online course does not constitute participation for attendance purposes. A W grade is non-punitive and will not affect the student's GPA. Faculty documentation will reflect the last date of attendance or participation based on College attendance records.

The College grants each student two (2) days of excused absences per academic year for religious observances. In order for the absence to be excused, students must notify the College in writing within the first ten (10) days of any class and/or course in which they are enrolled. Notification must include the dates of the religious observance for the requested absence. Written notice to the college shall be deemed received when the required "Student

Notification of Request for Excused Absence for Religious Observances Form" is received by the Vice President of Student Services, available in Student Services.
For the purpose of this policy, an excused absence is an absence for which the student is held harmless for failure to attend a scheduled class and for which the instructor provides the student the opportunity to make up any tests, exams, assignments, or other work missed as a result of the absence. Should the student fail to complete the tests, exams, assignments or other work missed during the excused absence after the instructor has provided a reasonable opportunity to complete the missed assignments or other work, the instructor is authorized to give no credit for the missed work. The excused absence shall still be recorded as an absence for attendance purposes, and could impact a student's enrollment in the course should they fail to adhere to the attendance requirement of the institution.

Attendance for Veteran Students

The Department of Veterans Affairs (VA) and the North Carolina State Approving Agency (SAA) requires institutions of higher learning to report when a student has a class schedule change, discontinues class attendance or is not regularly attending. The College's policy for veteran student attendance is as follows:

- Students applying for VA educational benefits are notified that in order to remain eligible for the Department of Veteran Affairs (VA) educational assistance benefits regular attendance, per policy, is required.

- When a student's absence exceeds two consecutive weeks, the instructor is required to administratively withdraw the student from class.

- An email will be sent to the veteran student's College-provided email account notifying him/her that they will be reported to the Veterans Services Officer (School Certifying Official) for missing more than two consecutive weeks of attendance.

- The Veterans Services Officer (School Certifying Official) will report the last date of attendance to the Department of Veterans Affairs on VA-Once.

Veteran Student Responsibilities:

1. Attend all class sessions (traditional and/or online).

2. Stay in contact with the College's Veterans Services Officer (School Certifying Official) in the event you have questions concerning attendance and VA requirements.

3. Check your College-provided email daily and respond to emails from instructors and the College Veterans Services Officer (School Certifying Official) in a timely manner.

4. If you have been reported to the VA for nonattendance, and you return to class, your re-enrollment is not guaranteed. If your re-enrollment request is approved, it is your responsibility to inform the Veterans Services Officer (School Certifying Official) and request reinstatement of benefits.

5. If you are approved to re-enroll in the class, you will need to continually attend for a period of 30 calendar days, with attendance being verified by the instructor and the Veterans Services Officer, before benefits may be recertified with the Department of Veterans Affairs.

Grading System

The following grading system is used in all courses by Nash Community College. On student transcripts a "P," "S," or "R" grade denotes that the course is not calculated into the current academic grade point average (GPA). Additionally, any course grade with an "*" beside it (ex. C*) has been excluded from GPA calculations. Zero-numbered courses are not included in the academic GPA, hours completed, or hours attempted.

Letter	Numerical Equivalent	Quality Points per Semester Hour
A	90–100	4
B	80–89	3
C	70–79	2
D	60-69	1
F	Below 60	0

W – Withdrawal

A grade of W denotes official withdrawal from a class after the 10% point. This grade is non-punitive and will not affect the student's GPA. Students may withdraw themselves from a class up until its 85% point. Faculty must administratively withdraw students after two consecutive weeks of nonattendance. Please see the Attendance and Withdrawal Policies

in this catalog for more detailed information on what constitutes nonattendance, and the procedure for withdrawing from a course.

WA – Withdrawal Attendance *(Grade no longer used as of January 2017)*

After the 85 percent point, an instructor uses a WA during the semester when a student has absences exceeding fifteen (15) percent of the course hours. This grade is punitive and will negatively affect the student's GPA. Faculty will record and submit the last date of attendance for all grades of W.

WE - Withdrawal Emergency

Pandemic withdrawal used in Federal and State emergency.

I – Incomplete

A grade of I denotes no grade and no quality points because of incomplete work. This grade can be given when a student has completed at least 80 percent of their course work. The student must complete the required work and remove the I by the end of the fourth week of the next semester. Otherwise, the I will be recorded as an F. An extension may be allowed by the department chair with documentation of extenuating circumstances, but may not extend past the end of the semester.

IE – Incomplete Emergency

Pandemic incomplete grade used in Federal and State emergency.

AU – Audit

An AU denotes no grade and no quality points. A student may initiate a change from credit to audit on or before the semester 85 percent point. This grade is non-punitive and will not affect the student's GPA.

NS – Never Attended

NS denotes no grade and no quality points because the student registered but never attended before the 10 percent point of classes. This grade is not included in hours attempted in GPA calculations and is non-punitive and will not affect the student's GPA. Late course entry is not permitted.

LA – Temporarily Late

LA is a temporary grade designation to be used by the Director of Records and Registrar when course information is not reported on time from the instructional department through no fault of the student.

CE(ZP) – Credit by Proficiency Examination

A student may earn credit-by-examination for a given course by demonstrating a required level of proficiency in meeting the established course competencies. Before being allowed

to take a course by proficiency examination, a student must provide documented evidence of experience/aptitude or licensure/certification related to the course content. The student must meet all pre-requisite requirements before they are eligible to take a proficiency exam. The College will offer Credit by Proficiency Exam consistent with procedures set forth by 1D SBCCC 800.8. Students are not eligible for credit by proficiency for a previously attempted course or a course in which they have already earned a grade. Career and College Promise (CCP) students may participate in challenge/proficiency examinations to earn college credit but may not earn dual high school credit. CCP students must enroll in, and successfully complete, the College course to receive dual credit.

Following are the steps for a student to follow to request credit by examination:

1. Requests for credit by proficiency exam should be made at least 2 weeks prior to the start of the semester.
2. The student should contact the Department Chair over the course to request credit by examination and provide the Department Chair with documentation of how they have experience, aptitude, licensure, or certification related to the course content. The Department Chair will approve the examination and attest that course competencies are adequately addressed.
3. The Department Chair will contact the Curriculum Information Coordinator to schedule a special proficiency section of the course and will register the student for the course once created.
4. The student must register and pay all fees prior to scheduling and taking the proficiency examination. Federal Pell grant funds cannot be used to pay for credit by exam fees.
5. The Department Chair and student will schedule an examination between or during the first five days of the semester and no later than census for the course.
6. Credit by examination must be part of the regularly scheduled semester course offerings;
7. If the student is successful, with an equivalent grade of "C" or higher, the instructor will notify the Registrar's office that the student has successfully challenged the course and a grade of CE will be entered in the Student Information System.
8. If the student does not achieve a grade of "C" or higher, the student must complete a drop/add form and enroll in the non-proficiency section, or drop the course subject to the refund requirements.

Hours earned by proficiency will not be counted for financial aid or VA benefits, but are allowed as part of the college residency requirement for graduation. Also, students may not use more than 30% proficiency credit in meeting the required hours for graduation or according to collaborative agreement program contracts.

Students will not be allowed to attempt more than two (2) courses by proficiency examination per semester. Students will not be allowed to take an examination for credit more than once for any course. Credit by examination will be used to calculate credit toward program requirements.

T – Transfer Credit

A grade of T (Transfer Credit) denotes credit received by transfer from another institution. Only the hours of credit will be recorded.

S – Satisfactory

A grade of S (Satisfactory) denotes successful completion of a course and/or associated clinical course objectives and no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

U – Unsatisfactory

A grade of U (Unsatisfactory) denotes unsuccessful completion of a course and/or associated clinical course objectives and has no quality points. The grade is not included in computing GPA. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

XA - 90-100

A grade of XA is awarded in developmental or zero-numbered courses. Quality points are not earned for these courses and grades are not included in the calculation of grade point average.

XB - 89-90

A grade of XB is awarded in developmental or zero-numbered courses. Quality points are not earned for these courses and grades are not included in the calculation of grade point average.

XC - 70-79

A grade of XC is awarded in developmental or zero-numbered courses. Quality points are not earned for these courses and grades are not included in the calculation of grade point average.

P, P1, P2 = Passed

A grade of P (Passed) denotes successful completion of course. The grade is not included in computing grade point average. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

R - Repeat/RT-Retake

A grade of R (Repeat) or RT (Retake) denotes unsuccessful completion of course. The course should be repeated. The grade is not included in computing grade point average. Course hours are used for determining financial aid eligibility related to credit hours attempted and satisfactory academic progress.

CC - Course Completion

CC indicates a student successfully achieved the outcomes expected for the course and completed the minimum requirements. The CC grade is given for the pre-curriculum math DMA's.

EL – Credit by Experience

The granting of curriculum credit for nontraditional educational experiences due to passing certification license for public safety.

GPA Calculation

To calculate a GPA, multiply course credit hours by the quality point value of the grade in that course to determine the quality points earned for that course. Add the quality points earned and divide the sum by the total number of semester credit hours attempted. See the following example:

Course	Grade	Course credit hours attempted	x	Grade value	=	Quality points
Course 1	B	3	x	3	=	9
Course 2	B	4	x	3	=	12
Course 3	WA	3	x	0	=	0
Course 4	A	4	x	4	=	16
Course 5	C	3	x	2	=	6
Totals		*17*				*43*

In this case, divide 43 by 17 to get a 2.529 grade point average.

Quality Point Average

The earned quality point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. On the 4.0 quality point system, a 2.0 is a C. Only those courses which are required for graduation shall be included in the calculation of the grade point average for veteran students. Satisfactory progress for veteran students is defined as a 2.0 grade point average on courses required for graduation. Fundamental or zero-numbered courses shall not be included in the grade point average

calculation either for satisfactory academic progress or for graduation requirements for the veteran student.

Grade Forgiveness Procedure

Nash Community College automatically computes the GPA for a student using the best grade received for each course. It is not necessary to request forgiveness for a course grade when the course is retaken.

Transfer students are encouraged to talk with a transfer acadedmic advisor about how grade forgiveness will impact transcripts.

Repeating Courses

A student may repeat a course only once if a passing grade has been previously received for the course. In such cases, the higher grade will be used to calculate the grade point average. For graduation, the credit earned for a course will not be counted more than once in determining the total number of hours needed for graduation. This policy does not apply to students enrolled in developmental courses. It is understood that it may be necessary for students to repeat the developmental courses in order to attain a level of proficiency required to meet prerequisite requirements or for entry into curriculum programs.

Course Substitutions

The College shall determine course substitutions in curriculum programs in certain circumstances, however, the appropriate number of hours must be met in the curriculum standard category. Course substitutions shall add value to the applicable major, related, general education, or work experience segments of the curriculum program and should be limited to no more than four course substitutions per program (not including general education and ACA). Required major core courses are not allowed to be substituted. Course substitutions must be approved by the appropriate department head with oversight of the program of study. All substitution approvals must be verified by the Director of Records and Registrar. Documentation of this approval will become part of the student's permanent file in accordance with the North Carolina Community College System's Records Retention Policy.

Grade Reports

Grades for all courses taken during a semester will be posted to Self-Service. There will be a 24-hour grace period for instructors to post grades on Self-Services, with the exception of the last day of classes when grades must be posted by 9:00 am the following day.

Scholastic Honors

President's List

To qualify for the President's List, a full-time student must make a 4.0 quality point average for the semester. A student who receives an incomplete will not be eligible for the

President's List. Developmental courses (DRE and DMA) do not count towards satisfying Preident's List requirements.

Dean's List

To qualify for the Dean's List, a full-time student must make a 3.5-3.99 quality point average for the semester and must have no grade lower than a C. A student who receives an incomplete will not be eligible for the Dean's List. Developmental courses (DRE and DMA) do not count towards satisfying Dean's List requirements.

Transfer of Credit Between Institutions

Educational work completed at recognized regionally and nationally accredited postsecondary institutions may, where applicable, be credited toward the requirements of a degree, diploma, or certificate program at Nash Community College. The student may file an official transcript of all post-secondary work for evaluation, but final acceptance or rejection of the transfer credit is Nash Community College's decision. Transfer credit will not be granted for any grade lower than a C. A minimum of 25 percent of the semester credit hours of a degree, diplomas, and/or certificate program of study is required in residence for graduation from Nash Community College. Fundamental courses taken through the North Carolina Community College system within the past two years will be accepted for transfer. Technology credits older than five years will be evaluated on a course-by-course basis.

Credit will be allowed for up to thirty-two (32) semester hours of work based on testing with the College Level Examination Program (CLEP). The student must request that the CLEP exam scores be sent to Nash Community College for review by the Director of Records and Registrar. A score in the 50th percentile or above as recommended by the American Council on Education must be achieved to earn credit on most CLEP subject exams. No credit is given for the general exam.

Credit for DANTES Subject Area Exams, USAFI courses, and for service school training may be granted where appropriate to the student's curriculum. DANTES scores must meet ACE (American Council on Education) recommendations. Service school training will be evaluated on the basis of A Guide to the Evaluation Experiences in the Armed Service published by the American Council on Education. USAFI courses will be evaluated on the basis of the current catalog of the United States Armed Forces Institute.

Having experience or a particular skill set may qualify the student to take a proficiency exam in order to receive credit for a course with similar content or skills. The student should contact the department chair for the course(s) in question for information regarding a credit by proficiency exam.

Credit earned at Nash Community College may be transferred to similar programs at other institutions in the North Carolina Community College System as well as many four-year

colleges. The North Carolina Comprehensive Articulation Agreement addresses particular courses and institutions for which this applies. This agreement can be viewed at https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/comprehensive-articulation-agreement/. Other colleges and universities may also accept credit earned at Nash Community College on a course by course basis.

Credit for Nontraditional and Prior Learning

The granting of curriculum credit for nontraditional and/or prior learning will be considered upon receipt of appropriate official documentation. A committee, including the Vice President for Instruction, the Vice President for Corporate and Economic Development, the Vice President of Student Services, and the related content area expert, will review and evaluate the documentation, determine the applicability to the student's educational program. A recommendation will be made to the Vice President for Instruction for final approval. Transfer credit for nontraditional and/or prior learning from an accredited institution is limited to no more than 75 percent of an associate degree, and 50 percent of diploma or certificate requirements. The student will receive written notification of credit awarded on the transfer credit evaluation form. Credit for nontraditional and/or prior learning will be noted on student transcripts. See the Credit for Prior Learning information on the NCC website for the most up-to-date information on prior learning credit options.

Transfer of Credit Between Programs

Any student who wishes to change from an unfinished program of study to a second program of study, and possibly transfer credit between the programs may do so without restriction as long as the requirements for the new program are met. However, students wishing to make a third program of study selection should meet with a counselor to discuss career options, academic problems, etc. Program change forms are available from Self Service under the heading "student forms" and are to be submitted electronically.

A program change form may be submitted at any time during the semester, but the Registrar and Director of Records will not make an official data entry change until after the semester has been completed and before the start of the new semester.

Credit earned in any program may be applied to a different program. Fundamental courses are awarded institutional credit only and are listed in the catalog. Credit hours successfully completed and quality points earned in a prior program which are applicable to the new program will be applied toward graduation.

Quarter System Classes

Courses taken under the quarter system may not be equivalent to semester course hours and will be evaluated on a case-by-case basis by the Director of Records and Registrar.

Credit from AP and IB Testing

Nash Community College participates in Advanced Placement (AP) and International Baccalaureate (IB) programs and awards credit based on the following schedule. These schedules are reviewed annually by the Testing Committee and are subject to change without notice. See the Credit for Prior Learning Information on the NCC website for a full listing of all AP and IB scores available for transfer.

To be considered for credit and/or placement, students must ask the appropriate testing service to send official test results to Nash Community College.

Advanced Placement Exams

Exam	Minimum Score	Awarded Credit
Biology	3	BIO 110 or BIO 111
Biology	4 or 5	BIO 111 and BIO 112
Calculus AB	3*	MAT 263
Calculus AB	4 or 5	MAT 271
Calculus BC	3	MAT 271
Calculus BC	4, 5	MAT 271 and MAT 272
English	3	ENG 111
English	4	ENG 111 and ENG 114
English	5	ENG 111 and ENG 112
History	3	HIS 131
History	4 or 5	HIS 131 and 132
Psychology	3,4 or 5	PSY 150
Precalculus	3 or 4	MAT 171
Precalculus	5	MAT 175
Statistics	3	MAT 152

*If MAT 271 is needed for a program, the student should ask about Direct Calculus Placement.

International Baccalaureate Scores

Students at NCC may receive placement through the International Baccalaureate program. Typically, students can earn advanced placement and /or college credit with scores of 5, 6, or 7 on higher level exams. Students will be granted placement or credit on a course-by-course basis, depending on individual scores, rather than on the basis of completion of the IB diploma.

To be considered for credit and/or placement, students must ask the appropriate testing service to send NCC their official test results.

Academic Progress

Reminder: Receiving Financial Aid is dependent upon satisfactory academic progress. Refer to the Financial Aid section of the catalog for details.

A student's academic progress is monitored to assist the student in successfully completing a chosen program of study within a given time period. The following scale is used to ensure that the student will attain a cumulative grade point average of 2.0 which is required for completion of all certificate, diploma, and degree programs.

Hours Attempted	Cumulative GPA	Action
1-18	< 1.5	Academic Review
19-36	< 1.5	Academic Warning
Over 36	< 2.0	Academic Probation

Academic Review

A notification is sent to inform students about NCC services that are available to help them have a successful college experience. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs.

Academic Warning

A notification is sent to warn students that, if the GPA does not improve, the student will be placed on Academic Probation with a reduced course load. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs. Students will need to register with an academic advisor.

Academic Probation

A notification will be sent. The student will be allowed to take only 10 credit hours. Students will be reminded that a GPA of 2.0 is required for completion of degree, diploma, and certificate programs. Students will need to register with their academic advisor.

Graduation Requirements

The following general requirements apply to all programs for graduation; however, there may be additional departmental requirements.

1. A student must meet all curriculum requirements with an earned overall grade point average of 2.00.

2. A minimum of 25 percent of the semester credit hours of a program of study of a degree (A.A., A.E., A.S., A.A.S., or A.G.E.), certificate, or diploma program must be earned at Nash Community College.

3. All financial obligations to Nash Community College must be met before a diploma is awarded from the institution.

4. Application for graduation must be made by the posted deadline of the expected graduation semester.

5. Degree seeking students - Must have an official high school, high school equivalency, or Adult High School Diploma (AHSD) transcript on file showing graduation.

In order to satisfy the specific course requirements for degree completion all students must:

- Successfully complete the courses in an individual program of study.
- Provide an official transcript for transfer credit from an accredited institution for courses completed with a C or better.
- Provide evidence of CLEP and DANTES course completion (individual students will be allowed only thirty-two (32) hours in satisfying degree requirements).

Students should regularly check their Nash Community College issued email account for updates from the Registrar's Office regarding degree pick up upon availability.

Continuous Enrollment

A student maintains continuous enrollment provided a break in enrollment does not equal or exceed one year, excluding summer semesters.

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one year (not counting Summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. All substitution approvals must be verified by the Director of Records and Registrar.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, and physical skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, and trades courses.

A catalog year is considered current for five years from the date the student was admitted to their program of study.

Graduation Exercises

Spring Commencement Ceremony Participation

Graduation exercises are held each spring for students of Associate and Diploma programs of study. The cap and gown may be purchased at the NCC Campus Store to participate in commencement exercises. Graduation letters will be sent in March. Graduates from the preceding summer and fall semesters will be invited to participate in graduation.

Early Commencement Ceremony Participation

Associate and Diploma students scheduled to graduate at the end of the summer semester following the spring commencement ceremony may request to participate in the spring commencement ceremony. In addition to stated graduation requirements, the following requirements must be met:

1. A student may have a one course maximum remaining to meet graduation requirements. Nash Community College will not be held responsible if a course is not offered during the summer semester.

2. Proof of enrollment in remaining course at Nash Community College or another institution is required.

3. Request for participation in the spring commencement ceremony is due at the same time application for graduation is due during the spring semester (end of the extended registration week).

Students participating before the summer semester course requirement is met will not receive an honor cord until the conclusion of the summer semester, if eligible.

Certificates and Diploma programs do not include scholastic honors.

Degrees, Diplomas, and Certificates Granted

Upon recommendation of the faculty and approval of the Board of Trustees, the appropriate degree, diploma, or certificate will be awarded to a student who has completed the curriculum requirements.

Transcripts

Current and former students may request copies of their academic transcript via the College web site at https://www.nashcc.edu/campus-life/graduation/. The College uses a third-party vendor, National Student Clearinghouse, for the delivery, tracking, and reporting on the sending of transcripts. Transcripts may be delivered by mail or, if available, in a

recipient's preferred electronic format. Transcript requests through the National Student Clearinghouse website are usually filled in less than 24 hours. You will be required to create an account and you will be able to pay for transcripts with a credit card. National Student Clearinghouse is fully secure and Family Educational Rights and Privacy Act (FERPA) compliant.

The College provides limited on-campus transcript requests. In-person requests for transcripts will be charged at a higher amount than requests generated through National Student Clearinghouse. Additionally, there is a 48-hour turnaround time for on-campus requests. During peak times of the year (for example, during pre- and post-registration periods), processing time will be longer.

Transcripts will not be released if exit counseling has not been completed for Direct Loans. (A student does, however, have the right to inspect the contents of his/her educational records). Transcripts in the folder from other institutions are the property of Nash Community College and will not be returned to the student or copied and will not be forwarded.

A College photo identification card or governmental approved photo identification card is required before transcripts can be released to a student or designated person. A student giving authorization to release a transcript to a designated person must do so in writing and a student signature is required on the Transcript Request Form (which includes a Release of Information Form). The College is authorized to release educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).

North Carolina graduates may receive official copies of their HSE (High School Equivalency) transcripts at no charge by completing a Transcript Request Form available from the North Carolina Community College System website www.diplomasender.com. Requests can also be made in person at 200 W. Jones Street, Raleigh, NC, between the hours of 8:00 a.m. – 4:00 p.m.

In response to inquiries from the general public, prospective employers, etc., the College will, without student consent, release directory information. Directory Information consists of the student's name, address, telephone number, academic classification, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received.

Any student who wants to make a request that directory information not be released should contact the Admissions Office.

HSE Verification, Transcript and Diploma Requests

2014 Test Completers

Effective May 2, 2014, the North Carolina Community College System transitioned its HSE credentialing process from the issuance of paper transcripts and HSE diplomas to a paperless electronic transcript system for students taking the test in 2014. The 2014 tester has the option of ordering a professionally printed North Carolina HSE diploma which is free of charge. Duplicate transcript and diploma requests will cost $15.00. Students will log onto their MyGED.com account for subsequent requests and may forward their transcripts to prospective employers, colleges or universities.

2002-2013 Test Completers

Duplicate transcript or diploma requests will cost the completer $15.00. Test takers will need to sign in to http://exchange.parchment.com/students to securely order their duplicate transcripts, verifications or diplomas.

1940-2001 Test Completers

The North Carolina Community College System (NCCCS) High School Equivalency (HSE) Records Office will fulfill verification, transcript and diploma requests for individuals who tested before 2002. There will be no charge. Detailed information and a FAQ are posted on the NCCCS web site at
http://www.nccommunitycolleges.edu/college-and-career-readiness/basic-skills-plus.

If you have additional questions concerning this process, contact the NCCCS at steinbeiserd@nccommunitycolleges.edu or call 919-807-7214.

Student Files

The College shall maintain an application for admission, a transcript of high school work, and documentation of college Course Readiness Assessment scores or Standardized Test scores (SAT/ACT) for all degree or diploma students. The College shall maintain additional information such as medical forms as required for students enrolled in certain programs. All file forms are property of Nash Community College and will not be returned to the student, and will not be forwarded. The Admissions Office shall ensure that appropriate documents are in the permanent student file Student records maintained on the College computerized system, Ellucian Colleague and Team IA, are secured by the firewall and password protected.

The Director of Records and Registrar maintains all registration documents, records of release of information, and correspondence relating to the student. The paper copy of permanent records of students not enrolled for five (5) years from the date of last enrollment shall be destroyed as specified in the Records, Retention and Disposition Schedule for Institutions in the North Carolina Community College System.

Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community College System's (NCCCS) major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of the 58 community colleges. The Nash Community College (NCC) results for academic year 2026 are as follows:

Measure	NCCCS Excellence Level	NCC
A. Progress of Basic Skills Students	1.236	1.097
B. Student Success Rate in College-Level English Courses	1.090	0.882
C. Student Success Rate in College-Level Math or Science Courses	1.144	1.042
D. First Year Progression	1.056	0.955
F. Curriculum Completion	1.056	0.972
G. Licensure and Certification Pass Rate Index	1.078	0.953
H. College Transfer Performance	1.047	0.969

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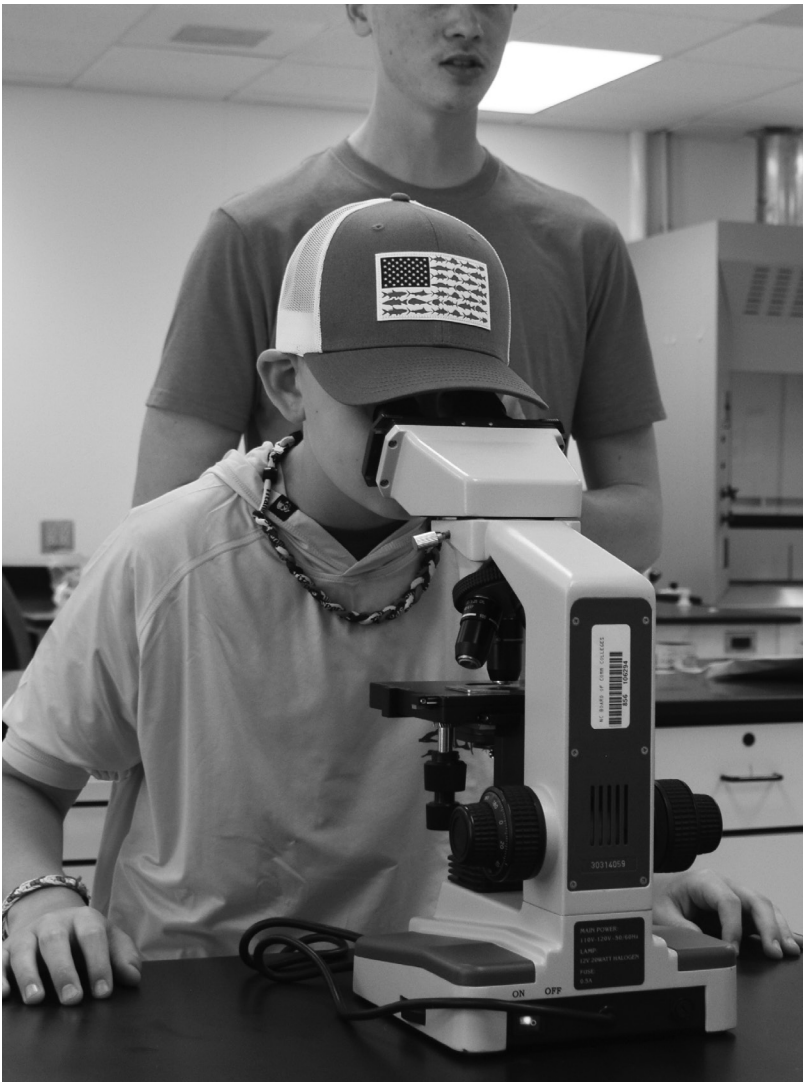
Nash Community College

Financial Aid



Applying for Financial Aid

Nash Community College makes every effort to provide financial assistance, where need exists, for students whose primary goal is to acquire post-secondary education. While students who qualify for aid are usually assisted, the institution expects that all resources at the students' disposal will be used and that the financial aid will supplement these resources.

Application Process

All applicants for financial aid at Nash Community College must:

- Complete "The Free Application For Federal Student Aid" (FAFSA) at studentaid.gov to receive a "Student Aid Report" which determines eligibility.
- Complete and submit documents requested by the Financial Aid Office.
- If additional documents are needed, a Financial Aid Document Request letter will be sent to your campus email account.

Priority Dates

In order to provide adequate time for processing and awarding financial aid prior to the first day of classes each semester, priority dates are established. Students that submit financial aid applications after the established priority dates should be prepared to pay for tuition, fees, and books. Financial aid award notifications are mailed (electronically or via the U.S. Postal Service) within two weeks of application file completion. Established priority dates for receipt of all required application documents are as follows:

Fall Semester - June 30
Spring Semester - November 15
Summer Semester - April 1

Students are encouraged to apply for financial assistance when they apply for admission. To receive financial aid a student must have a high school diploma from an accredited school or high school equivalency and must be admitted to Nash Community College.
The Financial Aid Office reserves the right to ask for verification of financial information and uses the standards in the current verification guide of the US Department of Education.

Financial Aid is awarded on the basis of need and Satisfactory Academic Progress. It is essential to apply early (January through March) to be given priority consideration for aid since applications will be processed on a first-come, first-served basis.

Financial Aid is awarded based on full time enrollment. Adjustments to awards will be made based on enrollment status after the ten percent point of the semester.

Due to federal regulations, enrollment status is determined by Clock Hour conversion for all diploma and Pell eligible certificate programs. This conversion process may cause a decrease in a student's financial aid award.

Financial Aid Officers are available to answer any student questions related to financial aid.

Types of Aid

There are two main types of aid for which a student may be eligible: Gift Aid, which consists of grants and scholarships and does not have to be repaid, and Self-Help Aid which consists of loans and part-time employment. Loans must be repaid.

Each program is regulated by federal, state, and institutional policies. It is essential to consult the Financial Aid Office for details concerning financial aid program specifics, rights and responsibilities of the student, budget information, eligibility criteria, and the application process.

Gift Aid

Grants

A grant is a gift that does not have to be repaid. Grants available include:

Federal Pell Grant

Federal Pell Grants make funds available to eligible Nash Community College students based on enrollment status in a one or two-year curriculum. The actual amount of the grant is determined by the Department of Education. Undergraduate students who have a Bachelor's Degree and/or who are in default of student loans or who have received an overpayment are not eligible for Federal Pell Grants.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Supplemental Educational Opportunity Grants are gift aid for undergraduates with exceptional financial need. Pell Grant recipients with the lowest Expected Family Contributions (EFCs) are given first priority.

Next NC Scholarship

Students must be North Carolina residents enrolled for at least six (6) credit hours per semester in curriculum programs. Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for the Federal Pell Grant may be considered for the grant based on their expected family contribution as determined on the Student Aid Report. Students who have earned the baccalaureate (4 year) college degree are ineligible.

Child Care Grant Program

Assistance with child care expenses from the Child Care Grant Program is contingent upon availability of funds for qualified students enrolled in eligible programs. Applications are available in the Financial Aid Office.

Self-Help Aid

Student Employment

The Federal College Work Study Program

The Federal College Work Study Program provides part-time work in academic and administrative departments on campus for eligible students to assist them with paying part of their educational expenses while attending classes. Students must complete the "Free Application for Federal Student Aid" (FASFA), be enrolled at least half-time, and be making satisfactory progress in an eligible program. Applications are available in the Financial Aid Office.

To Maintain Eligibility for Financial Aid

To remain eligible for financial aid, a student must satisfy requirements of the following policies:

Satisfactory Academic Progress

The Federal Student Financial Handbook states the following: "The regulations for satisfactory progress were initially published in October 1983 and were amended on December 1, 1987; April 29, 1994; and November 29, 1994. Every school participating in Student Financial Assistance (SFA) Programs must monitor its SFA recipients to ensure that they are meeting satisfactory progress standards."

Satisfactory Academic Progress will be calculated at the end of each academic term and will include all periods of enrollment.

In order to be eligible for financial aid, students must meet the following minimum guidelines:

- Maximum Time Frame: Students must complete an eligible program within a time frame not to exceed 1.5 times the normal published time frame. For example, if the academic program length is 70 credit hours, the maximum credit hours that may be attempted is 105 credit hours (70 X 1.5 = 105). The calculation of the maximum time frame includes all hours attempted at Nash Community College and transfer credits from other institutions.
- Quantitative Standard: Students must complete 67 percent of the total cumulative credit hours attempted. For example, if a student has attempted 50 credit hours, the student must earn credit for at least 33 hours (50 X .67 = 33.5). Course grades of AU, R/RT, W, WA, WF, WP, F, and I are not considered completions and will adversely affect a student's satisfactory academic rate calculations.
- Qualitative Standard: Students must maintain successful academic progress as defined by the Nash Community College catalog (1-36 hours attempted, minimum GPA of 1.5; over 36 hours attempted, minimum 2.0 GPA).

Students who fail to meet the minimum standards for Satisfactory Academic Progress at the end of the semester will be placed on financial aid warning. A student may continue to receive financial aid for one semester while on financial aid warning provided they are otherwise eligible. Students should use this opportunity to re-establish Satisfactory Academic Progress. If, at the end of the financial aid warning period, the student is meeting the minimum requirements for satisfactory academic progress, the financial aid warning is lifted.

Students who fail to make Satisfactory Academic Progress after the financial aid warning semester will be ineligible for financial aid until satisfactory progress has been met. A student may attend the next semester(s) (at the student's expense) in order to meet the mini- mum standards for Satisfactory Academic Progress.

Satisfactory Academic Progress (SAP) Appeals

Students have an opportunity to appeal their financial aid if they are placed on financial aid suspension. Each student has a lifetime total of three times to appeal their aid. Students will be notified about their SAP status once grades are posted at the end of the semester and will receive a Satisfactory Academic Progress Appeal Form. Appeals will not be granted for previous semesters. Appeals can only be reviewed for the current semester for which the student is seeking enrollment. No appeals will be retroactive.

An appeal will be granted only if the student can document extenuating circumstances that prevent him or her from meeting the Satisfactory Academic Progress Standards. Appeals submitted without documentation will not be considered. Documentation may include, but is not limited to, one or more of the following: statement signed by a physician with dates of treatment/hospitalization verifying that the student's medical condition significantly impacted his or her ability to successfully complete the semester; death certificates or obituary; statement from employer on letterhead and signed by a supervisor, etc. Students must provide a typed explanation stating the reason(s) for their appeal. They must indicate how their circumstances have changed so that they can comply with the policy in the future.

All appeals will be reviewed by the SAP Financial Aid Review Committee. The SAP Financial Aid Review Committee does not meet with students or supporting parties; therefore, it is important for you to provide all information requested on the SAP Appeal Form. The SAP Financial Aid Review Committee meets the first Thursday of every month. In order for the student's appeal to be reviewed by the committee, the appeal must be submitted to the Financial Aid Office by 12:00 noon on the Wednesday before the Financial Aid Review Committee meeting.

Financial Aid Policies and Procedures

Financial aid award packages are based on current funding information from state and/or federal governments and are subject to change. Awards will automatically be posted to

a student's account once all items that have been requested from the Financial Aid Office have been received and processed. Students must notify the Financial Office if they decide not to attend Nash Community College or if they choose to decline any funds awarded to them.

Financial aid funds are credited to the student's account at the beginning of each semester to be applied to eligible education expenses. Tuition, fees, and campus store charges are deducted from available financial aid funds. The financial aid office will verify class attendance for each financial aid student. Once attendance and enrollment status has been verified, the remaining award will be disbursed according to the refund method previously selected by the student using Heartland ECSI's RefundSelect portal.

A student must be enrolled in an eligible program to receive financial aid. Any classes taken outside of the student's current program of study may cause a decrease to his/her expected financial aid award.

A student cannot receive financial aid for classes completed by proficiency examination or classes that are audited.

Financial aid recipients must renew applications each year to be considered for the upcoming academic year as outlined in "Applying for Financial Aid."

Lifetime Limit

Effective with the 2012-2013 Award Year, a student's eligibility for Federal Pell Grant is limited to 12 semesters (or its equivalent).

Return of Title IV Funds Procedure

The Return of Title IV Funds procedure shall apply to all students who withdraw from Nash Community College and receive financial aid from Title IV funds. Title IV funds refers to Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes Federal Pell Grants. Federal SEOG, and Federal Direct Loan programs. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student that withdraws from all classes and completes 25% of the term will have earned 25% of any Title IV received. The remaining 75% must be returned by the school and/or the student. If a student completes more that 60% of the enrollment term, a student will earn all of the Title IV funds for the enrollment term.

As a result of this calculation, Federal funds may not cover all unpaid school charges due to Nash Community College. Any debt created by Nash Community College returning a portion of your aid to Federal programs is due and payable by the student. Unpaid debts owed to Nash Community College will prevent the student from receiving an official transcript

and prevent you from registering for more coursework at Nash Community College until the debt is paid in full.

The withdrawal date for a student is based on the student's last date of attendance at an academically-related activity as documented by the instructor. This date is used for official and unofficial withdrawals. The percentage of Title IV aid earned is calculated by dividing the number of days completed by the student by the total number of days in the enrollment period. The percent of the term completed will be the percentage of the Title IV aid earned by the student. The number of days in the enrollment period will exclude any scheduled breaks of more than five days.

Unearned Title IV funds will be returned in the following order:

1. Federal Pell Grant
2. Iraq and Afghanistan Service Grants
3. Federal SEOG
4. Other Title IV Grant programs

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, you must give your permission before the funds can be disbursed. You may choose to decline loan funds so that you do not incur additional debit. If you are a first time, first year undergraduate student and you have not completed the first thirty days of your program before you withdraw, you will not receive any Direct Loan Funds. Notification will be sent to the student within thirty days after determining the student has withdrawn. The student will have fourteen days to accept or decline loan funds.

Nash Community College will use all or a portion of your Post-withdrawal grant funds for tuition, fees, and other institutional charges. Credit balances for grant funds will be disbursed within fourteen days after the Title IV return of funds calculation. Any amount of unearned grant funds that a student must return is called an overpayment. Students will be given 45 days to pay the overpayment to prevent loss of future aid. If the student does not pay the amount owed, Nash Community College will refer overpayments greater the $50 to the US Department of Education. The student will lose financial aid eligibility until the overpayment is resolved.

Financial Aid Disbursement Options

All eligible students whose financial aid has been processed will receive an email from Nash Community College's disbursement partner, Heartland ECSI. This email will direct the student on how to select the student's preferred refund method. Options will be available for refund disbursement methods. If the student is due a financial aid refund,

the funds will be disbursed using the student's selected refund method on a designated date each semester.

Late-Start Classes

Students enrolled in late-start classes will have their disbursement reduced or will not receive a financial aid (Pell and/or Direct Loan) disbursement until the late-start classes have begun and attendance has been verified with the instructor through the 10 percent point of class. Please contact the Financial Aid Office for specific information regarding late-start classes.

Veterans Affairs

A Veterans Certifying Official is available to assist veterans and eligible persons who wish to apply for VA educational assistance. Most curriculum programs being offered by the College are ap- proved for training under the GI Bill®. Information concerning Veterans Benefits can be found online at www.nashcc.edu/admissions/veterans-affairs. The VA sponsors the following educational assistance programs for qualifying veterans and other eligible persons: Chapter 30, 31, 32, 33, 35, 1606 and 1607.

Students applying for VA benefits must meet curriculum program admission requirements. Please refer to the curriculum program admission section of the Nash Community College catalog.

In-State Tuition for Certain Veterans and Other Individuals

Residency and the appeals process is now regulated by the State of North Carolina. The following message regarding the residency appeal process is required of all students, and is managed by the state:

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

The Department of Veteran Affairs covers a percentage of in-state tuition for students who are eligible for the Post 9/11 GI Bill®. Students who do not have 100% eligibility will need to make payment arrangements for any remaining tuition balance.

For more information about residency, how it's determined, and the process for appealing residency status for the state of North Carolina, visit www.ncresidency.org. Effective August 1, 2021, Chapter 30, 31, and 33 recipients are no longer required to enroll at a public institution of higher learning within a three-year period after leaving the service in order to benefit from in-state tuition and fees.

What Affects VA Benefits Eligibility

It is the responsibility of the veteran to advise the VA Certifying Officer regarding program and enrollment changes. Failure to notify the VA Certifying Officer of these changes may result in termination of benefits at the end of the subsequent term upon receipt of the student's official grade report. Other factors that may create a loss or reduction of benefits are:

- Dropping courses
- Taking late starting classes
- Failing classes
- Taking hybrid or online coursework
- Taking courses previously passed, including by proficiency examination
- Being placed on Academic Probation I or Academic Probation II, or directed withdrawal.

Veterans Affairs (VA) Documentation

VA regulations governing institution-approved training of veterans and or dependents of veterans require certain documents be on file with the Certifying Official prior to certification of enrollment. Certification will not be made until the VA Certifying Official receives all documentation. It takes approximately 60-90 days from the date of certification for benefits to start.

Required VA documentation are as follows:

1. Nash Community College Admissions Application and all required curriculum program admissions documentation.
2. Completed application for VA benefits and all required supporting documentation, including, but not limited to the following:
   a. Copy of DD-214 or National Guard form DD-2384, "NOBE", signed by the unit commander;
   b. Copy of marriage certificate (for spouse);
   c. Dependent children's birth certificate (if applicable) and;
   *** If VA benefits have been received for prior training at another institution, complete a Change of Program or Place of Training form (22-1955 for veteran and form 22-5495 for Dependents).

Each semester, after tuition and fees have been paid, all veterans and dependents of veterans are required to submit the Veteran Services Enrollment Form.

VA students will not be certified for benefits until the Certifying Official has received the Veteran Services Enrollment Form. The VA does not pay the tuition and fees for students who are receiving Chapter 30, 32, 35, 1606, or 1607 benefits. These students will need to use financial aid, pay out of pocket, or set up a payment plan to prevent their classes from being dropped.

Chapter 33 & 31 VA Students

After completing all of the proper steps for certification and having registered for classes, the VA Certifying Official will place a hold on Chapter 33 & 31 student's schedule to prevent being dropped from classes for non-payment.

Vocational Rehabilitation

The Vocational Rehabilitation Program offers services as necessary to enable a student with a physical and/or mental disability to become self-supporting. Students should contact Vocational Rehabilitation Services at www.ncdhhs.gov/divisions/dvrs to apply for education assistance. as

NCC Foundation Scholarship Endowments

Endowed scholarships are derived from the interest earned on the principal amount of a gift from the sponsor that has been invested for perpetuity. The college is honored these companies and/or individuals have chosen to establish these perpetual gifts of education.

Abram Family College Support Fund
Alzheimer's Care Scholarship
Mary Lachiotte "Sister" Baldwin Memorial Scholarship
Jack Ballard Scholarship
Robert Barnhill Sr. Memorial Scholarship
Ryan Barrett Memorial Electric Line Scholarship
Eula and Ralph Bass Honorary Scholarship
Evelyn Bennett Nursing Scholarship
Benvenue Alumni Association Scholarship
Thomas A. Betts, Sr. Memorial Scholarship
Blanchard Family Scholarship Scholarship
Charles Wayne Blanton Memorial Scholarship
Dale and Genia Bone Scholarship
Bowen Family Scholarship
Elsie L. Brantley Memorial Nursing Scholarship
Braswell Vet Tech Scholarship
George T. and Rosa A. Brodie Scholarship
Winnie Edwards Brown Nursing Scholarship
CECO Engineering Endowed Scholarship
Thomas Cliett Family Culinary Scholarships
Community Hospice Foundation Scholarship
Kendall Cooper Scholarship
William and Janet Cooper Nursing Scholarship
Gerald & Meilia Cox Family Foundation Nursing Scholarship
Crown LSP Group Scholarship
CSX Endlowed Scholarship
Henry and Sidney Davenport Educational Trust Scholarship
Marvin Davis Memorial Scholarship
Deacon Veterinary Medical Technology Scholarship
Duke Energy Line Construction Scholarship
Lloyd L. and Susan Bryant Ennis Math Scholarship
Steven D. Felton Business Scholarship
Milton Fields Family Scholarship
Lynette Finch Scholarship
Richard J. Ford Jr. Memorial Culinary Scholarship
Pell & Sonny Foster Engineering Scholarship
Katherine B. & Richard T. Fountain, Jr Endowment Scholarship
Friends With Heart Scholarship
Annie L. Gaynor Scholarship
GlaxoSmithKline Scholarship
Henry Gregory Memorial Scholarship
Jase Matthew Griffiths Memorial Scholarship
E. B. Hale Memorial Scholarship
Kate Spruill Harrison Scholarship
M. Samuel Hayworth Memorial Scholarship
Josephine Hackney Hedgepeth Memorial Scholarship
Myrtle Carter Henry Veterinary Technology Scholarship (DeLeon Carter)
Teresa Herring Nursing Scholarship
John H. and Caroline High Scholarship
Jimmy and Mary Charles Holmes Memorial Scholarship
Daisy and Harry Howell Scholarship
David Walter Howell Memorial Scholarship
Ingram Construction Company Scholarship for Engineering
J. Edgar and Peggie T. Moore Excellence in Teaching
Dr. Katherine M. Johnson Honorary Scholarship
Charles M. and Evelyn G. Johnson Scholarship
L. A. and Mamie Ford Johnson and Jesse and Sally Harper Gay Scholarship
Charles M. Johnson Improved Order of Redmen Scholarship
Leroy Jones Memorial Scholarship
Marie B. Joyner Memorial Scholarship
Benjamin Michael Langley Memorial Nursing Scholarship
Tassie Ree Langley Scholarship
Louise and David H. Latham, Jr. Memorial Scholarship
Latham Family South Rocky Mount Scholarship
Helen and Jack Laughery Scholarship
Mansfield-Moore Veteran Scholarship
Merritt and Mary Frances Matthews Memorial Scholarship
Mack and Billie McDonald Memorial Scholarship
Dr. Craig David Miller Honorary Scholarship

Allan C. and Margaret L. Mims Memorial Nursing Scholarship
Peggie Thigpen Moore Scholarship for Culinary Technology
David S. Morgan Computer Science Scholarship Fund
Moring-Jennett Memorial Scholarship
NCC Board of Trustees Scholarship
Owens-Latham Scholarship
Park View Nurses' Alumnae Scholarship
Dr. J. Reid Parrott Jr. Scholarship
Pfizer Scholarships
Price-Watson Family Scholarship
Billie Pate Proctor Memorial Scholarship
Russell L. Proctor III Honorary Scholarship
Dr. Carl G. Purvis Memorial Scholarship
RBC Centura Presidents Challenge Scholarship
Rocky Mount Civitan Club Scholarship
Georgia Davis Roberson Memorial Scholarship
Rocky Mount Troop 7 and Rocky Mount Troop 40 Scholarship Fund
Ernest and Ella Rose Memorial Scholarship
Sally Hudson Sabiston Memorial Scholarship
Mr. and Mrs. William S. Shrago Scholarship
William S. Shrago Veterans Scholarship
William S. Shrago Law Enforcement Scholarship
Gilbert H. and Kathleen Snell Memorial Scholarship
Southern Bank & Trust Company Scholarship
Strickland/Crawford Memorial Scholarship
David B. Strickland Memorial Scholarship
Louise Grady Suiter Memorial Scholarship
Alford L. Sweatt Scholarship
Richard & Kathy Sykes Business
Sykes Family First Responder Scholarship
Thomas Arthur Thurmond & Irene Davis Thurmond Scholarship
Danny and Jane Tyson Scholarship
Universal Leaf North America U.S. Scholarships
R. Quillen Ward Memorial Scholarship
Warner Family Scholarship
William Roger Waters Memorial Scholarship
Dr. J. Allen Whitaker Memorial Scholarship
Eula Rowell Wiggins Memorial Nursing Scholarship
Evelyn Benton Willis Memorial Scholarship
Annette Poirier Wolfe Memorial Scholarship
Wiley Frank Wood Memorial Technology Scholarship
Kenneth Wordsworth Memorial Scholarship
Sara L. Zalzneck Scholarship
Dr. Robert E. Zipf, Jr. and Nancy G. Zipf Scholarships

Annual Scholarships

Annual scholarships are funded by the sponsor and are awarded to students meeting the established criteria. The college is honored these companies and/or individuals have chosen to provide these annual gifts of education.

Benny K. Adcox Technical Memorial Scholarship
Ruby Shearin Allsbrook (Aunt Ruby's) Memorial Nursing Scholarship
Celestine Alston Memorial Cosmetology Scholarship
Lucille Alston Memorial Scholarship
Arnold Family Scholarship
James Arthur Bass Automotive Technology Scholarship
BB&T/Communities in Schools Scholarship
Chrissy & Rob Barnhill Family Scholarship
Pat Barnhill Memorial Nursing Scholarship
Blue Love Scholars Program
Ellen C. Braswell EMS Scholarship
Brighter Future Scholarship
Broadcasting Technology Scholarship
John and Jan Browning Scholarship
Ronald E. Capps Sr. Memorial Scholarship
SFC William M. Capps Military Scholarship
Carolina Eagle Budweiser Inc. Scholarship
Betsy B. Currin Scholarship
Currin-Noblin Scholarship
Cypress Glen Hospitality & Culinary Scholarship
Davenport Autopark Automotive Technology Scholarship
Wayne and Sherron Deal Honorary Scholarship
Officer Chris "Batman" Driver Memorial Scholarship
Victor Dunston Realty Scholarship
Dorothy "Dot" Griffin Kelley Memorial Scholarship
Early Childhood Education Faculty and Alumni Scholarship
Edgecombe-Martin EMC Electric Line Scholarship
Edgecombe-Nash Retired School Personnel Scholarship
George Tracy Edwards Memorial Scholarship
EMS Scholarship - Continuing Education
Faculty of Criminal Justice Scholarship
First Christian Church Fellowship Class Scholarship
Richard J. Ford, Jr. Memorial Culinary Scholarship
Goat Island Bottle Shop Scholarship
Gravely Foundation Scholarship
Tom Griffin Memorial Scholarship
Gene Haas Foundation Scholarship
Halifax Electric Membership Cooperatives Scholarship
Hazel Harrell Scholarship - Rocky Mount Business & Professional Women's Organization
Julia S. Harrell Scholarship
Patricia Harrell-Brown Memorial Scholarship
Nanoria C. Hilliard Memorial Nursing Scholarship
Jonathan Hillis Electric Line Technology Merit Award
Marbeth Holmes Moving Forward Scholarship
Hunt-Smith Family Scholarship
Industrial Advanced Manufacturing (IAM) Scholarship
Angela Hedgepeth Jackson Memorial Scholarship
League of Women Voters of Twin Counties
Sally Leonetti Unsung Hero Memorial Scholarship
Junior Guild of Rocky Mount Scholarship
Kiwanis Club of Rocky Mount Scholarship
H. Kel Landis, Jr. Memorial Scholarship
Paul J. Legaj Memorial Scholarship
Timothy Ray (Trey) Martin Scholarship
MBM Professional Truck Drivers Training Scholarship
Mercer Foundation Inc., Scholarship
Carl Moore Jr. Memorial Scholarship
J. Edgar and Peggie Moore Faculty Senate Scholarship
Nash UNC Health Care Nurse Scholars Program
Nashville Methodist Church Scholarship
NC Association of Veterinary Technicians
NC Electric Cooperatives Scholarship
NCC Alumni Scholarship
NCC Blue Love Scholars
NCC Employee/Child Scholarship
NCC FFA Scholarship

NCC Foundation Scholarships
NCC Student Ambassador Scholarship
NCC Gamma Beta Phi Scholarship
NCC Outstanding Work Study Student Scholarship
NCC Phi Theta Kappa Honors Scholarship
NCC Physical Therapist Assistant Student Organization Scholarship
NCC Student Government Association Executive Board Service Scholarship
NCC Student & Enrollment Services Scholarship
New Horizons Scholarship
Eula H. Philips Memorial Scholarship
Post Acute Medical (PAM) Hospitals of North Carolina Specialty Nursing Scholarship
Al Joseph Pridgen, Sr Scholarship
Herbert W. Ramsey, Jr. Memorial Scholarship
Riverside Veterinary Hospital Technician Scholarship
Rocky Mount Evening Lions Club Scholarship
Rocky Mount Garden Club Scholarship
Rocky Mount Telegram Scholarship
Rotary of Rocky Mount Open Door Scholars
Robin Dru Sallenger Scholarship
Julia R. Sellars Memorial Scholarship
Shell Rapid Lube Scholarship
Pravin Shukla International Award
State Employees Credit Union Scholarship
Cheryle Traish Nursing Scholarship
Frederick E. Turnage Student Leadership Scholarship
Alice and William "Bill" Van der Meulen Memorial Scholarship
Vets Pets Veterinary Medical Technology Scholarship
Wells Fargo Technical Scholarship
White Level Rescue and EMS Scholarship
Wilson Small First Generation Scholarship
Winstead Family Skilled Trades Scholarship
Jean Wynne Memorial Scholarship - Organization Luncheon Pilot Club
Zaxby's Zolarship

Nash COMMUNITY COLLEGE

Student Services



Academic Advisors

Students are assigned an academic advisor when they submit their application. Students can find out who their academic advisor is by looking in Self Service. New and returning students are encouraged to meet with their academic advisor prior to the registration to affirm their educational goals and progress toward graduation. Academic Advisors help students by providing additional academic support and by connecting students to resources to ensure success.

Students may drop by the Bill and Patsy Marshburn Advising and Success Center anytime to register for courses with the academic advisor on duty. The Bill and Patsy Marshburn Advising and Success Center is located in Building A, Room 2034. There is always an academic advisor on duty to help students when the college is open. Students may email advising@nashcc.edu or call 252-428-7350 for more information.

Student Wellness Center

The Student Wellness Center located in Building B, Room 2111 provides confidential and free mental health services, including anxiety, depression, PTSD, Substance Use, Autism supports, Crisis Intervention, Safety Planning; Recovery and Veterans Supports, Additional helping services through Single Stop include access to screening for federal, state, and local programs, SNAP application and recertification services, Medicaid/Affordable Healthcare applications, free income tax service link, financial counseling, and legal referrals. Blue Love resources for emergency assistance are also provided as well as Referrals to community helping agencies for shelter, food, and childcare.

Students may access Student Wellness Center services from our website, by email, or by calling directly. For clinical service referrals, email swell@nashcc.edu. For Single Stop services, email singelstop@nashcc.edu or call 252-428-7334. To reach the Suicide and Crisis Lifeline, call 988 or text HOME to 741741. To reach the NC Peer Warmline, call 855-733-7762.

Early Intervention

Nash Community College is focused on helping students succeed from the first day of class until the day they graduate. From time to time, it may become apparent to a faculty or staff member that a student is struggling in reaching their academic goals. Faculty or staff may refer the student to an academic advisor, who will discuss various resources available, both on and off campus, that will enable the student to succeed.

Services to Students with Disabilities

Nash Community College is committed to providing equal access to education for persons with disabilities. Reasonable accommodations are made for students with disabilities who qualify for admission. The Student Wellness Center assists with admission and registration as needed, makes referrals to and works with agencies which serve the needs of students with disabilities. At the student's request, the Student Wellness Center will meet with the student to assess individual needs, documentation, and determination of reasonable accommodations. It is the responsibility of the student to make his/her request known to the Student Wellness Center. Current documentation must be provided from a licensed/certified professional that adequately substantiates the need for reasonable accommodations. All documentation and records provided will be maintained in a confidential manner according to the Family Educational Rights and Privacy Act of 1974. Requests for accommodations should be made as early as possible, for it may take up to four (4) weeks for reasonable accommodations to be in place. For more information, please contact the Accessibility Services office at ada@nashcc.edu.

Service Animals on Campus

Policy

Consistent with the American with Disabilities Amendments Act (ADAA), it is the policy of Nash Community College that individuals with disabilities are permitted to be accompanied by their Service Animal. This includes areas of the college campus where students, visitors, participants in services, programs or activities, or invitees are allowed. Exceptions may include situations when safety is an issue, or when it is determined that the service animal could interfere with the fundamental nature of the activities being conducted. Please contact the Director of Student Wellness with questions regarding exceptions or denial of a service animal being permitted in certain situations.

Definitions

A Service Animal is "any dog that is individually trained to work or perform tasks for the benefit of an individual with a disability, including, a physical, sensory, psychiatric, intellectual or other mental disability." Other species of animals whether wild or domestic, trained or untrained, are not service animals except that of miniature horses, if individually trained and deemed reasonable, may be used for the benefit of individuals with disabilities (Definitions, 28 C.F.R. ' 35.104, 2011 and Service Animals, 28 C.F.R.' 35.136, 2011).

If an individual's need for a Service Animal and the qualifications of the animal are not obvious, the individual may be asked: (a) whether the animal is required

because of a disability; and (b) what work or task(s) the animal has been individually trained to perform.

An Emotional Support (ES) Animal is not a Service Animal and does not require specialized training; it is a companion animal that provides a therapeutic benefit to his or her person. The student must have a verified disability and a physician or mental health professional must write an annual prescription calling for an ES companion.

A Service Animal or Emotional Support Animal may be excluded from campus, classrooms, or other facilities, when:

1. The animal's behavior poses a direct threat to the health or safety of others.

2. The animal is out of control and the animal's handler does not take effective action to control it (see note below).

3. The animal's behavior fundamentally alters the nature of the programs, services, facilities, privileges, advantages, or accommodations at issue.

4. The animal is not housebroken (owner is responsible for disposal of any animal waste on campus grounds).

5. The animal is sick, dirty, has strong odor, not groomed, or has evidence of fleas or ticks.

6. The animal is not licensed and fully inoculated in accordance with local/state law.

A service animal must have a visible collar with tags and be under the control of its handler at all times. A service animal shall also have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means.)

Conflicting Disabilities

Persons who have asthma/allergy/medical issues related to animals are encouraged to make their condition known to Disability Services (for students) or Human Resources (for employees) by providing medical documentation to support

their condition. Action will be taken to consider the requirements of both parties as efficiently as possible.

Requests for Accommodations:
Students/Visitors

Students or visitors using a service animal are welcome in all areas of campus that are open to the public. Specific questions related to the use of the service or emotional support animal should be directed to the College's Director of Student Wellness.

Employees

Employees requesting reasonable accommodations, including the use of a service or emotional support animal should contact Human Resources.

Visitors and Guests Requesting Accommodations

Individuals attending a NCC function, event, or graduation ceremony are eligible for reasonable accommodations under the ADA. Please contact the Director of Student Wellness at least 48 hours prior to the event to make a request. Requests should be made in writing. Every effort will be made to provide reasonable accommodations for requests made in a timely manner. If you are requesting interpreters for a NCC sponsored event, these requests need to be made two (2) weeks prior to the date interpreting services will be needed.

Your request can be made by:
Email: ada@nashcc.edu
Phone: 252-451-7363
Fax: 252-451-8401

Orientation Activities

It is recommended that all students participate in a college orientation program. Multiple opportunities will be available for students and will be shared via email. Orientation will be held both on campus and virtually to help meet students' needs. Students who have questions about orientation related events, can email advising@nashcc.edu for additional information.

Career Planning and Placement Center

Counselors assist students with every step of the career planning and placement process. This includes helping students obtain employment and helping local businesses by refer- ring students for part-time and full-time positions.

Each of the career planning and placement process steps has numerous corresponding resources related to that step. The information may be found on the web page, which is www.nashcc.edu/careers.

To help students reach their particular employment goals, highlighted services include:

Career Fairs

Annually the College schedules career fairs and company interviews on campus. Upon request, presentations for interviews and resume' preparation are provided to classes and community groups.

College For North Carolina (CFNC)

Counselors use CFNC Career Center and the CFNC Career tools. After signing up for a free account you will be able to take advantage of all the free resources provided by CFNC. These programs will not only assist you with a career direction, but will also help you learn more about yourself, improve your job-seeking skills and explore occupations, majors, and schools.

Career Search

Nash Community College utilizes an online career search engine called College Central Network Services that allows NCC students, alumni, and community members to explore employment opportunities and more.

College Central Network Services include:

- Upload Resumes
- Upload Career Portfolios
- Search and Apply to Job Postings
- Watch or Download Career Advice Podcasts or Documents

To use College Central Network Services as a Nash Community College student or graduate just visit www.collegecentral.com/nashcc/.

Additionally, employers can utilize College Central Network Services by posting job openings, searching NCC talent, reviewing posted resumes and viewing career portfolios.

General Student Regulations

Student Health Services

Nash Community College maintains no health facilities although first aid supplies are located in all labs and offices. In the event of injury or illness, the student should contact a faculty or staff member.

The responsibility for medical services rests with the student and/or his parents or guardian. Emergency facilities are located nearby at Nash UNC Health Care. Transportation to receive medical services will not be provided by College staff members; however, the College officials will assist the student in contacting emergency services or an individual as designated by the student. The student is personally responsible for all expenses associated with emergency services. For more information, see www.n4chealth.com.

Student Identification

For concerns relating to safety and security, all students should make arrangements to have an official Nash Community College photo ID made. College IDs are prepared in the Student Services Office on the first floor of Building A. Identification cards will be used to verify enrollment, and also will be utilized for student entry into Nash Community College sponsored events. Students should be prepared to present proper identification when asked by college staff and campus law enforcement personnel. IDs should be updated each semester in Student Services.

Student IDs are included as part of the college activity fee; however, a charge of $5 will be assessed for replacement.

Housing

Nash Community College does not provide housing for students either on or off campus.

Internet Use

Use of the Internet must be in support of education and research and consistent with educational objectives as outlined by the College. Faculty, students, staff and other authorized individuals shall be expected to exercise responsible, ethical behavior when using the Internet. The use of the Internet is a privilege and can be revoked for violation of College Internet Policy or Guidelines. Inappropriate or illegal use of the Internet shall result in legal action up to dismissal, in accordance with all policies of the College.

All Internet users shall adhere to the following:

1. Transmission of any material in violation of any law, regulation, or Board policy is prohibited.

2. Use of the Internet for commercial or non-college related activities is prohibited.

3. Users shall not create, access, display, download, or transmit any text file, picture graphics, or sound clip or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd, or which advertises any product or service not permitted to minors by law.

4. Users shall not create, access, display, download, or transmit threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.

5. Users shall not engage in activities to damage hardware, disrupt communications, waste system resources, or overload networks with excessive data.

6. Users shall be required to adhere to all copyright, trademark, and licensing agreements and laws including seeking permission when required. Existing College policies on copyright apply.

7. The use of College technology resources by students, visitors, and College employees signifies agreement to the above stated computer use guidelines.

Twelve (12) months after the end of a student's last enrolled semester, without exception, access to NCC student email, LMS materials, online storage, or any other technology resources provided to actively enrolled students will be revoked, and the account terminated and inaccessible. If an applicant does not register for courses for the semester indicated on their Admissions application, access to their NCC accounts will be revoked and the account terminated and inaccessible after the close of registration for the semester.

Campus Photo and Video Use

Nash Community College does not collect photograph/video release forms. The College does however use faculty, staff, and students as the best resource for marketing. All students and visitors should be advised that campus events are regularly photographed and videotaped. NCC cannot guarantee any individual will be excluded from media coverage. Additionally, as a public campus, NCC cannot be responsible for content obtained or disseminated by any individual or group.

All original media content created during normal College operations become the property of Nash Community College. The College reserves the right to archive photographs and video footage and use the content for, but not limited to, marketing. The College's Marketing Department also reserves the right to distribute media content through a variety of channels and/or publications. Students participating in a photograph or video may be given the opportunity to approve images used. Students wishing to do so should request in writing removal from the photograph or video in question. Questions concerning photographs, videos, and publications should be directed to the Marketing Department.

Social Media Guidelines

The Nash Community College Marketing Office establishes official Nash Community College social media sites. Marketing will coordinate all initial set-up and posts to any pages to ensure consistent content. Administrative access may be given to employees as appropriate.

Employees, students, and friends of the College are encouraged to follow the College via its social media sites. Please consider the following regarding the use of social media sites:

1. Treat everything you post on the Internet as though it were available to the general public.

2. Use common sense when posting information, comments, photos, etc. on personal and official Nash Community College social media sites. Everything you post reflects on you both as an individual, and in many cases as an associate of the College.

3. Remember, College related social media sites may be subject to monitoring, archiving, and disclosure to third parties in accordance with North Carolina Public Records Law.

4. Participation on any Nash Community College related social media site should be conducted in a socially responsible way (no obscenity, racial slurs, personal insults, profanity, etc.). Such posts or comments on official or affiliated Nash Community College social media sites will be removed and may be addressed according to the Nash Community College student code of conduct.

5. Do not post confidential or proprietary information.

6. Know and follow Nash Community College's student regulations and internet usage policy as all College regulations will be enforced on official social media sites.

Questions, comments, suggestions, or requests related to the Colleges' social media presence should be emailed to nccpr@nashcc.edu.

Campus Sexual Violence Elimination (SaVE Act) Procedure

Introduction

Nash Community College is committed to providing a safe learning and working environment. NCC is required to comply with federal law, specifically the Jeanne Clery Act and the Campus Sexual Violence Elimination (SaVE) Act. Nash Community College has adopted procedures to help prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to NCC students, faculty, and staff as well as contractors and visitors.

Nash Community College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this procedure, in any form. Such acts of violence are prohibited by Nash Community College procedure, as well as state and federal laws. Violators of these types of behaviors are subject to penalties up to and including dismissal or separation from Nash Community College regardless of whether they are also facing criminal or civil charges in a court of law.

Definitions

Consent - is explicit approval to engage in sexual activity demonstrated by clear actions or words. Non-verbal communication silence, passivity, or lack of active resistance does not imply consent. Consent has not been obtained in situations where the individual is forced, pressured, manipulated, or has reasonable fear. Consent also has not been obtained when an individual is incapable of consent due to physical or mental incapacity, or is under the influence of drugs or alcohol.

Dating Violence – refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – is physical or psychological behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

Sexual Assault – has been committed if an individual by force or the threat of force engages in sexual relations against the will of another person.

Stalking – occurs when an individual engages in a course of conduct (harassment) on more than one occasion, directed at a specific person, which would cause a reasonable person to fear for their or her safety or the safety of others, or causing emotional distress.

Reporting an Incident

Nash Community College encourages any member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to College officials.

If a Nash Community College student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Nash Community College Police Department (NCCPD) at 252-451-8313 or Security at 252-903-5969.

Individuals who are on campus can also make an in-person report at the NCCPD, Building B, office number 2149. The NCCPD will assist all members of the college community by assessing the incident, advising the victim on how to seek legal protection, and making the victim aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the NCCPD can assist the victim in notifying the local law enforcement agency with jurisdiction over the crime. **In case of an emergency or ongoing threat, a victim should get to a safe location and call 911.** Calling 911 will put you in touch with an emergency dispatcher.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Student Services located in Building A, or to the College's Title IX Coordinator at 252-451-8258.

Employees, contractors and campus visitors who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Human Resources Director, Title IX Coordinator at 252-451-8258.

These offices will provide victims of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any victim in notifying the appropriate law enforcement agency, if the victim chooses to do so.

Victims are not required to report to area law enforcement in order to receive assistance from or pursue any options within Nash Community College. For more information, please visit the section on how to report an assault.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Nash Community College Police Department) does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for law enforcement to investigate.

Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this procedure.

These rights and options include the rights of a victim to:

a. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;

b. Seek a criminal complaint for threats, assault and battery, or other related offenses;

c. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);

d. Request the police remain at the scene until your safety is otherwise ensured;

e. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and

f. Obtain a copy of the police incident report at no cost from the police department.

Procedures Victims Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing worn during the assault prior to seeking medical treatment, that clothing should be placed in a paper (not plastic) bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes worn during an assault, a change of clothes should be brought to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented with photographs. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

On-Campus and Off-Campus Resources

Nash Community College, Nash County, the Town of Nashville, and the City of Rocky Mount, all offer other important resources to the victims of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that victims may wish to utilize.

The following Nash Community College employees and on-campus offices can assist members of the NCC community in considering options and navigating through any resources or recourse they may elect to pursue.

A victim need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or NCCPD in order to access the following resources:

Sexual Assault Response Team (SART) Members:
reportsexualmisconduct@nashcc.edu

Director of Human Resources,
Title IX Coordinator for students, faculty, staff, contractors and visitors
252-451-8258

Vice President of Student Services
252-451-8271

Director of Student Wellness
252-428-7363

Campus Safety Director and NCC Police Chief
252-451-8313

Off-Campus Resources:

Nash Community Service Area Crisis/Counseling Resources
Coastal Plain Hospital
2301 Medpark Drive
Rocky Mount, NC 27804
(252) 962-5000

Suicide Crisis Hotline
Call 988

Eastpointe
(800) 913-6109
(888) 819-5112 (TTY)
(800) 273-8255 (Veterans Crisis Line)

My Sister's House
PO Box 7665
Rocky Mount, NC 27804
(252) 459-3094
(800) 465-9507
(252) 462-0366 (Non-Emergency)

Tar River Mental Health Association (Serving Nash & Edgecombe Counties)
230 Sunset Avenue
Rocky Mount, NC 27804
(252) 937-8820
Alcoholics Anonymous
(252) 977-7744

Alcohol/Drug Council of North Carolina
1-800-688-4232

National Crisis/Counseling Resources:
National Suicide Prevention Lifeline
1-800-273-TALK (8255)

National Runaway Safeline
1-800-786-2929 (1-800-RUNAWAY)
RAINN (Rape, Abuse and Incest National Network)

1-800-656-4673 (HOPE)

National Child Abuse Hotline
1-800-4-A-CHILD (1-800-422-4453)

National Domestic Violence/Child Abuse/Sexual Abuse
1-800-799-7233 (SAFE)
1-800-787-3224 (TTY)

Elder Abuse Hotline
1-800-451-8693

National Center for Missing & Exploited Children
1-800-THE-LOST (1-800-843-5678)

Accommodations

Nash Community College is committed to providing a safe learning or working environment. This is regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action. Upon request, Nash Community College will make any reasonably available change to a victim's academic class schedule, or employee's work environment. When a reported incident of abuse involves more than one member of the Nash Community College community, the College's Title IX Coordinator, Human Resources Director, Vice President of Student Services or NCCPD may also issue a formal letter prohibiting the individuals from contacting one another, either on or off campus. Students should contact the Vice President of Student Services (522 North Old Carriage Road, Building A, Room 2023, 252-451-8372) for assistance, and employees may contact the Office of Human Resources (522 North Old Carriage Road, Business and Industry Center, 252-451- 8258) for assistance.

NCCPD officers will advise victims of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the victims household, building, school, college, or workplace.

Nash Community College will ensure that restraining orders issued by courts are fully up- held on all College-owned, used, and controlled property. If any member of the Nash Community College community obtains a restraining order, it should promptly be communicated to NCCPD and a copy of that order for compliance. Nash Community College will take measures to protect victims from any further harm. If the NCCPD determines that an individual's presence on campus poses a

danger to one or more members of the College community, the NCCPD shall notify the individual verbally and in a follow up letter that the individual must leave campus or be subject to being arrested for trespassing.

Victim Confidentiality

Nash Community College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. The College will respect the privacy of individuals reporting incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

College employees are required to share with the Title IX Coordinator information they obtained concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking. The Title IX Coordinator will investigate the incident, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the campus community. It is the victim's choice to participate in the investigation; however, the College may proceed with an investigation without the victim's permission if there is a concern for the safety of other members of the community.

In all cases, the NCC Police Department should be notified for Clery Act reporting requirements.

Reports made to the NCCPD will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the victim's anonymity) and shared with the accused in cases where criminal prosecution is necessary. Reports received by the College concerning the abuse of a minor or juvenile must be reported to law enforcement officials in compliance with state law. All members of the Nash Community College community are required by College policy to report any instances of known child abuse or neglect to the NCCPD. The NCCPD will in turn report such information to the appropriate authorities.

Reports and information received by the NCC Director of Student Wellness is considered legally protected or "privileged" under NC law. The Director of Student Wellness will not share information learned from victims with others within the institution (including the College's Title IX Coordinator) or with any third party except in cases of imminent danger. Absent circumstances of imminent danger, the only information that the Director of Student Wellness will report to the College concerning incidents is statistical information. Statistical information does not identify the victims, and will be included in the annual Clery reporting requirements.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with NCC's Title IX Coordinator or other College officials, will be treated with the greatest degree of respect and privacy possible.

A victim's ability to speak in confidence and with confidentiality may be an essential path to recovery

Nash Community College Educational Programs

Nash Community College is committed to increasing the awareness of and prevention of violence. The College will make continued efforts to provide students and employees with education programs, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, Nash Community College will periodically offer practical guidance for risk reduction, violence prevention, and bystander intervention. SaVE Act information can be found on the College's web site and publications.

Personal Safety Workshops –The College will provide opportunities for members of the community to learn about safety precautions. The NCCPD and the Of- fice of Student Services conduct awareness workshops on a wide variety of subjects including, but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.

New Student Orientation – Orientation programs addressing awareness of and prevention of violence are delivered by members of the orientation staff.

Safety Escorts – If requested, the NCCPD provides safety campus escorts during normal operating hours. This service typically provides students, faculty, and staff with an escort from class to various parking locations. Safety escorts can be requested by calling Security at 252-903-5969.

Crime Alerts – The NCCPD shall issue as necessary crime alerts to members of the Nash Community College community. Alerts may be circulated at times, not in response to specific incidents, but as general reminders to community members about measures that members of the community can take to enhance personal and property security.

New Employee Orientation – All new employees receive training on Sexual Harassment and Title IX through the Office of Human Resources. The NCCPD also

provides new employees with information concerning issues of safety and personal awareness on such subjects as emergency preparedness, campus security authorities, and awareness of and prevention of violence.

Student Conduct

Nash Community College students are expected to conduct themselves as responsible adults in accordance with generally accepted standards of morality and decency at all times. The following behaviors, while not inclusive, will warrant immediate suspension or other disciplinary action:

1. Physical abuse or assault, domestic violence, dating violence, threats, intimidation, stalking, abusive communication (written or verbal), and/or conduct that threatens or endangers the physical or psychological health or safety of another person.

2. Sexual violence, coercion, or harassment against another individual whether perpetrated by a stranger or acquaintance, including attempted rape, and sexual assault, sexual misconduct, stalking, voyeurism, exposure, sexually harassing communication (includes electronic), unwanted touching, and sexual activity in a context of emotional coercion.

3. Retaliation against an individual cooperating with a College-related investigation.

4. Fighting.

5. Disruption of learning activities.

6. Damage to or destruction of College or private property.

7. Assault on a College employee, a student, or any other person while on campus or at College- sponsored events.

8. Insubordination toward a College employee (failure to comply with the directions of any College official, faculty, staff, or law enforcement officer acting in the performance of their duties) or showing disrespect toward an employee, student, or other person.

9. Committing any act (verbal, electronic, written, or other) which intimidates, threatens, degrades, or disgraces a College employee or the College itself, student or other person on campus.

10. Any series of behavioral patterns that cause a faculty or staff member to seriously question the student's interest in learning.

11. Stealing or attempting to steal school property or personal property belonging to another student, employee or visitor while on the campus of Nash Community College.

12. Possessing, using, transmitting or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other kind of intoxicant while on campus. Students using drugs that are officially authorized by a physician and are likely to cause impairment of performance in lab, shop, or clinical areas should consult the appropriate instructor.

    Note: *Using a drug officially authorized (prescribed to an individual) by a physician will not be considered a violation of this regulation.*

13. Academic Dishonesty (for more information, please see Academic Integrity section).

14. Gambling while on campus or at a College-sponsored activity.

15. Intentionally and openly using profanity (verbal, electronic, written, or other) in such a manner that listeners could be embarrassed, offended or insulted.

16. Intentionally and openly engaging in obscene activities while on campus or at a College sponsored event.

17. Illegal use of the Internet or other violations of the Internet policy.

18. Displaying or wearing gang clothes, or displaying gang graffiti/symbols, or flashing gang signs.

19. Intentionally and openly exposing undergarments to such a degree that it embarrasses or offends others.

20. Making excessive noise, including loud conversations, car stereos, etc. that disturbs others anywhere on campus (students using music players, computers, cell phones, or other electronic devices on campus must use headphones or earphones).

21. Any display of affection that offends others.

22. Possessing a firearm or weapon as outlined in NCGS 14-269.2. Possessing any dangerous chemical or explosive elements or component parts thereof not used by the student for lawful College studies.

23. Forgery, altering, or misuse of College documents, records, or instruments of identification with intent to deceive.

24. False reporting of an emergency: the false reporting of a bomb, fire, or other emergency in any building, structure, or facility by means of activating a fire alarm or in any other manner.

25. Actions violating the College Diversity Statement.

26. Knowingly providing false information to a College employee conducting an investigation of violations of the Student Conduct Code or Academic Dishonesty and/or obstructing an investigation of violations of the Student Conduct Code or Academic Dishonesty.

When a faculty or staff member witnesses any violation of the College Student Conduct Code, the following guidelines are suggested:

1. If the faculty or staff member is familiar with or knows the student violator, if possible, privately communicate the behavior is inappropriate and a violation of conduct code.

2. If the faculty or staff member is not familiar with or does not know the student violator, and does not feel comfortable with communication, security should be contacted to intervene.

3. If the faculty or staff member communicates with the student violator, ask to see the student's College identification. If no identification is produced, the student violator should be escorted to Student Services so that security can be called to verify student status and/or remove the student from campus.

4. The faculty or staff member shall complete the Conduct Code Violation Report, and submit it to the Vice President of Student Services. The Vice President of Student Services will maintain a database of violations and take disciplinary action as warranted.

5. If in any way the infraction calls for immediate action (safety concerns), the faculty or staff member shall contact security immediately.

The student will be notified in writing by the Vice President of Student Services or their designee of a meeting to discuss any complaints that they violated a condition of the code of conduct. Failure to attend this meeting may result in the College proceeding with the resolution of the complaint (including disciplinary action) without the student's input.

A student who has been charged under the College's student grievance or disciplinary process will have the right to be:

- Informed of the grievance or disciplinary proceeding
- Notified in writing of the complaint or disciplinary action
- Informed of the appeal process before the College's Student Affairs Committee

Disciplinary Actions

The following disciplinary action or actions may be imposed by the Vice President of Student Services, their designee, and/or the Student Affairs Appeal Committee for conduct violations.

- Verbal Warning

  A warning to the student that their behavior is objectionable and that if the pattern of behavior continues, the student will face disciplinary action up to and including suspension from the College. Verbal warnings shall be documented and included as evidence in the event of subsequent violations.

- Written Warning

  A written communication that gives official notice to the student that they have violated student conduct and that any subsequent violation of student conduct may result in a more severe disciplinary action.

- Probation

  An individual may be placed on probation when involved in a substantive disciplinary offense(s). Probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Conduct Code without further penalty. Secondly, subsequent

offenses will result in disciplinary action. The probation will be in effect for no more than two semesters (excludes the summer semester).

- Suspension

  Suspension of a student from a Nash Community College class (traditional, online, hybrid, etc.), a College program of study, and/or all activities of the College for a stated period of time. Suspended students may return upon the approval of the Vice President of Student Services.

- Expulsion

  Dismissing a student from the campus of Nash Community College to include participation in College classes (traditional, online, hybrid, etc.) or a College program of study, and/or all activities of the College. The student loses matriculation status. Expelled students may apply for admission only after a minimum of two semesters and upon the approval of the Vice President of Student Services.

If a student has been ordered not to return to campus for a specified time period, a copy of the student's identification card will be forwarded to the switchboard operator at the College's front desk, and the student's record will be flagged to not allow registration until terms of the dismissal, suspension, or expulsion have been fulfilled. Before being allowed to re-enroll at the College, a student who has been dismissed, suspended, or expelled must meet with the Vice President of Student Services and satisfactorily explain why the behavior(s) which led to their dismissal, suspension, or expulsion will not recur.

Student and Public Grievance/Complaint Procedure

As a matter of practice, Nash Community College believes that most student grievances can be informally resolved. Any student (traditional, non-traditional, distance education, etc.) who has a grievance should express the concern with the appropriate College personnel responsible for the source of the grievance. When informal procedures do not resolve the grievance, written student grievances should be sent to the Vice President of Student Services with the following information, if available:

- Name of the student accused of violating the student conduct
- Clear explanation of the nature of the incident
- Names, addresses, and phone numbers of witnesses
- Names, addresses, and telephone numbers of those filing the complaint

The Vice President of Student Services will determine the appropriate College personnel to review the grievance. The grievance will be reviewed and written notification of the resolution of the College's position of the grievance will be sent to the student within 15 working days of the receipt of the grievance. The Vice President of Student Services will maintain records of all formal complaints and responses. Nash Community College will not review anonymous grievances. Members of the public may register grievances by sending signed, written statements to the Office of the President, Nash Community College, PO Box 7488, Rocky Mount, NC 27804-0488.

If a Student or Public Grievance is not resolved to the complainant's satisfaction through the procedure outlined above, the complaint can then be referred by the complainant to the University of North Carolina General Administration; information on the procedure is at northcarolina.edu/post-secondary-education-complaints/.

If a student believes that any member of the Nash Community College community has violated the College's policy against discrimination, harassment, or retaliation, or the College's Sexual Violence Policy, the student should report his or her concerns in accordance with those policies detailed in the College policy.

Distance Learning Complaint Process for Out of State Students

Nash Community College desires to resolve student grievances, complaints, and concerns in a prompt, fair, and agreeable manner. Distance education students who desire to resolve a grievance should follow the College's procedures outlined in the Student and Public Grievance/Complaint Procedure. However, if an issue cannot be resolved through these procedures, students may also file a complaint through SARA-NC. SARA-NC is the portal for North Carolina. Students should follow the SARA-NC Complaint Process and use the SARA-NC Complaint Form (PDF). Nash Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Nash Community College may also offer credentials such as certificates and diplomas at approved degree levels. Students who file a complaint with the accrediting agency should follow the SACSCOC Complaint Procedure. The contact information for SACSCOC is Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or visiting SACSCOC's website (www.sacscoc.org).

Review of the Grievance

When a complaint is received, the Vice President of Student Services or his or her designee reviews the grievance. If a complaint is received that alleges a student

has engaged in behavior that would violate the College's Sexual Violence Policy, the complaint will be immediately forwarded to the appropriate College Title IX Coordinator or Deputy Coordinator. All other complaints will be evaluated by the Vice President of Student Services or his or her designee to determine the disciplinary action, if any.

Notification of Complaint or Disciplinary Action

The student will be notified in writing of a meeting to discuss the complaint lodged at which time his or her attendance is required. Failure to attend this meeting may result in the College proceeding with the resolution of the complaint (including disciplinary action) without the student's contribution.

A student who has been charged under the College's student grievance or disciplinary process will have the right to be:

1. informed of the grievance or disciplinary proceeding

2. notified in writing of the complaint or disciplinary action

3. informed of the appeal process before the College's Student Affairs Committee (for disciplinary issues) or the College's Academic Review Committee (for violations of the College's academic rules)

Academic Appeals

Students have a right to appeal academic decisions that affect them, such as final course letter grade or dismissal from a specific program. Grades on an individual assignment within a course cannot be appealed. The request for appeal must be made in writing within 30 calendar days of the end of the semester. A request received after 30 calendar days will not be heard. For the purposes of this procedure, e-mail is considered a sufficient method to make a request "in writing."

The following steps should be followed in order to appeal an academic decision:

1. The student should first contact the instructor involved in the decision in writing and request reconsideration. The instructor should communicate their response to the student via the college email account within 7 working days of receiving the student's request. If the instructor denies the student's request, they should notify the student of their rights to appeal to the supervisor.
2. If the student is not satisfied with the decision of the instructor, they can next contact the instructor's direct supervisor (department chair or

program director) in writing. The supervisor will gather information from both the student and the instructor in reaching a decision. The supervisor will notify the student of their decision within 7 working days of receiving the student's request. If the supervisor denies the student's request, they should notify the student of their rights to appeal to an Academic Review Panel and explain the location of the form to complete.

3. If the student is not satisfied with the decision of the supervisor, they can complete the Request for Academic Review Panel form to request a formal hearing.

The Vice President of Student Services shall convene the Academic Review Panel no later than 15 working days after a request for an Academic Review Panel hearing. If a student fails to attend the scheduled hearing, the appeal is considered dropped and may not be reopened for the same alleged issue. The Panel's purpose is to investigate and make recommendations to the Vice President of Student Services. The Academic Review Panel is an investigative and recommendation group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this group.

Five faculty and two staff members, appointed by the Vice President of Student Services, serve on these Panels. Potential panel members will be advised of the student's name and given the opportunity to recuse themselves if there is a conflict of interest with the particular student. The Chair is the Vice President of Student Services or their designee, who serves in that capacity without a vote, with the Vice President of Instruction/Chief Academic Officer or their designee serving in a resource capacity. The committee members will establish all procedures and actions generally following the principles of Robert's Rules of Order. All parties will be notified that the hearing cannot be recorded in any way.

A student may have a support person present during the Academic Review Panel hearing. The support person may not ask questions or speak to the Panel members or witnesses. Their role is to give guidance to the student when requested. A support person may be removed or dismissed for being disruptive or not abiding by restrictions imposed.

A student who has requested an Academic Review Panel hearing is entitled to the following:

- Notification of the date, time, and location of the meeting.
- Notification of their right to be accompanied by a support person.

- Notification of their right to have witnesses testify in their favor who have firsthand knowledge of the facts.

A list of the members on the Academic Review Panel and the procedure for challenging the participation of a member for reasons of conflict of interest.

The Academic Review Panel hearing shall be conducted as follows:

- Prior to the start of the hearing, all staff participating in the hearing shall sign a statement of confidentiality and nondisclosure. All individuals giving testimony will be asked to sign an honesty statement before proceeding.
- The meeting will be called to order at the predesignated date and time by the chair once a quorum has been established with the following individuals in attendance:
- Panel chair, quorum of panel members, resource staff, and administrative assistant (for the collection of minutes). A quorum will consist of 5 of the 7 panel members.
- The student, a support person (if desired), faculty member, department chair, and any witnesses will be asked to wait outside the hearing until called upon.
- Once the meeting is called to order, the chair will announce the purpose for the meeting, including any relevant information pertaining to the circumstances leading up to the meeting. Members of the panel will be provided with any documentation submitted by the student in advance of the meeting.
- Next, the chair will ask the student into the room. The student will then be asked to present the facts that support their request. Following the completion of the student's testimony, the members of the panel shall have the opportunity to ask questions to the student. After all questions have been satisfied by the panel, the student will be instructed to wait in a separate room.
- If the student has any witnesses present (that have firsthand knowledge of the facts), they may be invited into the room to present their testimony after the student. Panelists may also ask questions of the witnesses. Witnesses will also be directed to wait in a separate room after giving testimony.
- The faculty member and/or department chair will then be allowed to give their position regarding the situation in question. Following the completion of their testimony, the panel is invited to ask questions of the faculty member/department chair directly. Questions asked shall be intended to aid in the process of determining the facts set forth in the allegations. After the closing remarks, they will be excused from the meeting.
- After the faculty member has exited the room, the committee will then be given an opportunity to bring the student and/or witnesses back in to ask

any additional follow up questions that surfaced during the presentation by the faculty member/department chair. The student and witnesses will be excused after the panel is satisfied that they have asked all questions.
- Members of the Academic Review Panel will meet in closed session to consider the student's request. The panel has up to 2 working days to make its determination. The Panel makes its findings based on the preponderance of the evidence standard.

The Panel will make its recommendation to the Vice President of Student Services. If the panel determines that a final letter grade should be changed, the Vice President of Instruction/Chief Academic Officer will complete the Change of Grade Form for submission to the Registrar's Office. The Vice President of Student Services or designee will communicate the decision of the panel to the student via the student's college e-mail account within 2 working days.

The Panel's recommendation is final, and appeals may only be initiated to the Vice President of Instruction/Chief Academic Officer if additional information brought forth by the student indicates discrimination on the basis of race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran's status or if there is substantial evidence that procedural due process was denied.

Student Affairs Appeal Process

A student who wishes to appeal a disciplinary action may request a hearing before a Student Affairs Panel. The request must be made in writing within 30 calendar days of notice of the disciplinary action. A request received after 30 calendar days will not be heard.

The Vice President of Instruction/Chief Academic Officer shall convene the Student Affairs Panel no later than 15 working days after a request for a hearing. If a student fails to attend the scheduled hearing, the appeal is considered dropped and may not be reopened for the same alleged issue. The Student Affairs Panel is an investigative and recommendation group; it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this group.

Five faculty and two staff members, appointed by the Vice President of Instruction/Chief Academic Officer, serve on these Panels. Potential panel members will be advised of the student's name and given the opportunity to recuse themselves if there is a conflict of interest with the particular student. The Chair is the Vice

President of Instruction/Chief Academic Officer or their designee, who serves in that capacity without a vote, with the Vice President of Student Services or their designee serving in a resource capacity. The committee members will establish all procedures and actions generally following the principles of Robert's Rules of Order. All parties will be notified that the hearing cannot be recorded in any way.

A student may have a support person present during the Student Affairs Panel hearing. The support person may not ask questions or speak to the Panel members or witnesses. Their role is to give guidance to the student when requested. A support person may be removed or dismissed for being disruptive or not abiding by restrictions imposed.

A student who has requested a Student Affairs Review Panel hearing is entitled to the following:

- Notification of the date, time, and location of the meeting.
- Notification of their right to be accompanied by a support person.
- Notification of their right to have witnesses testify in their favor who have firsthand knowledge of the facts.
- A list of the members on the Student Affairs Panel and the procedure for challenging the participation of a member for reasons of conflict of interest.

The Student Affairs Panel hearing shall be conducted as follows:

- Prior to the start of the hearing, all parties participating in the hearing shall sign a
- statement of confidentiality and nondisclosure. All individuals giving testimony will be asked to sign an honesty statement before proceeding.
- The meeting will be called to order at the predesignated date and time by the chair once a quorum has been established with the following individuals in attendance:
    - o Panel chair, quorum of panel members, resource staff, and administrative assistant (for the collection of minutes). A quorum will consist of 5 of the 7 panel members.
    - o The complainant, student, a support person (if desired), and any witnesses will be asked to wait outside the hearing until called upon.
- Once the meeting is called to order, the chair will announce the purpose for the meeting, including any relevant information pertaining to the circumstances leading up to the meeting. Members of the panel will be provided with any documentation submitted by the student in advance of the meeting.
- Next, the chair will ask the complainant into the room. The complainant will then be asked to present the facts regarding the alleged conduct violation. Following the completion of the complainant's testimony, the members of

the panel shall have the opportunity to ask questions to the complainant or their witnesses. After all questions have been satisfied by the panel, the complainant will be instructed to wait in a separate room.

- If the complainant has any witnesses present (that have firsthand knowledge of the facts), they may be invited into the room to present their testimony after the complainant. Panelists may also ask questions of the witnesses. Witnesses will also be directed to wait in a separate room after giving testimony.
- The student will then be allowed to give their position regarding the alleged conduct. Following the completion of the student's testimony, the panel is invited to ask questions of the student directly. Questions asked shall be intended to aid in the process of determining the facts set forth in the allegations. After the closing remarks by the student, they will be excused from the meeting.
- The student may also choose to bring witnesses (who have firsthand knowledge of the facts) who can also present to the panel and answer questions directly from the panel. The witnesses will be dismissed once the panel is satisfied that they have asked all questions of the witnesses.
- After the student has exited the room, the committee will then be given an opportunity to ask any follow up questions to the complainant that surfaced during the presentation by the student. The complainant will be excused after the panel is satisfied that they have no additional questions.
- Members of the Student Affairs Panel will meet in closed session to consider whether or not evidence has been presented that substantiates the disciplinary action. The panel has up to 2 working days to make its determination. The Panel makes its findings based on the preponderance of the evidence standard.

The Panel will make its recommendation to the Vice President of Instruction/Chief Academic Officer. The Vice President of Instruction/Chief Academic Officer will communicate the decision of the panel to the student via the student's college e-mail account and certified postal mail within 2 working days of the decision.

The Panel's recommendation is final, and appeals may only be initiated to the Vice President of Student Services if additional information brought forth by the student indicates discrimination on the basis of race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran's status or if there is substantial evidence that procedural due process was denied.

Title IX Process

Nash Community College (the "College") is committed to comply with all requirements of Title IX and any regulations under that law. The College has any

obligation to investigate and respond to any alleged misconduct under Title IX of which the College has actual knowledge.

Pursuant to Title IX, Nash Community College strictly prohibits all acts of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. For purposes of Title IX, sexual harassment includes, but is not necessarily limited to, quid pro quo harassment. Quid pro quo harassment occurs when a school employee conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment also includes any instance of sexual assault, dating violence, domestic violence, or stalking (as those terms are defined in the Clery Act and the Violence Against Women Act). Sexual harassment also includes, but is not limited to, unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive as to deny a person equal access to the College's educational programs or activities. For purposes of Title IX, sexual harassment that occurs on property owned or controlled by an officially recognized student group is subject to this policy. For purposes of Title IX, this policy applies only to sexual harassment against persons in the United States.

The College's Title IX Coordinator will oversee all investigations of allegations of gender-based violence and/or sexual harassment. Employees who are found responsible for having committed such a violation could face disciplinary action, up to and including termination of employment. Students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from the College, or dismissal from the College. The Office of Human Resources will handle any incidents involving employees and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the College. When students or employees are accused of having engaged in sexual harassment, sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include altering an individual's work or class schedule, placing an employee accused of misconduct on leave, or placing a student accused of misconduct on suspension.

All conduct proceedings shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials

who receive annual training on the nature of the types of cases they are handling (including the definition of sexual harassment for Title IX purposes and the scope of the College's programs and activities under Title IX), how to conduct an impartial investigation, and how to conduct in an impartial manner a proceeding (including hearings, appeals and informal resolution methods) in a manner that protects the safety of victims and promotes accountability, among other relevant issues required under Title IX.

Nash Community College seeks to investigate and adjudicate promptly any official complaints of sexual harassment, sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days the College's receipt of that complaint, unless mitigating circumstances require the extension of a time frame beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, college breaks or vacations that occur during the term of the investigation, or other unforeseen circumstances. In these matters the complainant and the accused shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the accused will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. This advisor may be but is not required to be an attorney at law. Both the complainant and the accused may request that the College provide an advisor free of charge. The College appointed advisor is not required to be an attorney at law. Both the complainant and accused will also be afforded an equal opportunity to introduce evidence and identify witnesses. When a student or faculty member is accused of any violation of student conduct, including but not limited to charges of sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard. This implies that it is more likely than not that the reported misconduct occurred.

For additional information concerning student complaints of sexual wrongdoing and the process for resolving such complaints please see the Nash Community College Academic Catalog available in print and on the College website.

Process for Resolving Complaints of Sexual Wrongdoing

Nash Community College is committed to providing a safe learning and working environment. In compliance with federal law, specifically Title IX ,the Jeanne Clery Act, the Violence Against Women Act and the Campus Sexual Violence Elimination (SaVE) Act, the College has adopted policies and procedures to prevent and respond to incidents of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. This process applies to students, faculty, and staff as well as contractors and visitors of the College.

The College will not tolerate sexual harassment, sexual assault, domestic violence, dating violence, or stalking, as defined in any form. Such acts of harassment or violence are prohibited by the College, as well as state and federal laws. Violators of these types of behaviors are subject to penalties up to and including dismissal or separation from Nash Community College regardless of whether they are also facing criminal or civil charges in a court of law. The College will follow the following process in determining wrongdoing:

Initiating a Title IX Investigation

Any individual may start a Title IX investigation by the College against a student, faculty, staff, contractor and or visitors of the College community for violation of the Campus Sexual Violence Elimination Policy in writing or in person to the College's Human Resources Director, Title IX Coordinator. Her contact information is 252-451-8258.

A formal complaint should include the following information:

- The name (s) of the accused or if not known a physical description(s); and
- A statement explaining the circumstances of the complaint including a list of potential witnesses; and
- The names, addresses, and phone numbers of the complainant(s).

The written document must be signed by the individual initiating the complaint. Formal complaints will result in a Title IX investigation to determine, if established by the preponderance of the evidence, that the accused violated any provisions of Title IX or the Campus Sexual Violence Elimination Policy. The College must have actual knowledge of potential Title IX misconduct before it investigates. Actual knowledge of potential Title IX misconduct occurs when the College's Title IX Coordinator (its Human Resources Director) or any other official with authority to institute corrective measures, is aware of alleged actions that would violate Title IX.

If a complainant withdraws his or her complaint, the Title IX Coordinator will evaluate whether sufficient evidence exists to start a Title IX investigation. In such a case, the Title IX Coordinator may only sign a formal complaint (which prompts the investigation) if he or she first determines that doing so over the complainant's wishes is not clearly unreasonable in light of the known circumstances. Among other relevant evidence, the Title IX Coordinator may consider prior complaints by the complainant or prior complaints that have been made against the accused in making this determination. It is the Title IX Coordinator's decision to proceed in investigating the complainant after withdrawal, but the complainant's desire will be taken into consideration when making the decision. If the Title IX Coordinator decides not to proceed with the allegations because the complaint withdrew the complaint, a file will be maintained by the Title IX Coordinator, so the investigation can be re-opened if the complainant later decides to reinitiate the complaint, or if the College receives actual knowledge of independent evidence of sexual misconduct by the accused, which the Title IX Coordinator determines in good faith merits re-opening the investigation. If the accused admits to a violation, the Title IX Coordinator may forego an investigation and refer the matter directly to the discipline process.

Time Frame for Filing a Formal Complaint

The College does not limit the timeframe for filing a Title IX complaint. However, complainants are encouraged to file a complaint as soon as possible in order to maximize the College's ability to investigate the matter, to preserve relevant evidence, and to come to an appropriate determination of the facts. The College will not be able to pursue disciplinary action if an accused is no longer affiliated with the College.

Incomplete and Unofficial Reports

Any member of the College community may make a Sexual Violence Report involving a student or community member by bringing the report to the attention of the Title IX Coordinator, any member of the Nash Community College Police Department (NCCPD) or any faculty or staff member.

The initial report can be verbal, but a formal complaint must contain the information as stated above in "Initiating a Title IX Investigation". When the Title IX Coordinator receives a report that a sexual violation has occurred and the report does not meet the formal reporting standards, the Title IX Coordinator will determine what steps need to be taken to gather additional details of the allegations.

If the Title IX Coordinator determines additional information is warranted to proceed with a formal complaint, a College administrator will serve as the complainant. In making a final determination about proceeding with the formal complaint

process, the Title IX Coordinator will consider the complainant's desire to proceed when making the decision. If the Title IX Coordinator decides not to proceed with the allegations, a file will be maintained by the Title IX Coordinator, so the investigation can be re-opened if the complainant later decides to reinitiate the complaint, or if the College receives actual knowledge of independent evidence of sexual misconduct by the accused, which the Title IX Coordinator determines in good faith merits re-opening the investigation. In all cases the Title IX Coordinator will consider the safety of the complainant or the College community before a final decision is made. Furthermore, the Title IX Coordinator will only sign a formal complaint if he or she determines that doing so over the complainant's wishes is not clearly unreasonable in light of known circumstances.

Even if an individual ultimately decides not to advance a formal complaint, the College will offer supportive measures tailored to the individual's situation. These supportive measures, which the College will offer free of charge on a confidential basis, may include counseling, course adjustments, leaves of absence, modification to housing or work areas, increased security, and monitoring.

Temporary Action

If deemed necessary, upon receiving a formal complaint or incomplete and unofficial report, the Title IX Coordinator shall put temporary preventive actions in place. Temporary actions imposed may include, but are not limited to, no-contact guidelines, suspension, academic schedule changes and or a change in a worker's work location. Any member of the College community who is involved in a Title IX investigation (complainant, accused and/or witnesses) may request temporary action to the Title IX Coordinator. The Title IX Coordinator may impose temporary actions based on the best interests of the College community. Also, both the complainant and the accused may request temporary support measures to be coordinated by the Title IX Coordinator while the process advances. Emergency measures to remove the accused from the environment may be taken if the Title IX's Coordinator's individualized safety and risk assessment determines that there is an immediate safety threat. In such a case, notice must be provided to the accused, and the accused will be given the opportunity to provide evidence to the Title IX Coordinator to challenge the decision immediately after removal.

Investigative Process and Hearing Process

Upon receipt of a formal complaint, the Title IX Coordinator will send written notice to both the complainant and the respondent of the allegations. The Title IX Coordinator will contact a Title IX Investigator to assist with the investigation. During the investigation, the College will ensure an equal opportunity for the parties to present evidence, including fact and expert witnesses. It will send written notice of any investigative interviews, meetings, or hearings to both parties.

The College will also send to all the parties (and their advisors) evidence directly related to the allegations, whether inculpatory or exculpatory, even if the College does not intend to rely upon such evidence in making its determination of responsibility.

The Title IX Investigator will investigate the report and make recommendations:

1) a recommended determination of the facts of the allegations and 2) a recommendation as to whether the accused violated any of the provisions of the College's Sexual Assault policy. The standard of proof shall be by a preponderance of the evidence.

The Title IX Coordinator will meet with the complainant and accused individually. Both parties will be provided with written notification of the allegations of the Campus Sexual Violence Policy under investigation and that the allegations have been referred to the Title IX Investigator for investigation. Inquiries regarding the investigation process and or progress shall be referred to the Title IX Investigator.

The complainant and accused shall be advised that any behavior, on or off campus, that can be interpreted as retaliation against the complainant, witnesses or accused shall be grounds for immediate disciplinary action up to and including suspension or dismissal from the College. The complainant and accused shall be provided with a copy of the sexual assault complaint and advised that if they have questions concerning the policy or complaint process, they may contact the Title IX Coordinator.

The complainant and accused shall be advised that they may have an advisor present whenever they meet with the Title IX Investigator. This advisor may be, but is not required to be, an attorney at law. Both the complainant and the accused may request that the College provide an advisor free of charge. The College appointed advisor is not required to be an attorney at law. An advisor may be removed or dismissed for being disruptive or not abiding by restrictions imposed. An advisor who accompanies a complainant or accused to a Title IX meeting with an investigator attends solely for the purpose of consultation and may not answer or ask questions.

- The complainant and accused shall be advised of the following:
- They are permitted to submit a list of witnesses to the Title IX Investigator.
- They may submit pertinent documentary evidence to the Title IX Investigator (for example, text messages, emails, photographs).

- The importance of preservation of evidence (for example, text messages, emails, photographs).

- They have the option to request that the College take steps to prevent unwanted contact or communication with a member of the College community.

- The complainant has the option to contact the local law enforcement agency with jurisdiction over this matter and start a criminal investigation.

- The NCCPD will assist the complainant with making contact with local law enforcement agencies and will assist them with seeking restraining orders.

The Title IX Investigator shall interview the complainant and summarize the interview in a written statement. The complainant (and his or her advisor) will have the opportunity to review the statement and make comments. The Title IX Investigator shall include pertinent and clarifying comments into the complainant's statement. Confusing or conflicting comments that depart from the original will be noted by the Title IX Investigator. Additionally, the Title IX Investigator shall ask the complainant for the name, address, phone number and email address of witnesses.

The Title IX Investigator shall interview the accused and summarize the interview in a written statement. The accused (and his or her advisor) will have the opportunity to review the statement and make comments. The Title IX Investigator shall include pertinent and clarifying comments into the accused's statement. Confusing or conflicting comments that depart from the original will be noted by the Title IX Investigator. Additionally, the Title IX Investigator shall ask the accused for the name, address, phone number and email address of witnesses. The Title IX Investigator will evaluate if the temporary preventive actions implemented are appropriate and work with the Title IX Coordinator to ensure the accused is in compliance.

The Title IX Investigator will review the accused's College academic and/or personnel records to determine if there are previous allegations made against the accused that relate to the complainant's allegations. The complainant and the accused will be provided with a copy of the disciplinary records that relate to the complaint.

Reasonable attempts will be made by the Title IX Investigator to interview witnesses identified on the witness list provided by the complainant and accused. Additionally, the Title IX Investigator will make every effort to identify witnesses by other sources. Written summaries of witness accounts as well as the statements

given by the complainant and accused will form the basis of the Title IX Investigator's report. The Title IX Investigator will also evaluate all other relevant evidence. Additional examples of evidence include, but are not limited to:

- security camera footage;
- medical records (subject to the provision below);
- prior disciplinary history.

During this process, the Title IX Investigator may not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected by a legally recognized privilege, unless the holder of that privilege waives it. The College cannot consider, disclose, or otherwise use medical treatment records without the written consent of the party involved.

The Title IX Investigator will consider and review all evidence, i.e. documentary, physical, and testimonial, submitted by the complainant or accused to prepare a report to be submitted to the decisionmaker. The Title IX Investigator's report will describe his or her determinations concerning the relevance of the evidence being considered. The report will include the Title IX's investigator conclusions regarding the facts and his or her recommendations regarding whether the accused violated the College's policies. Before final recommendations are reached by the Title IX Investigator, a written draft report accompanied, by a summary of the evidence, shall be provided to the Title IX Coordinator for review. The Title IX Coordinator shall review the report and make additional suggestions as needed.

After the Title IX Coordinator review, the Title IX Investigator shall allow both the complainant and accused and their advisors to review a copy of the draft written report (without findings) under the supervision of the Title IX Coordinator or Title IX Investigator. During the review, clarification or comments may be provided. The complainant, the accused and their advisor may not copy, photograph, and video tape or remove the draft report from the viewing location.

At the Title IX Investigator's discretion, relevant and revealing comments provided by the complainant or accused will be incorporated into the draft report.

The Title IX Investigator will note significant changes from the original statement. If additional evidence is provided, the Title IX Investigator will incorporate the information into the written report. The additional evidence may be shared with the complainant or accused for remarks.

The Title IX Investigator's report will be finalized and conclusions drawn based on the preponderance of the evidence standard as to whether the accused violated the College's Title IX or Sexual Assault Policy. The revised draft will be submitted to the Title IX Coordinator for final review. After final review, the Title IX Investigator's final report is prepared and submitted to the Title IX Panel prior to the live hearing described below.

Live Hearing and Final Determination

The College is mandated to provide a live hearing in which the complainant and accused may provide evidence and witnesses. This hearing must be conducted in real-time, allowing both parties to see and hear questioning of the parties and other witnesses. If requested by either party, the hearing will be conducted virtually.

The procedure below is the process that is followed for a Title IX Panel hearing. The complainant and accused involved in a Title IX Panel hearing is entitled to the following:

- Communication setting forth the date, time, and location of the meeting;
- Communication setting forth the individual's right to be accompanied by an advisor, who can be an attorney at law;
- Communication setting forth the individual's right to have the College appoint an advisor appointed for them free of charge, who does not need to be an attorney at law;
- Communication stating the individual's right to have witnesses testify in their favor, including fact or expert witnesses; and,
- A list of the members on the Title IX Review Panel and the procedure for challenging the participation of a member for reasons of conflict of interest.

The communication will be sent by the Title IX Coordinator to the concerned parties. At least five (5) days prior to the hearing, the Title IX Investigator will provide all collected evidence, whether inculpatory or exculpatory, to both the complainant and the accused (as well as their respective advisors), in hard copy or electronic format. The Title IX Panel will consist of a Title IX Adjudicator, six panel members (three faculty, three staff), and an administrative assistant (ex officio-for the taking of minutes). The Title IX Adjudicator can vote only in the case of a tie vote by the panel. The Title IX Coordinator and the Title IX Investigator will not be on the Title IX Panel.

The Title IX Panel meeting shall be conducted as follows:

- Prior to the start of the meeting, all parties participating in the meeting shall sign a statement of confidentiality and nondisclosure, and an honesty statement if they are giving testimony to the panel.

- The meeting will be called to order at the predesignated date and time by the chair once a quorum has been established with the following individuals in attendance: The Title IX Adjudicator (Presiding Officer), a quorum of panel members, and administrative assistant (for the collection of minutes). The complainant, the accused, advisor(s) (if desired), and any witnesses will be asked to wait outside the hearing until called upon.

- Once the meeting is called to order, the Adjudicator will announce the purpose for the meeting, including any relevant information pertaining to the circumstances leading up to the meeting.

- The Title IX Investigator will then present to the panel the findings of his or her investigation. The members of the panel shall have the opportunity to ask questions of the Investigator.

- Next, the chair will ask the complainant and accuser, as well as any advisors, into the room. Upon request of either party, the meeting can be conducted virtually with the complainant and accuser at separate sites but able to see and hear one another remotely.

- The complainant will then be asked to present the facts that support his or her allegations that the accused violated the College's sexual harassment or sexual violence rules. If the complainant has any witnesses present (that have firsthand knowledge of the facts) they may proceed to present their testimony after the complainant.

- Following the completion of the complainant's testimony, and at the conclusion of the presentation of witnesses by the complainant, the members of the panel as well as the accused shall have the opportunity to ask questions to the complainant or the complainant's witnesses. With regard to cross examination by the accused, however, such questions may only be asked by the accused's advisor. During such cross examination, the Chair must make a ruling on whether each such question is relevant and in compliance with rape shield law protections, prior to the question being answered. When making a decision to disallow a question, the Chair will provide the basis of his or her decision on the record.

- After questioning, the complainant is given the opportunity to explain or refute testimony.

- At this point, the accused will then be allowed to give his or her testimony and/or extenuating circumstances that he or she believes the panel should consider in determining the facts. The testimony may include presentations by witnesses who have firsthand knowledge of the facts.

- Following the completion of the respondent's testimony, and at the conclusion of the presentation of witnesses by the respondent, the members of the panel as well as the complainant shall have the opportunity to ask questions to the accused or the accused's witnesses. With regard to cross examination by the complainant, however, such questions may only be asked by the accused's advisor. During such cross examination, the Chair must make a ruling on whether each such question is relevant and in compliance with rape shield law protections, prior to the question being answered. When making a decision to disallow a question, the Chair will provide the basis of his or her decision on the record.

- After questioning, the accused is given the opportunity to explain or refute testimony.

- Next, the complainant is given an opportunity to make closing remarks lasting no more than three minutes.

- Next, the accused is given an opportunity to make closing remarks lasting no more than three minutes.

- After the closing remarks by both the complainant and the accused, both will be excused from the meeting, along with their witnesses and advisor(s), and instructed that a final decision be sent to them after 48 hours via certified mail. Any prior measures will remain in effect unless the outcome of the meeting overturns or amends the prior actions.

- Following closing remarks, members of the Title IX Panel will meet in closed session to consider the preponderance of the evidence as to whether the accused violated the College's policies and was responsible for the allegations. The panel has up to 48 hours to make its determination.

- If the panel determines that the respondent is responsible, it will proceed to make a written determination with findings of fact and continued or new sanctions to be imposed in the case of the accused being a student by the

Vice President of Student Services, the College's Chief Disciplinary Officer, or in the case of an employee of the College by the Human Resources Director.

- Within five (5) business days of receiving the Panel's determination, the Title IX Coordinator will communicate to the accused the outcome of the hearing and the appeal process, including a written copy of the Panel's determination. A recording of the live hearing will be made available to both parties for inspection and review.

Sanctions Resulting from a Disciplinary Proceeding

The College has the option of imposing the following sanction or sanctions when an accused is found more likely than not (preponderance of the evidence standard) to have committed a Title IX offense.

Suspension

Suspension of a student from a Nash Community College class (traditional, online, hybrid, etc.), a College program of study, and/or all activities of the College for a stated period of time. Suspended students may petition the College for readmission only upon the approval of the Vice President of Student Services.

Expulsion

Dismissing a student from the campus of Nash Community College to include participation in College classes (traditional, online, hybrid, etc.) or a College program of study, and/or all activities of the College. The student loses matriculation status. Expelled students may petition for readmission only after a minimum of two semesters and upon the approval of the Vice President of Student Services.

Restitution

Payment for damaged, misused, destroyed, or lost property belonging to the College, College personnel, or students.

Withholding

Diploma or right to register shall be denied when financial obligations are not met.

The Title IX Appeal Process

The complainant and accused shall have seven (7) business days after receiving notice of the decision of the Title IX Panel to submit an appeal to the Chief Academic Officer. The sole grounds for an appeal are: 1) information brought forth by the complainant indicates discrimination on the basis of age, sex, national origin, religion, or disability, or other bias or conflict of interest, on the part of the Title

IX Coordinator, Title IX Investigator or decisionmaker, 2) the complainant brings forth substantial evidence that procedural due process was denied and that such procedural irregularity affected the outcome , or 3) significant new (unknown) information has been discovered that was not reasonably available at the time of the hearing and which substantially changes the facts of the allegations and may change the outcome of the investigation.
Within ten (10) business days and after the review for the request of an appeal, the Chief Academic Officer shall notify both parties that the appeal has been granted or rejected. If the Chief Academic Officer grants the appeal, it will then be heard by an independently appointed appeal committee designated by the Chief Academic Officer. The committee will make its recommendation to the Chief Academic Officer who makes the final decision regarding the appeal.

Amnesty

The College recognizes that students who have been using drugs or alcohol at the time of a sexual assault or incident may be reluctant to make a report because of the potential disciplinary consequences. Any student who reports a sexual assault, either as a complainant or a third-party witness, will not be subjected to disciplinary action by the College for their own consumption of alcohol or drugs at the time of the incident. This is provided that the violation did not place a person in danger or jeopardy at the time of the incident and the allegations were not unfounded.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Compliance with these provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Children on Campus

Children may not remain on campus while parents are testing, in class, or in lab, including open computer or tutoring labs. The College cannot assume the responsibility nor the liability for unattended children and the College must adhere to regulations as interpreted by the Attorney General's office (G.S. 115D-1).

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review education records within 45 days after the day Nash Community College receives a request for access. A student should submit to the Director of Records and Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The Director of Records and Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

A student who wishes to ask Nash Community College to amend a record should write the Director of Records and Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Nash Community College decides not to amend the record as requested, Nash Community College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Nash Community College.

Upon request, Nash Community College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

- To other school officials, including teachers, within Nash Community College whom the school has determined to have legitimate educational interests. This includes con- tractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i) (B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal

requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11)). Directory information at Nash Community College includes the name, major field of study, dates of attendance, and degrees and awards received.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Student Responsibility

Each student is responsible for the proper completion of their academic program. It is the responsibility of the student to know the academic regulations of Nash Community College, for maintaining academic standing, and for meeting all

graduation requirements. Advisors will provide counsel, but the final responsibility rests with the student.

Student Dress

Students are not allowed in any campus facility without shoes, shirts, and pants. Underclothing must not be visible and clothing should not be distracting to the educational environment.

In addition, students must meet the specific dress requirements of their program of study, including uniforms or personal protective equipment such as goggles, shields, etc., required in laboratory and shop settings. Students in violation of dress policies may be subject to corrective action, including being asked to leave the classroom, lab or campus.

A student's overall personal appearance must reflect cleanliness and good grooming. If a student's dress or hygiene interferes with the learning process, the student's instructor will counsel the student. Repeat offenses may result in referral to the Vice President of Student Services.

Smoking/Vaping on Campus

Smoking/vaping within college buildings is prohibited. This also includes all forms of smokeless cigarettes. Smoking/vaping is also prohibited within 25 feet of all building entrances. Smoking/vaping is permitted in the designated areas outside of all buildings. Employees and students who smoke/vape shall be expected to exercise caution regarding fire damage to property in designated areas and to utilize cigarette receptacles.

Student Abuse: Alcoholic Beverages, Controlled and Other Illegal Substances

The College recognizes its obligation to all employees, students, and the public at large and is committed to provide and maintain a safe working environment which is free of alcohol and illegal drugs and/or controlled substances. The policy is in accord with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. The unlawful use or possession of alcoholic beverages, hallucinatory drugs, other controlled and/or illegal substances is not permitted on campus or at any worksite and/or class site. Violation of this policy may subject the student to disciplinary measures or dismissal. The student is entitled to procedural due process.

Legal Sanctions

The Drug-Free Schools and Communities Act (DFSCA) requires publication of the description of the applicable legal sanctions under federal, state, or local law for

the unlawful possession or distribution of illicit drugs or alcohol. The North Carolina Controlled Substances Act (G.S. § 90-86) may be found in the North Carolina Criminal Law and Procedure book or on the Internet at http://www.ncleg.net/gascripts/Statutes/Statutes.asp.

Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Sub- stances Act (G.S. § 90-86) defines controlled substances and places them into one of six categories called schedules. The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance's potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations may also be found in the Act.

Health Risks

Substance Use: Alcohol, Drugs, and Tobacco

Sources: http://www.cdc.gov/family/college and Appendix 4 Complying With the Drug-Free

Schools and Campuses Regulations

The pressure to use alcohol, drugs and cigarettes can be huge for some college students, especially when trying to make friends and become part of a group. Drinking on some col- lege campuses is more pervasive and destructive than many people realize. Studies show that four out of five college students drink alcohol. Two out of five report binge drinking (defined as five or more drinks for men and four or more for women in one sitting). One in five students reports three or more binge episodes in the prior two weeks.

Alcohol is a depressant. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain

and liver. Mothers who drink alcohol during pregnancy increase the risk of birth defects, spontaneous abortion, and still births. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. Substance abuse often leads to on-the-job accidents and absenteeism.

Alcohol consumption among persons aged 12–20 years contributes to the three leading causes of death (unintentional injury, homicide, and suicide) in this age group in the United States. It is associated with other health-risk behaviors, including high-risk sexual behavior, smoking, and physical fighting.

Club drugs refer to a wide variety of drugs often used at all-night dance parties ("raves"), nightclubs, and concerts. Mixing drugs together or with alcohol is extremely dangerous. The effects of one drug can magnify the effects and risks of another. Taking and/or mixing drugs can cause severe breathing problems, coma, and even death.

The use of alcohol and other drugs increases the risk of being sexually assaulted. Whether taken voluntarily or unknowingly (e.g. a drug is slipped into a person's drink), alcohol and other drugs can decrease a victim's ability to assess a risky situation or resist sexual violence.

Tobacco use is common among college students nationwide and is not limited to cigarettes. One study found that the four most common reasons that college students gave for their smoking were stress, less supervision, having more free time, and the number of their friends who smoke. Unfortunately, many students do not realize how addictive nicotine is. Smoking causes cancer, cardiovascular disease, and other problems.

Action Steps

- Educate yourself about the dangers of drinking and binge drinking. Become familiar with campus resources (e.g., counseling services) that can help you make informed choices about the use of alcohol, tobacco, and other drugs.
- Help develop and participate in evening and weekend activities on campus featuring safe and healthy alternatives.
- Work with campus leaders to increase the availability of safe places on campus to meet with friends.
- If you are concerned about your or someone else's use of alcohol or other drugs, seek assistance from your parents, faculty member, academic advisor, or doctor.
- Know that you CAN quit. Quitting has both immediate and long-term benefits.

- Avoid second-hand smoke. It is just as harmful as if you were smoking yourself.
- Don't drive after drinking or using drugs.

Weapons on Campus

As provided by North Carolina General Statute §14-269.2, all weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on Nash Community College's campus.

Exceptions allow for Nash Community College's Police Department, sworn North Carolina and federal law enforcement personnel, law enforcement training courses or clinics, Nash Community College faculty supervised course sessions as part of the regular, approved curriculum, College sanctioned ceremonial events and those exceptions allowed under N.C.G.S §14-269(a.2). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

Classes requiring the use of firearms are held in the Continuing Education and Public Services Building located on the South Campus Connector. All students enrolled in classes requiring the use of firearms must park in the reserved Firing Range Parking Lot designated as P12. Sworn law enforcement personnel are asked to use the South lot, but may also use other parking as necessary.

Campus Traffic and Parking

The College requires compliance with all traffic and parking regulations on campus. In most cases these regulations are clearly marked. The campus speed limit is 20 mph. Parking is authorized only where indicated, and parking along any driveway is strictly prohibited. Students, faculty, and staff are required to register their vehicles and display a valid parking decal on the left side of the rear window. Parking decals may be obtained in Student Services. Students are charged a security/parking fee each semester.

Violators of traffic and parking regulations will subject themselves to certain sanctions imposed by the College. Habitual offenders will lose the privilege of parking on campus. Towing may be authorized to enforce traffic regulations. The College is not responsible for damages to vehicles while on campus.

Emergency and/or Inclement Weather Communication

When a determination has been made, including emergency response, evacuation or inclement weather announcements, information will be communicated

to faculty, staff and students via the College website (www.nashcc.edu), social media channels (www.facebook.com/nashcommunitycollege and www.twitter.com/nashcc), email, voice alert and text messaging. Note: Users must subscribe in order to receive voice and text alerts. To subscribe to receive critical messages from Nash Community College via voice and text alert, go to nashcc.edu/campus-safety/and follow the instructions. Standard text message fees apply. By default, emergency communications are sent to all student email addresses. However, students who wish to receive alerts by text and voice must update their settings at www.nashcc.edu/alerts. Community members unaffiliated with an NCC email address may subscribe to receive messages by creating a new account at www.nashcc.edu/campus-safety/.

In the event emergency response is implemented, faculty and staff may also be notified with a voice alert via the College's telephone zone alert messaging system, through handheld radios distributed among the College's safety committee, all College Administrators and Department Chairs.

Student Accounts Receivable

Students receiving educational assistance from an employer or other agency outside the college must contact the Business Office to establish procedures for the billing of tuition and fees to the third party.

Written authorization to bill a third party must be on file in the Business Office before a student will be allowed to charge to accounts receivable. If a third party fails to pay the charged tuition and fees, these charges become the responsibility of the student.

Student Activities and Life

The quality of life outside the classroom is of utmost importance at Nash Community College. Every effort is made to offer recreational, social, and cultural opportunities which will enhance the student's educational experience. The Student Government Association plans and implements student social activities throughout each semester.

Harassment Procedure

It is the policy of Nash Community College that each employee and student be able to work and study in an environment free from any form of improper discrimination. Harassment of any nature is prohibited whether it is based on race, color, national origin, sex, disability, or age. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. Harassment includes unwelcome sexual conduct or request for sexual favors and verbal or physical conduct reflecting on an individual's race, color, national origin, sex,

disability or age which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation, or otherwise affects an individual's employment or educational opportunities. Any student or employee who is found to harass another student or employee will be subject to disciplinary action up to and including termination, suspension, and/or expulsion.

Any student who feels that he/she has been harassed should contact a counselor or the Vice President of Student Services.

Student Organizations

Nash Community College realizes the role of student organizations in enhancing a stu- dent's college experience. These organizations provide the students and the college with regional, state, and national exposure via participation in their respective chapter affiliations and campus social activities. Because of this public exposure, all student organizations must coordinate their social and fundraising activities with the Vice President of Student Services and the College's Director of Marketing. After review and approval of the activity, the Vice President of Student Services will forward the organization's activity to the Public Information Office. This coordination will eliminate any duplication of activities and assist the College in presenting the very best image.

Advanced Manufacturing Club

The Advanced Manufacturing Club is an organization to promote skills, technology, and knowledge for students in the Welding, Industrial Systems Technology, Electrical Systems Technology, Computer Engineering Technology, Computer Integrated Machining, Automotive, and Electronics Engineering Technology fields. The club serves to promote learning in related fields as well as to develop leaders within these career paths.

Ambassadors

The Nash Community College Foundation sponsors a Student Ambassador program for selected individuals who demonstrate leadership, scholarship, and strong written and oral communication skills. Ambassadors represent Nash Community College at Foundation events and a wide variety of school functions. Ambassadors assist the College during times such as registration and open house. Ambassador applications are available in the spring. In the spring of each year, a selection committee appointed by the Nash Community College Foundation Executive Director interviews and selects the ambassadors. Ambassadors receive a scholarship and serve the College in the subsequent school year.

Artistic Designers Club

The Artistic Designers Club is an organization open to all students taking Cosmetology courses at Nash Community College. The Artistic Designers Club encourages active participation in hair styling seminars for advancement, provides opportunities for development of leadership skills and group accountability. The Artistic Designers Club supports and participates in projects and activities to enhance the appreciation of the Cosmetology field.

Drama Club

The Nash Community College Drama Club (NCCDC) is designed to encourage support and participation in activities of theater interest. This includes participation in campus productions at Nash Community College as well as supporting and participating in projects and activities that enhance theatrical development. All students enrolled in NCC courses and programs, past graduates and alumni in good standing may be members.

Dungeons & Dragons Club

The purposes of this organization are to enrich student's knowledge and uses of improvisation and its application to the real world while enhancing a variety of skills including but not limited to teamwork, conflict resolution, and evaluation situations. To provide a place for students to come together and interact with each other through a fun and engaging means.

Gamma Beta Phi Society

The Gamma Beta Phi Society is a non-profit, educational, honor and service organization for students in colleges and universities in the United States. Its objectives are to recognize and encourage excellence in education, to promote the development of leadership ability and character, and to foster, disseminate, and improve education through appropriate service projects.

To be considered for induction, the student must have a cumulative GPA at Nash Community College at or above 3.00 and have completed 12 or more semester credit hours in a major (zero-numbered courses are not considered in GPA).

Global Scholars Club

Through the Global Scholars program, students will develop global competencies and skills needed to be successful in today's global economy. The program will focus on discovering what it means to be a global citizen and how students can apply this knowledge to their academic and professional endeavors. As part of the Global Scholars Program, students have the opportunity to participate in domestic and international travel. Upon completion of all program

requirements, students will earn the identification of "Global Scholar" on their transcripts and will receive specialized regalia for graduation.

Library Club

Members of the Nash Community College Library Club promote the library's collections, resources, services, and programs by sharing information and providing tours, teaching information literacy and research skills, participating in programs, assisting with projects, recruiting new members to the club, and encouraging others to read for academic success, personal growth, and recreation. Club members also contribute to improving the library for current and future students.

Nash Community College SkillsUSA Chapter

SkillsUSA is dedicated to building champions for America's workforce. Membership in Nash Community College's SkillsUSA chapter is open to all students in a career and technical education program, including health careers (eligible programs as of now: Graphic Design, Accounting and Finance, Audio and Video Production, Automotive Technology, Business Administration, Computer Engineering Technology, Computer Integrated Machining, Cosmetology, Criminal Justice, Early Childhood Education, Culinary, Electronic Engineering Technology, Electrical Systems Technology, Game and Simulation Programming, Hospitality Management, IT - Information Systems IT - Cybersecurity, IT – Networking Management, Industrial Systems Technology, Medical Assisting, Medical Billing and Coding, Office Software Specialist, Patient Services Specialist, Web Design and Administration, and Welding. NCC SkillsUSA provides quality education experiences for students in leadership, teamwork, citizenship, and character development. This framework builds and reinforces self-confidence, work attitudes, and communication skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. Through integrated curricula, competitive events, and leadership training activities, NCC SkillsUSA Chapter promotes the understanding of the free-enterprise system and involvement in community service while meeting the demands of the ever-evolving workplace.

National Association of Veterinary Technicians in America

The objectives of the Student Chapter of the National Association of Veterinary Technician in America (NAVTA) are to promote the professional and educational advancement of veterinary technicians, to promote and maintain the professional image and high ethical standards of the veterinary technician, to promote progressive and humane medical care for all creatures, to promote and maintain a cooperative professional relationship with the veterinary medical profession, to promote an interest in a national association of veterinary technicians, to serve as a contact between members of NAVTA and veterinary technology students,

and to further the social and scientific advancement of Nash Community College veterinary technology students.

Nighthawk Wordsmiths: NCC Creative Writing Club

Creative writing and visual arts club open to any curriculum student at NCC who has an interest in writing, visual arts, or publication. The main purpose of this club is to foster the production of creative writing and visual arts among the students of the College and give them a space to express themselves. By offering seminars and workshops, the club seeks to help students refine their skills. The club strives to produce a juried literary and visual arts magazine once per year.

Phi Theta Kappa

Phi Theta Kappa is a national honor society that recognizes and encourages scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for ex- change of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible for membership in PTK at Nash Community College, a student must have completed a minimum of twelve (12) semester hours of non-developmental course work and must have earned a cumulative grade point average of 3.50 or higher. To maintain membership, the student must continue a high academic standing throughout enrollment in the two-year college.

Physical Therapist Assistant Student Organization

The Physical Therapist Assistant Student Organization (PTASO) is a non-profit organization for Physical Therapist Assistant students, other students eligible for enrollment in the program, and program alumni. The PTASO encourages active participation in professional activities at the state and national levels; development of leadership skills; participation in projects and activities that develop support and interest within the professional community; and participation in projects and activities that enhance and promote general community support and interest.

Psychology Club

The purposes of this organization are to enrich students' knowledge of psychology and its application in the real world while enhancing leadership skills and encourage involvement in the field of psychology.

Student Government Association

The SGA is the primary organization responsible for providing activities and opportunities that will enhance formal educational experiences. Through its

democratic and representative system of government, SGA strives to protect the rights and privileges of all students.

All curriculum students are members of the Student Government Association by virtue of paying an activity fee upon class registration. Members are encouraged to attend monthly meetings and take advantage of the privileges of membership. Students are governed by the SGA Constitution without regard to sexual orientation, gender, race, religion, creed, national origin, sex, age, or disability.

SGA officers are elected in the spring semester for a one-year term. The SGA President represents the student body as a non-voting member of the College's Board of Trustees.

Student Medical Assisting Association (SMAA)

The Student Medical Assisting Association at Nash Community College helps to prepare students for a rewarding career in the medical assisting field by 1) encouraging knowledge and skill growth; 2) developing leadership, advocacy, and critical thinking skills; and 3) encouraging and developing active participation in local and state levels of North Carolina Society of Medical Assistants (NCSMA) and American Association of Medical Assistants (AAMA).

Membership to those students who are currently enrolled into Medical Assisting courses and/or have been formally accepted into the Medical Assisting program. Students who are deemed as a pre-Medical Assisting student may become a member but do not hold any officer role.

Student Nurses' Association

The Nash Community College Student Nurses' Association is the pre-professional organization for student nurses at Nash Community College. Membership is open to nursing students and prenursing students. Nash Community College is affiliated with the North Carolina Association of Nursing Students and the National Student Nurses' Association.

The purpose of the organization is to provide opportunity for personal and professional growth and maximize leadership potential to enhance career development by: 1) assuming responsibility for contributing to nursing education in order to provide for the highest quality health care; 2) providing programs representative of fundamental and current professional interest and concerns; and 3) aiding in the development of the whole person, one's professional role, and one's responsibility for the health care of people in all walks of life.

The functions of the organization are to: 1) have direct input into standards of nursing education and influence the education process; 2) influence health care, nursing education and practice through legislative activities; 3) promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues; 4) represent nursing students to the consumer; to institutions; and other organizations; 5) promote and encourage students' participation in interdisciplinary activities; 6) promote and encourage recruitment efforts; and 7) promote and encourage collaborative relationships with nursing and related health organizations.

Tetelestai Club

Tetelestai Club is an interdenominational, student, Christian organization seeking to provide a spiritual environment for students. Tetelestai Club exists to provide regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting. Tetelestai Club is open to all students and seeks to provide an environment conducive to learning and leadership.

Outstanding Alumnus Award

The Nash Community College Outstanding Alumnus Award annually honors a graduate who is making outstanding contributions in their chosen profession and service to the community.

Nominations are reviewed by the Senior Leadership Team (SLT) and sent to the Board of Trustees for approval. The Outstanding Alumnus Award recipient is selected at the March meeting of the Board of Trustees and awarded during the College annual recognition program.

Food Service

The College provides food services through an outside vendor known as Bean Sweet Nash. Bean Sweet Nash serves breakfast items such as biscuits and fresh fruit; lunch meal options including salads and sandwiches; and snack foods and assorted beverages.

Bean Sweet Nash is situated at the center of campus and offers students a place to gather. Many student club and student government events are held in the lounge area.

Campus Store

Nash Community College operates a campus store for the convenience of students and staff members. All textbooks, supplies, and instruments required by the academic programs are available in the Campus Store. You may also purchase computers, college apparel, and gift items. Purchases can be made

with cash, checks, financial aid, and all major credit cards. The Campus Store is open during the day with extended hours during registration. Textbook and online Campus Store information is available at www.nashcampusstore.com.

Textbook Return Policy

The textbook return policy is printed on the back of the cash register receipt. To be returned, new books must be in new condition with no marginal notes or other handwritten markings. No refund will be given without the cash register receipt. Refunds will not be given for special order items, computers, computer accessories, calculators, or software. Books that have access codes will not be refunded if the code has been accessed, scratched off, or tampered with in any way. Book buyback will be held at the end of each semester.

Class Rings

For information on class rings students should contact the Campus Store or visit the www.nashcampusstore.com.

Graduation Fees

Cap and Gown – The cost for a cap and gown is due and payable when a student receives a cap and gown for graduation. Caps and gowns are available for purchase in the Campus Store. Sale dates will be sent to students via email.

Campus Security and Crime Awareness

The Nash Community College Board of Trustees in accordance with G.S. § 74A and Title II Public Law 1-542 adopted the following "Campus Security and Crime Awareness Policy":

Nash Community College will provide adequate security personnel and procedures to protect the safety of its students, faculty, and staff, and to ensure the security of the College's assets. It is the responsibility of every college employee and student to report "crimes" as listed below whenever they become aware of such crimes.

I. Structure

Policies are established by the NCC Board of Trustees within the parameters of federal, state and local laws. The President has established the Campus Safety Committee consisting of the Vice President and Chief Financial Officer, Vice President for Instruction and Chief Academic Officer, Executive Director of Facilities, Safety, & Risk, Director of Facilities, Campus Police Chief and Safety Director as chair, Chair of the Applied Engineering Technologies Department, Chemistry Instructor and other faculty and staff representatives as appointed

by the chair. These members are responsible for annually reviewing the above policy, making recommendations for updating and for fulfilling the annual reporting requirements of campus crime activity.

II. Security Officers

Campus security officers are empowered to protect the college community by enforcing state, municipal laws, and college rules and regulations. Campus security is provided by Nash County Deputy Sheriffs, Nashville Police Officers and Nash Community College Police .

III. Crime Awareness

1. Reporting: In compliance with the Campus Crime Awareness and Security Act, the Campus Safety Committee will ensure that:

a. Timely reports are made to the campus community on crimes reported to the Cam- pus Security and Safety Director that are considered to be a threat to the students and employees of the College.

b. An annual report on crime statistics is published and distributed as required by the Crime Awareness and Security Act.

2. Communications: Students and employees are to notify the Campus Security and Safety Director of suspected crimes or violations and to assist the security officers and/or police in its investigation. An incident report form should be completed by any student, faculty, or staff member that witnesses a criminal activity and submitted to the Campus Security and Safety Director.

3. Crime Prevention Information: Crime awareness and prevention information will be distributed at the appropriate times and places on campus.

IV. Campus Access

The NCC campus is open to faculty, staff, students, and visitors with legitimate business during normal operating hours. Campus access is controlled by a master key system controlled by the Manager of Facilities and electronic security alarms under the supervision of the Campus Security and Safety Director.

Loitering on campus will not be permitted. Any unauthorized use of campus property is prohibited. Contact Campus Safety and Security for questions regarding allowable uses.

V. Facilities Maintenance

The Manager of Facilities will periodically check the exterior lights and make any needed repairs, inspect the shrubbery on campus and trim it in a manner to reduce the likelihood of concealing a potential attacker, and will inspect and maintain the electronic alarm systems.

VI. Personal Conduct

All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons in violation of this policy will be subject to legal action deemed appropriate by the college administration.

VII. Reportable Crimes per the Clery Act Committed on the NCC Campus, Non-Campus and Public Property:

Clery Act Regulatory Citations 34 CFR 668.46(b)(1) & 34 CFR 668.46(c)(1)-(2)

Criminal Offense/ Hate Crime	Crimes on Campus			Non-Campus Crimes			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

	2021	2022	2023	2021	2022	2023	2021	2022	2023
Destruction/Damage Vandalism of property	0	0	0	0	0	0	0	0	0
ARRESTS FOR:									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION FOR:									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Clery Act Hate (Crimes, Regulatory Citations 34 CFR 668.46 (b)(1) & 34 CFR 668.46(c)(3)

	2021	2022	2023
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0

Academic Enhancement



Success Investments

Nash Community College is committed to student success by meeting students where they are and guiding them to a successful future. The College has implemented the following Success Investments throughout campus. These investments in student success, or demonstrations of "Blue Love", include holistic measures available to all students to assist in their academic work and overall wellness with a goal of helping them reach their full potential in obtaining lifelong success.

Academic Advisors
Achieve 3000
Adult High School Education Tutorology
The Bill and Patsy Marshburn Advising and Success Center
Assessment
Cardio-fitness room
CDs
Computer Access
Digital Learning Center
Early Intervention
Engineering HUB
eSupport
Global Scholars
Ice Rink
Individual Tutorial Assistance
LiveWell & Learn Trail
Moodle
Multipurpose Room and Athletic Field House
Nash Community College English Studio
Nash Community College Math Tank
Self-Service
SES Helpdesk
Spark
Strength and Conditioning Weight Room
Student Drama Productions
Student Wellness Center
Textbooks and Solution Manuals
The Hawk's Nest
The Library
The STILL (Science Technology Instructional Learning Lab)
TurnitIn.com
Tutor.com
YouTube Videos

The Junior Guild Library

Web Page: www.nashcc.edu/library
Phone: (252) 451-8248
Email: ncclibrary@nashcc.edu
Virtual: https://appointments.nashcc.edu/

Fall & Spring Semester Hours:
Monday – Thursday
8:00 am – 8:00 pm
Friday
8:00 am – 1:00 pm

Summer Semester Hours:
Monday – Thursday
8:00 am – 7:00 pm
Friday
8:00 am – 1:00 pm

Located in building A on the Nash Community College (NCC) campus, the Junior Guild Library provides collections, resources, and services to support academic success, professional development, lifelong learning, and recreational reading. Depository library collections are also available at the Automotive Technology Services facility, Rocky Mount High School (RMHS), and Southern Nash High School (SNHS). The collections at RMHS and SNHS promote instructional partnerships with Nash County Public Schools.

Students are encouraged to bring their NCC photo identification card to the library for a borrower's account. The NCC ID then becomes your library card. This card is required for borrowing books, DVD films, laptops, calculators, webcams, headphones, and other items.

The Junior Guild Library computer lab provides technology for student success. All computers contain Microsoft production tools (Word, Excel, and PowerPoint) as well as Chrome, FireFox, Edge, and Safari web browsers. Software for graphic and gaming design includes Dreamweaver, Photoshop, InDesign, Blender, Unity, Unreal Engine, OpenJDK, and Eclipse. Citrix for health sciences students is also available. There are also two Apple computers in the Library.

Printing from the computer lab in the library is free for all college-related work during the first two weeks of the fall and spring semesters and the first week of

the summer semester. After those weeks, students may print up to twenty pages free each day. Additional pages are ten cents per page. Color printing is twenty-five cents for every page year round. A photocopy machine is also available at ten cents per page. Scanning and emailing documents from the photocopy machine is free.

Quiet spaces for reading, writing, and study are available in the library with tables and soft seating. Headphones may be borrowed from the service desk for online classes and listening to audio/visual recordings. Three study rooms are provided for collaborative teamwork or individual academic work. Students with a study room reservation have priority.

In addition to the main non-fiction book collection, there are several focused book collections in the NCC Library; Fiction, Early Childhood, Juvenile, Young Adult, Graphic Literature, Teaching and Learning, Small Business, Oversized, and the North Carolina Collection. Access to ebooks and audiobooks in several disciplines and genres can be found in digital collections from links on the library web page. Notable digital collections include NC LIVE for ebooks and audio-books, Libby ebooks, and audiobooks, ebooks in Project Gutenberg and the Internet Archive, and Open Education North Carolina (OENC) etextbooks.

A collection of print journals, magazines, and newspapers are available for use in the library. Students also have access to thousands of digital journal, magazine, and newspaper articles that can be read anywhere 24/7 via the Internet. Search for articles in NC LIVE, the Directory of Open Access Journals (DOAJ), MedlinePlus, PubMed Central, CINAHL Complete, and TDS Health. Libby also contains a popular digital magazine collection.

Digital multimedia (text, images, audio, and video) can be found in NC LIVE, Digital NC, NC Digital Collections, the Internet Archive, A to Z The World, and A to Z World Food.

Remote access to most digital collections and resources provided by the library only requires a NCC username, password, and multifactor authentication. Contact a member of the library team for access to Libby for ebooks; audiobooks, and digital magazines. Digital resources provided by the Library of North Carolina, such as BioOne for science articles, require a library card from that institution. Follow instructions on their webpage for applying online.

The Junior Guild Library has over 1,000 films in DVD format. This collection's focus is on films that support NCC programs of study, films based on or inspired by books, and award-winning films. The Films on Demand Video Collection in NC

LIVE is viewed online from the NCC Library web page. Topics in this collection include instructional and vocational training, business and economics, health and medicine, humanities and social sciences, science and mathematics, travel, fitness programs, home improvement, popular music performances, award-winning documentaries, interviews, historical speeches, newsreels, and independent films.

Special Collections in the Junior Guild Library are available for on-site research. The NCC Archives contain books, academic catalogs, brochures, newsletters, reports, scrapbooks, and artifacts relating to the history of Nash Community College. The Tim Valentine Collection preserves the legacy of a Nash County native who practiced law and represented the people of this region in the North Carolina General Assembly and the United States Congress. Born in Rocky Mount, he graduated from Nashville High School. After serving in the US Army Air Forces during World War II, he completed his undergraduate education at the Citadel Military Academy, then earned a Law degree from the University of North Carolina (UNC) at Chapel Hill. This special collection contains scrapbooks, photo albums, photographs, documents, artifacts, and other materials. Many treasures from this collection are on display in the Tim Valentine Study Room. Some items from Special Collections have been digitized for free Internet access in partnership with the North Carolina Digital Heritage Center, based in the UNC Wilson Library.

An Interlibrary Loan (ILL) service provides access to books and articles available in other academic libraries. Students may use the online library catalog to request books from many community college libraries in North Carolina. Use the ILL form on the library webpage for books not in our catalog and for articles.

Cooperative borrowing agreements with libraries at North Carolina Wesleyan University and East Carolina University (ECU) expand access through direct borrowing from those collections. A letter from a member of the Junior Guild Library team is required. NCC students with this letter may also use digital resources in the Lucy Lester Willet Memorial Library on the Wesleyan University campus and on the ECU campus; the J.Y. Joyner Library, Music Library, and Laupus Health Sciences Library.

Students are welcome to submit purchase requests for books and films not found in the library. There is a book/film request form on the library's webpage. Requests may also be submitted by phone, email, virtual meeting, or at the service desk.

Several online library guides (LibGuides) have been curated by the library team to assist students with research. Some LibGuides focus on specific NCC programs

of study and academic disciplines, while others address focused topics; Global Scholars, Bee Campus USA, Tree Campus USA, Skills USA, and other noteworthy NCC initiatives. Each LibGuide contains recommendations for books, articles, and other learning resources.

Library orientation, instruction, and consultations may be scheduled for individuals and groups. Librarians will come to classrooms on campus and partner locations off campus. Appointments are also available in the library, by phone, or virtual space. An online chat service with other human librarians is available from the library's web page from 5:00 pm to 8:00 am the next morning during weekdays, and from 8:00 am to midnight on weekends.

Nash Community College English Studio

The English Studio offers tutoring services and technology assistance to students currently enrolled in NCC courses. At the beginning of each semester, instructors inform students of the following services:

Individual Tutorial Assistance

One-on-one tutorial assistance is available on a drop-in basis and by appointment. Assistance may be provided on campus in the English Studio, which is located upstairs in building D, or via Google docs. The English Studio staff may assist students with understanding assignment directions, brainstorming and organizing ideas, formatting documents, and troubleshooting Moodle, Turnitin, or Google suite. Tutors will not edit text or suggest what grade an assignment might earn.

Students are encouraged to make an appointment by emailing onlinewritingtutor@nashcc.edu. In the initial email, students should include their course section, their instructor's name, and the nature of the assistance they are requesting. A tutor will contact the student and arrange a time to meet.

Chromebook Access

The English Studio offers NCC students access to Chromebooks for use in the Studio during operating hours. These may be used to access course resources, including NCC email accounts, LMS Moodle, Google Suite, and Turnitin feedback via NCC wifi. Printers are available in the English Studio; students may print documents for English or DRE courses.

Wifi Workspace

The English Studio provides a workspace for students to use their own devices or borrow a Chromebook to work independently.

Textbooks
The English Studio retains desk copies of current textbooks, which students may reference while in the Studio or when working with a tutor. These may not be removed from the premises.

Assignments
NCC English and DRE instructors may leave make-up assignments or quizzes for students who are absent from a class meeting. English Studio staff will supervise any graded assignments left by instructors for their respective students. Students may not remove test materials from the English Studio. If students elect to complete graded assignments in the Studio, they may not leave during the test.

Hours of Operation
English Studio hours may vary from semester to semester. Instructors will notify students of operating hours for the semester during the first week of class. This information will also be posted in Moodle

Nash Community College Math Tank

Nash Community College offers tutorial assistance on a drop-in basis in the Math Tank. Students must check in and out of the Math Tank with ID cards. Students will find a professional tutor on duty to assist them on specific homework problems or concepts involving topics where assistance is needed. The Math Tank staff may not assist students with problems from take-home exams, quizzes, or assignments that will be graded by their instructor. The Math Tank offers NCC students access to desktop style computers during operating hours. These may be used to access course resources, including NCC email accounts, LMS Moodle, and MyLabs. Printers are available in the Math Tank where students can print documents for math courses. Instructors will notify students of operating hours for the semester during the first week of class. This information will also be posted in Moodle.

The Science Technology Instructional Learning Lab (STILL)

Nash Community College offers tutorial assistance on a drop-in basis in the STILL. Students must check in and out of the STILL with ID cards. Students will find a professional tutor on duty to assist them on specific homework problems or concepts involving topics where assistance is needed. The STILL staff may not assist students with problems from take-home exams, quizzes, or assignments that will be graded by their instructor. Instructors will notify students of

operating hours for the semester during the first week of class. This information will also be posted in Moodle.

Nash Community College Child Development Center

The Nash Community College Child Development Center (CDC) provides early education for children who come from families within the college community and neighboring communities. The primary goal of the CDC is to provide quality early education for children birth to five years of age using the most current practices known to support the development of the child. The Center also serves as a demonstration program through supervised internships, service learning, and as an instructional extension of child development and other related curricula including Nash Community College Early Childhood, Nursing and Physical Therapy Assistant Programs. Student interns are cooperatively supervised by Nash Community College faculty, the CDC director, and the CDC teachers. Community childcare providers are encouraged to observe and consult with the CDC staff and the NCC faculty.

The Nash Community College Child Development Center (CDC) is licensed by the Division of Child Development and Early Education, North Carolina Department of Health & Human Services. Food service is in compliance with the Healthy Food and Nutrition guidelines.

Online Resources

Tutor.com

Tutor.com provides students with the help they need, when they need it. Tutors are available in over 250 subjects, including math, writing, science, business, and many more. Use the Tutor.com link in your Moodle course for direct access to Tutor.com services. You can connect with a tutor, schedule a session, drop off your work, access test prep practice quizzes, and view recordings of previous tutoring sessions. Visit www.nashcc.edu/campus-life/student-resources/tutoring-and-learning-centers for more information

Toll Free tech support: 1-800-411-1970 (option 3) support.tutor.com

Digital Learning Center (DLC)

The Digital Learning Center (DLC) provides assistance with digital learning tools and software used in many NCC courses. Examples of assistance with digital learning and Moodle navigation needs including, Moodle Navigation, Uploading

Assignments, Canva Projects, Basic Microsoft Word and Powerpoint Use, Gmail/ GSuite Navigation, Video Software (video creation and YouTube upload), and/or Basic Computer Operations. Students may visit the DLC in person or schedule a virtual appointment during the center's operating hours.

Moodle

Moodle will be used as the course management system platform and communication tool for all courses taught at Nash Community College. These include face-to-face, online, hybrid, and web-enhanced courses. Instructors may use Moodle's academic tools to post documents, keep records of grades, post assignments and send announcements to students. The URL for Moodle is http://moodle.nashcc.edu/.

Self-Service

Self-Service is a web interface that allows Nash Community College students the ability to register through the internet for classes, as well as access portions of their academic and financial records. Information available to students includes their personal course schedule, transcripts, financial account information, and their academic program evaluation in- formation. Students may view grades using Self-Service (grade reports are not mailed to students). Registration functions include access to semester registration schedules, search for course sections, registration, and payment of fees. Self-Service is available through the college website

Username and Password convention for Student Email, Moodle, and Self-Service:

Username for Student Email, Moodle, and Self-Service: Your username is your first initial, middle initial (if provided), last name and the last 3 digits of your student ID (all lowercase, no spaces, no punctuation). Example: Name: John Allen Smith Student ID: 2563244 Username: jasmith244

To reset your password, follow the Password Reset link in the MyNash dropdown menu at www.nashcc.edu instead

College Online Accounts

Twelve (12) months after the end of a student's last enrolled semester, without exception, access to NCC student email, LMS materials, online storage, or any other technology resources provided to actively enrolled students will be revoked, and the account terminated and inaccessible. If an applicant does not register for courses for the semester indicated on their Admissions application, access to their NCC accounts will be revoked and the account terminated and inaccessible after the close of registration for the semester.

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Nash COMMUNITY COLLEGE

Curriculum Programs



DEGREES, DIPLOMAS, AND CERTIFICATES

Students interested in pursuing a curriculum program of study at NCC can choose one of the following options for program completion: the associate degree, the diploma, or the certificate.

Associate Degree Programs

Associate degree programs consist of planned academic curriculum programs that prepare students to enter the workforce or to transfer to a four-year institution upon graduation. The College offers the Associate in Arts (A.A.), Associate in Engineering (A.E.), Associate in Science (A.S.), Associate in Arts in Teacher Preparation (A.A.T.P.), Associate in Science in Teacher Preparation (A.S.T.P.), Associate in General Education (A.G.E.), and the Associate in Applied Science (A.A.S) degrees.

Diploma Programs

Diploma Programs are curriculum programs designed to provide entry-level employment training and range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer semester. Associate degree level courses within a diploma program may also be applied toward the associate degrees described.

Certificate Programs

Certificate programs are curriculum programs designed to provide entry-level employment training. Certificate programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student.

PROGRAMS OF STUDY

Degree Abbreviations

	Credit Hours
AA - Associate in Arts Degree (College Transfer); Two-Year Program	60-61
AATP - Associate in Arts in Teacher Preparation (College Transfer); Two-Year Program	60-61
AE - Associate in Engineering (College Transfer); Two-Year Program	60-61
AS - Associate in Science Degree (College Transfer); Two-Year Program	60-61
ASTP - Associate in Science in Teacher Preparation (College Transfer); Two-Year Program	60-61
AGE - Associate in General Education Degree; Two-Year Program	64-76
AAS - Associate in Applied Science Degree; Two-Year Program	65-73*
DIP - Diploma; One-Year Program;	36-48*
CERT - Certificate; Program length varies	12-18*

*Some programs differ in length

COLLEGE TRANSFER

		Abbreviation	Degree
Degree Programs			
A10100	Associate in Arts	AA	AA
A1010T	Associate in Arts in Teacher Preparation	AATP	AATP
A10400	Associate in Science	AS	AS
A1040T	Associate in Science in Teacher Preparation	ASTP	ASTP
A10500	Associate in Engineering	AE	AE

APPLIED ENGINEERING TECHNOLOGIES

		Abbreviation	Degree
Degree Programs			
A35130	Electrical Systems Technology	EST	AAS
A40160	Computer Engineering Technology	CET	AAS
A40200	Electronics Engineering Technology	EET	AAS
A50210	Computer-Integrated Machining (CIM)	CIM	AAS
A55280	General Occupational Technology	GOT	AAS
A50240	Industrial Systems Technology	IST	AAS
A50420	Welding Technology	WLD	AAS
A60160	Automotive Systems Technology	AUT	AAS
Diploma Programs			
D35130	Electrical Systems Technology	EST	DIP
D40160	Computer Engineering Technology	CET	DIP
D40200	Electronics Engineering Technology	EET	DIP

D50210	Computer-Integrated Machining (CIM)	CIM	DIP
D50240	Industrial Systems Technology	IST	DIP
D50420	Welding Technology	WLD	DIP
D60160	Automotive Systems Technology	AUT	DIP

Certificate Programs

C35130A	Electrical Systems Technology – Electrical Wiring	EST	CERT
C35130B	Electrical Systems Technology– Electrical Controls	EST	CERT
C35130C	Electrical Systems Technology – PLC Controls	EST	CERT
C35130D	Electrical Systems Technology – Industrial Robotics	EST	CERT
C35130E	Electrical Systems Technology – Instrumentation Certificate	EST	CERT
C40160A	Computer Engineering Technology Networking Certificate	CET	CERT
C40160B	Computer Engineering Technology- Computer Programming	CET	CERT
C40160C	Computer Engineering Technology- PC Build and Repair Certificate	CET	CERT
C40200A	Electronics Engineering Technology - Basic Electronics	EET	CERT
C50210A	Computer-Integrated Machining – Machine Operator	CIM	CERT
C50210B	Computer-Integrated Machining – Computer Numerical Controlled	CIM	CERT
C50210C	Computer-Integrated Machining – Advanced Computer Numerical Controlled	CIM	CERT
C50210D	Computer-Integrated Machining – Robotics Machining	CIM	CERT
C50240A	Industrial Systems Technology – Heating and Refrigeration	IST	CERT
C50240B	Industrial Systems Technology - Mechanical	IST	CERT
C50240D	Industrial Systems Technology – Machining Maintenance Certificate	IST	CERT
C50420F	Welding Systems Technology – Basic Welding	WLD	CERT
C50420A	Welding Technology – GMAW (MIG)	WLD	CERT
C50420B	Welding Technology – SMAW (Stick)	WLD	CERT
C50420C	Welding Technology – GTAW (TIG)	WLD	CERT

C50420D	Welding Technology – Fabrication	WLD	CERT
C50420E	Welding Technology - Gen. Welding Certificate	WLD	CERT
C60160A	Automotive Systems Technology – Basic Automotive Systems	AUT	CERT
C60160B	Automotive Systems Technology – Advanced Automotive Systems	AUT	CERT
C60160C	Automotive Systems Technology – Brakes and Suspension	AUT	CERT
C60160D	Automotive Systems Technology – Electrical Certificate	AUT	CERT
C60160E	Automotive Systems Technology – Engine Performance Certificate	AUT	CERT

BUSINESS AND INFORMATION TECHNOLOGIES

Degree Programs

		Abbreviation	Degree
A25120	Business Administration	BA	AAS
A25310A	Med. Office Admin.: Patient Services Specialist	MOA	AAS
A25310B	Med. Office Admin.: Medical Billing and Coding	MOA	AAS
A25310C	Med. Office Admin.: Medical Auditing	MOA	AAS
A25370A	Office Management: Office Software Specialist	MOA	AAS
A25590A	Info. Technology: Information Systems	CTI	AAS
A25590B	Info. Technology: Network Management	NET	AAS
A25590C	Info. Technology: Cybersecurity	SEC	AAS
A25590E	Info. Technology: Game & Sim Programming	SGD	AAS
A25800	Accounting and Finance	ACC	AAS
A30100	Graphic Design	GRD	AAS
A30120	Audio and Video Production Technology	BPT	AAS

Diploma Programs

D25120	Business Administration	BA	DIP
D25800	Accounting and Finance	ACC	DIP

Certificate Programs

C25120A	Business Administration	BA	CERT
C25120B	Marketing	BA	CERT
C25120C	Budgeting/Finance	BA	CERT
C25310AA	Patient Services Specialist	MOA	CERT
C25310BA	Medical Billing & Coding	MOA	CERT
C25370AA	Office Document Specialist	OA	CERT
C25590AA	Software Applications Certificate	CTI	CERT
C25590AB	Helpdesk Support Certificate	CTI	CERT

C25590AC	Data Analysis and Management Certificate	CTI	CERT
C25590BA	Network Technician Certificate	NET	CERT
C25590BB	Network Administrator Certificate	NET	CERT
C25590BC	Virtualization and Cloud Computing Certificate	NET	CERT
C25590CA	Cybersecurity Certificate	SEC	CERT
C25590EA	Game and Simulation Programming Certificate	SGD	CERT
C25800	Accounting Fundamentals	ACC	CERT
C30100A	Graphic Design Certificate	GRD	CERT
C30120A	Audio Production Technology Certificate	BPT	CERT
C30120B	Video Production Technology Certificate	BPT	CERT

CORPORATE AND ECONOMIC DEVELOPMENT

Degree Programs

A35230	Electric Line Construction Technology	ELT	AAS

Diploma Programs

D35230	Electric Line Construction Technology	ELT	DIP

Certificate Programs

C55120	Basic Law Enforcement Training	BLET	CERT
C35230A	Elec. Line Construction Technology /Advanced	ELT	CERT
C35230B	Elec. Line Construction Technology/Third Class	ELT	CERT
C35230C	Elec. Line Construction Technology/Underground	ELT	CERT

EMERGENCY MANAGEMENT

Degree Programs

A45340	Emergency Medical Science	EMS	AAS
A55240	Fire Protection Technology	FIP	AAS
A55460	Emergency Management	EM	AAS

Certificate Programs

C55460A	Emergency Management	EM	CERT
C55460B	Emergency Management - Fire	EM	CERT

HEALTH SCIENCES

Degree Programs

A45110	Associate Degree Nursing	ADN	AAS
A45380A	Social and Human Services/General Studies	SHS	AAS
A45380R	Social and Human Services/Addiction		

	and Recovery Services	SAB	AAS
A45400	Medical Assisting	MED	AAS
A45640	Physical Therapist Assistant	PTA	AAS
A45780	Veterinary Medical Technology	VMT	AAS

Diploma Programs

D45400	Medical Assisting	MED	DIP
D45660	Practical Nursing	PNE	DIP

Certificate Programs

C45380	Case Management Certificate	SHS	CERT
C45400	Medical Assisting Certificate	MED	CERT

PUBLIC SERVICES

Degree Programs

A25110	Hospitality Management	HRM	AAS
A55140	Cosmetology	COS	AAS
A55150	Culinary Arts	CUL	AAS
A55220A	Early Childhood: Non-Transfer Pathway	ECE	AAS
A55220B	Early Childhood: Birth-Kindergarten Teacher Transfer Pathway	ECE	AAS
A55220C	Early Childhood: Non-Lin. Transfer Pathway	ECE	AAS
A55180	Criminal Justice Technology	CJC	AAS
A5518C	Criminal Justice/Forensic Science	CJC	AAS

Diploma Programs

D25110	Hospitality Management	HRM	DIP
D55140	Cosmetology	COS	DIP
D55150	Culinary Arts – Foodservice	FST	DIP
D55220	Early Childhood Education	ECE	DIP

Certificate Programs

C25110A	Lodging Management	HRM	CERT
C25110B	Restaurant Management	HRM	CERT
C25110C	Catering Management	HRM	CERT
C25110D	Bed and Breakfast Management	HRM	CERT
C25110E	Event Planning	HRM	CERT
C55140A	Cosmetology	COS	CERT
C55150A	Essential Culinary Skills	CUL	CERT
C55150B	Baking	CUL	CERT
C55150C	Advanced Skills for Entertaining	CUL	CERT

C55220	ECE - Early Childhood	ECE	CERT
C55220H	ECE - Infant Toddler Certificate	ECE	CERT
C55220J	ECE - Intentional Teacher Certificate	ECE	CERT
C55220I	ECE - School-Age Certificate	ECE	CERT
C55220B	ECE - Teacher Associate Certificate	ECE	CERT
C55220G	ECE - Early Childhood Administration	ECE	CERT
C55220K	ECE - Early Childhood CTE Certificate	ECE	CERT
C55180C	Criminal Justice	CJC	CERT

COOPERATIVE CURRICULUM AGREEMENT PROGRAMS

The cooperative curriculum programs listed below are offered at another college, i.e., host college, that awards the degree upon completion of program requirements. Typically the agreement involves the host colleges' acceptance of transfer credit for non-core and general education courses and/or acceptance for program admission to transfer students. The major core courses in cooperative curriculum agreement programs are taught at the host institution. Cooperative curriculum agreement programs include:

A25710E	Artificial Intelligence Engineer		AAS
A20100	Biotechnology	BTC	AAS
A45260	Dental Hygiene	DEN	AAS
A25200	Healthcare Management Technology	HMT	AAS
A45440	Medical Sonography		AAS
A45460	Nuclear Medicine Technology		AAS

NASH COMMUNITY COLLEGE PROGRAM OFFERINGS

Degrees	Program Title	CIP Code
A10100	Associate in Arts	24.0101
A1010T	Associate in Arts Teacher Preparation	24.0101
A1030N	Associates in General Education - Nursing	51.1105
A10400	Associate in Science	24.0101
A1040T	Associate in Science Teacher Preparation	24.0101
A10500	Associate in Engineering	14.0102
A20100	Biotechnology (degree not awarded by NCC)	26.1201
A25110	Hospitality Management	52.0999
A25120	Business Administration	52.0201
A25200	Healthcare Mgmt. Tech. (degree not awarded by NCC)	51.0705
A25310A	Med. Office Admin. - Patient Services Specialist	51.0705
A25310B	Medical Office Administration/Medical Billing Coding	51.0705
A25310C	Medical Office Administration-Medical Auditor	51.0705
A25370A	Office Management - Office Software Specialist	52.0204
A25590A	Information Technology - Information Systems	11.0103

A25590B	Information Technology - Network Management	11.0103
A25590C	Information Technology - Systems Security /Cybersecurity	11.0103
A25590E	Information Technology - Game and Simulation Programming	11.0103
A25710E	Artificial Intelligence Engineer (Degree not awarded by NCC)	11.0102
A25800	Accounting and Finance	52.0304
A30100	Graphic Design	50.0409
A30120	Audio and Video Production Technology	10.0202
A35130	Electrical System Technology	46.0302
A35230	Electric Line Construction Technology	46.0303
A40160	Computer Engineering Technology	15.1201
A40200	Electronics Engineering Technology	15.0303
A45110	Associate Degree Nursing	51.3801
A45260	Dental Hygiene (degree not awarded by NCC)	51.0602
A45340	Emergency Medical Science	51.0904
A45380A	Social and Human Services/General Studies	51.1599
A45380R	Social and Human Services/Addiction and Recovery Services	51.1501
A45400	Medical Assisting	51.0801
A45440	Medical Sonography (Degree not awarded by NCC)	51.091
A45460	Nuclear Med. Tech. (Degree not awarded by NCC)	51.0905
A45640	Physical Therapist Assistant (1+1)	51.0806
A45780	Veterinary Medical Technology	01.8301
A50210	Computer-Integrated Machining	48.0503
A50240	Industrial Systems Technology	15.0499
A50420	Welding Technology	48.0508
A55140	Cosmetology	12.0401
A55150	Culinary Arts	12.0503
A55180	Criminal Justice Technology	43.0104
A5518C	Criminal Justice Technology - Forensic Science	43.0106
A55220A	Early Childhood Education - Nontransfer	13.1210
A55220B	Early Childhood Education - Licensure teacher transfer	13.1210
A55220C	Early Childhood Education - Non-licensure transfer	13.1210
A55240	Fire Protection Technology	43.0201
A55280	General Occupational Technology	24.0102
A55460	Emergency Management	43.0302
A60160	Automotive Systems Technology	47.0604

Diplomas

D25110	Hospitality Management	52.0999

D25120	Business Administration	52.0201
D25800	Accounting and Finance	52.0304
D35130	Electrical Systems Technology	46.0302
D35230	Electric Line Construction Technology	46.0303
D40160	Computer Engineering Technology	15.1201
D40200	Electronics Engineering Technology	15.0303
D45400	Medical Assisting	51.0801
D45660	Practical Nursing	51.3901
D50210	Computer-Integrated Machining	48.0503
D50240	Industrial System Technology	15.0499
D50420	Welding Technology	48.0508
D55140	Cosmetology	12.0401
D55150	Culinary Arts - Foodservices	12.0503
D55220	Early Childhood Education	13.1210
D60160	Automotive Systems Technology	47.0604

Certificates

C25110A	HM: Lodging Management Certificate	52.0999
C25110B	HM: Restaurant Management Certificate	52.0999
C25110C	HM: Catering Management Certificate	52.0999
C25110D	HM: Bed and Breakfast Management Certificate	52.0999
C25110E	HM: Event Planning Certificate	52.0999
C25120A	BA: Business Administration Certificate	52.0201
C25120B	BA: Marketing Certificate	52.0201
C25120C	BA: Budgeting/Finance Certificate	52.0201
C25310AA	MOA: Patient Services Specialist Certificate	51.0705
C25310BA	MOA: Medical Billing & Coding Certificate	51.0705
C25310CH	MOA: Medical Office Administration Certificate	51.0705
C25370AA	OM: Office Document Specialist Certificate	11.0103
C25590AA	IT: Software Applications Certificate	11.0103
C25590AB	IT: Helpdesk Support Certificate	11.0103
C25590BA	IT: Network Technician Certificate	11.0103
C25590BB	IT: Network Administrator Certificate	11.0103
C25590BC	IT: Virtualization and Cloud Computing Certificate	11.0103
C25590CA	IT: Cybersecurity Certificate	11.0103
C25590EA	IT: Game and Simulation Programming Certificate	11.0103
C25800	A&F: Accounting Fundamentals Certificate	52.0304
C30100A	GD: Graphic Design Certificate	50.0409
C30120A	BPT: Audio Production Technology Certificate	10.0202
C30120B	BPT: Video Production Technology Certificate	10.0202
C35130A	EST: Electrical Wiring Certificate	46.0302
C35130B	EST: Electrical Controls Certificate	46.0302

C35130C	EST: PLC Controls Certificate	46.0302
C35130D	EST: Industrial Robotics Certificate	46.0302
C35130E	EST: Instrumentation Certificate	46.0302
C35230A	ELC: Elec. Line Cons. Tech Certificate - Advanced	46.0303
C35230B	ELC: Electric Line Construction Certificate-Third Class	46.0303
C40160A	CET: Computer Engineering Technology Networking Certificate	15.1201
C40160B	CET: Computer Programming Certificate	15.1201
C40160C	CET: PC Build & Repair Certificate	15.1201
C40200A	EET: Basic Electronics Certificate	15.0303
C45380	SHS: Case Management Certificate	51.1599
C45400	Medical Assisting Certificate	51.0801
C50210A	CIM: Machine Operator Certificate	48.0503
C50210B	CIM: Computer Numerical Controlled Certificate	48.0503
C50210C	CIM: Advanced CNC Certificate	48.0503
C50210D	CIM: Robotics Machining Certificate	48.0503
C50240A	IST: Heating and Refrigeration Certificate	15.0499
C50240B	IST: Mechanical Certificate	15.0499
C50240C	IST: Machining Maintenance Certificate	15.0499
C50420A	Welding Technology – GMAW (MIG) Certificate	48.0508
C50420B	Welding Technology – SMAW (Stick) Certificate	48.0508
C50420C	Welding Technology – GTAW (TIG) Certificate	48.0508
C50420D	Welding Technology – Fabrication Certificate	48.0508
C50420E	Welding Technology - General Welding Certificate	48.0508
C50420F	Welding Technology – Basic Welding Certificate	48.0508
C55120	Basic Law Enforcement Training (Certificate)	43.0107
C55140A	Cosmetology Certificate	12.0401
C55150A	CA: Essential Culinary Skills Certificate	12.0503
C55150B	CA: Baking Certificate	12.0503
C55150C	CA: Advanced Skills for Entertaining Certificate	12.0503
C55180A	CJT: Criminal Justice Certificate	43.0104
C55220	ECE - Early Childhood Certificate	13.1210
C55220B	ECE - Teacher Associate Certificate	13.1210
C55220G	ECE - Early Childhood Administration Certificate	13.1210
C55220H	ECE - Infant Toddler Certificate	13.1210
C55220I	ECE - School-Age Certificate	13.1210
C55220J	ECE - Intentional Teacher Certificate	13.1210
C55220K	ECE - Early Childhood CTE Certificate	13.1210
C55460A	Emer. Mgnt. - EM Essentials Certificate	43.0302
C55460C	Emer. Mgnt. - Fire Mgnt. Concentration Certificate	43.0302
C55460D	Emer. Mgnt. - Business Concentration Certificate	43.0302

C60160A	AST: Basic Automotive Systems Certificate	47.0604
C60160B	AST: Advanced Automotive Systems Certificate	47.0604
C60160C	AST: Brakes and Suspension Certificate	47.0604
C60160D	AST: Electric Certificate	47.0604
C60160E	AST: Engine Performance Certificate	47.0604

CONTINUING EDUCATION PROGRAMS

See the section titled *Continuing Education*

COLLEGE TRANSFER

ASSOCIATE IN ARTS DEGREE – A10100

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Core (45 SHC)

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 SHC)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing and Research in the Disciplines	3	0	0	0	3
Humanities/Fine Arts (9 SHC)						
Select 3 courses from 2 different areas listed below:						
ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3

COM 120	Intro Interpersonal Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introductions to Ethics	3	0	0	0	3

Social/Behavioral Sciences (9 SHC)

Select 3 courses from 2 different areas below:

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

Mathematics (One Course)

Select 1 course from the following list:

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

Natural Sciences (4 SHC)

Select one science *with lab* from the Science courses below:

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

Additional General Education Hours (13-14 credit hours)

Select 13-14 credit hours from classes classified as general education. Select course with an asterisk (*) beginning on page 195.

Other Required Courses (1 SHC)

ACA 122	Transfer and Career Success	0	2	0	0	1

Other Pre-major Electives (14 SHC)

Select 14 semester hours from the list of suggested electives for AA and AS degrees classified as pre-major elective or general education courses within the Comprehensive Articulation Agreement found on page 195. In selecting electives, students should consult with their academic advisor in The Bill and Patsy Marshburn Advising and Success Center and make choices which are most appropriate for their intended major and transfer university. (These must be different and separate from any used for additional general education hours.)

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.

*One semester hour or credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Total credit hours **60-61***

ASSOCIATE IN ARTS IN TEACHER PREPARATION - A1010T

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)

	Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 SHC)					
The following two English composition courses are required.					
ENG 111 Writing & Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Disciplines	3	0	0	0	3
Humanities/Fine Arts (9 SHC)					
Select 3 courses from the following from at least 2 different disciplines					
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
COM 120 Introduction to Interpersonal	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3
ENG 241 British Literature I	3	0	0	0	3
ENG 242 British Literature II	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
MUS 112 Introduction to Jazz	3	0	0	0	3
PHI 215 Philosophical Issues	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3
Social/Behavioral Sciences (6 SHC)					
Select 2 courses from the following from 2 different disciplines (6 SHC):					
ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3
HIS 111 World Civilizations I	3	0	0	0	3
HIS 112 World Civilizations II	3	0	0	0	3
HIS 131 American History I	3	0	0	0	3
HIS 132 American History II	3	0	0	0	3
POL 120 American Government	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Mathematics (3-4 SHC)

Select one course from the following:					
MAT 143 Quantitative Literacy	2	2	0	0	3
MAT 152 Statistical Methods I	3	2	0	0	4
MAT 171 Pre-calculus Algebra	3	2	0	0	4

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):					
AST 111 Descriptive Astronomy	3	0	0	0	3
and					
AST 111A Descriptive Astronomy Lab	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
and					
PHY 110A Conceptual Physics Lab	0	2	0	0	1

ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)

Other Required General Education (3 SHC)

The following course is required:					
SOC 225 Social Diversity	3	0	0	0	3

An additional 14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement as listed on page 195. Students should select these courses based on their intended major and transfer university. 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.

Total credit hours **45**

OTHER REQUIRED HOURS (15 SHC)

The following courses are required:

Academic Transition (1 SHC)

ACA 122 Transfer and Career Success	0	2	0	0	1
Education (14 SHC)					
EDU 187 Teaching and Learning for All*	3	3	0	0	4
EDU 216 Foundations of Education	3	0	0	0	3
EDU 279 Literacy Development and Instruction	3	3	0	0	4
EDU 250 Teacher Licensure Preparation	3	0	0	0	3

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

Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.
*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Total credit hours **60-61***

PARTNERSHIP TEACH

Partnership Teach provides opportunities for students to complete bachelor's degrees in Elementary Education, Special Education, and Middle Grades Education at Nash Community College. Students take specific courses from the college transfer program before transferring to East Carolina University as juniors. Junior and senior level coursework from ECU is offered through online enrollment with personal advising. Contact The Bill and Patsy Marshburn Advising and Success Center for more information.

ASSOCIATE IN SCIENCE DEGREE – A10400

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Core (45 SHC)

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 SHC)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing and Research in the Disciplines	3	0	0	0	3

Humanities/Fine Arts (6 SHC)

Select 2 courses from 2 different areas listed below:

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

Social/Behavioral Sciences (6 SHC)

Select 2 courses from 2 different areas listed below:

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

Mathematics (8 SHC)

Select 2 courses from the following list:

MAT 171	Precalculus Algebra	3	2	0	0	4
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MAT 263	Brief Calculus	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4

Natural Sciences (8 SHC)

Select 2 Sciences (with lab) from the following list.

AST 151	General Astronomy I	3	0	0	0	3
	and					
AST 151A	General Astronomy I Lab	0	2	0	0	1
BIO 110	Principles of Biology	3	3	0	0	4

BIO 111	General Biology I	3	3	0	0	4
	and					
BIO 112	General Biology II	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
	and					
CHM 152	General Chemistry II	3	3	0	0	4
GEL 111	Geology	3	2	0	0	4
PHY 110	Conceptual Physics	3	0	0	0	3
	and					
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
PHY 151	College Physics I	3	2	0	0	4
	and					
PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
	and					
PHY 252	General Physics II	3	3	0	0	4

Additional General Education Hours (11 credit hours)

Select 11 credit hours from classes classified as general education. Select course with an asterisk (*).

Other Required Courses (1 SHC)

ACA 122	Transfer and Career Success	0	2	0	0	1

Other Pre-Major Electives (14 SHC)

Select 14 semester hours from the list of suggested electives for AA and AS degrees classified as pre-major elective or general education courses within the Comprehensive Articulation Agreement found on page 296. In selecting electives, students should consult with their academic advisor in The Bill and Patsy Marshburn Advising and Success Center and make choices which are most appropriate for their intended major and transfer university. (These must be different and separate from any used for additional general education hours.)

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.

*One semester hour or credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Total credit hours **60-61***

Associate in Science in Teacher Preparation - A1040T

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 SHC)						
The following two English composition courses are required.						
ENG 111	Writing & Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
Humanities/Fine Arts (6 SHC)						
Select 2 courses from the following from at least 2 different disciplines (6 SHC)						
ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
COM 120	Introduction to Interpersonal	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3

PHI 240	Introduction to Ethics	3	0	0	0	3

Social/Behavioral Sciences (3 SHC)

Select 1 course from the following:

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

Math (8 SHC)

Select 2 courses from the following:

MAT 171	Pre-calculus Algebra	3	2	0	0	4
MAT 172	Pre-calculus Trigonometry	3	2	0	0	4
MAT 263	Brief Calculus	3	2	0	0	4
MAT 271	Calculus	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4

Natural Sciences (8 SHC)

Select 8 SHC from the following sets of course(s):

BIO 111	General Biology I	3	3	0	0	4
	and					
BIO 112	General Biology II	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
	and					
CHM 152	General Chemistry II	3	3	0	0	4
GEL 111	Introductory Geology	3	2	0	0	4
PHY 110	Conceptual Physics	3	0	0	0	3
	and					
PHY 110A	Conceptual Physics Lab	0	2	0	0	1
PHY 151	College Physics I	3	2	0	0	4
	and					
PHY 152	College Physics II	3	2	0	0	4
PHY 251	General Physics I	3	3	0	0	4
	and					
PHY 252	General Physics II	3	3	0	0	4

ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)

Other Required General Education (3 SHC)

The following course is required:

SOC 225	Social Diversity	3	0	0	0	3

An additional 14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement as listed on page 195. Students should select these courses based on their intended major and transfer university. 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.

Total credit hours **45**

OTHER REQUIRED HOURS (15 SHC)

The following courses are required:

Academic Transition (1 SHC)

ACA 122	Transfer and Career Success	0	2	0	0	1

Education (14 SHC)

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

*Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Total credit hours **60-61***

ASSOCIATE IN ENGINEERING – A10500

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

General Education Core (45-46 SHC)

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 SHC)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
Humanities (3 SHC)						
Select One:						
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introductions to Ethics	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3

*(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)

Fine Arts/Communication (3 SHC)						
Select One:						
COM 231	Public Speaking	3	0	0	0	3
ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3

Social/Behavioral Sciences (6 SHC)

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

Mathematics (12 SHC)

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus ready will need to take additional math courses (MAT 171/MAT 172):

MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
MAT 273	Calculus III	3	2	0	0	4

Natural Sciences (12 SHC)

CHM 151	General Chemistry I	3	3	0	0	4
PHY 251	General Physics I	3	3	0	0	4
PHY 252	General Physics II	3	3	0	0	4

Other General Education (3-4 SHC)

BIO 111	General Biology I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
COM 110	Introduction to Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
GEL 111	Geology	3	2	0	0	4
HUM 110	Technology and Society	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Other Required Courses (14-15 SHC)

ACA 122	Transfer and Career Success	0	2	0	0	1
Students must complete ACA 122 within the first 30 hours of enrollment.						
EGR 150	Introduction to Engineering	1	2	0	0	2

Other General Education/Pre-Major Elective Courses (11-12 SHC)

Select 11-12 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement.

BIO 111	General Biology I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
CHM 251	Organic Chemistry I	3	3	0	0	4
CHM 252	Organic Chemistry II	3	3	0	0	4
COM 110	Introduction to Communication	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
DFT 170	Engineering Graphics	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
EGR 220	Engineering Statics	3	0	0	0	3
GEL 111	Geology	3	2	0	0	4
HUM 110	Technology and Society	3	0	0	0	3
MAT 280	Linear Algebra	2	2	0	0	3
MAT 285	Differential Equations	2	2	0	0	3
PED 110	Fitness and Wellness for Life	1	2	0	0	2

*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.

**One semester hour of credit may be included in a 61 SHC associate in engineering program of study. The transfer of this hour is not guaranteed.

Total credit hours **60-61**

ASSOCIATE IN ARTS (AA), ASSOCIATE IN ARTS TEACHER PREPARATION (AATP), ASSOCIATE IN ENGINEERING (AE), ASSOCIATE IN GENERAL EDUCATION (AGE), ASSOCIATE IN SCIENCE (AS), AND ASSOCIATE IN SCIENCE TEACHER PREPARATION (ASTP) DEGREE

SUGGESTED PRE-MAJOR ELECTIVES

*Denotes General Education Courses

		Class	Lab	Hrs Clin	Work Exp	Credits
Behavioral and Social Sciences						
*ANT 210	General Anthropology	3	0	0	0	3

*ANT 220	Cultural Anthropology	3	0	0	0	3
*ECO 251	Principles of Microeconomics	3	0	0	0	3
*ECO 252	Principles of Macroeconomics	3	0	0	0	3
*GEO 111	World Regional Geography	3	0	0	0	3
*HIS 111	World Civilizations I	3	0	0	0	3
*HIS 112	World Civilizations II	3	0	0	0	3
*HIS 131	American History I	3	0	0	0	3
*HIS 132	American History II	3	0	0	0	3
HIS 145	The Second World War	3	0	0	0	3
HIS 226	The Civil War	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
*POL 110	Introduction to Political Science	3	0	0	0	3
*POL 120	American Government	3	0	0	0	3
*PSY 150	General Psychology	3	0	0	0	3
*PSY 241	Developmental Psychology	3	0	0	0	3
PSY 263	Educational Psychology	3	0	0	0	3
*PSY 281	Abnormal Psychology	3	0	0	0	3
*SOC 210	Introduction to Sociology	3	0	0	0	3
*SOC 213	Sociology of the Family	3	0	0	0	3
*SOC 220	Social Problems	3	0	0	0	3
*SOC 225	Social Diversity	3	0	0	0	3
*SOC 240	Social Psychology	3	0	0	0	3

*General Education

		Class	Lab	Hrs Clin	Work Exp	Credits
Business Administration						
ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
*CIS 110	Introduction to Computers	2	2	0	0	3

*General Education

		Class	Lab	Hrs Clin	Work Exp	Credits
Communication						
*COM 110	Introduction to Communication	3	0	0	0	3
*COM 120	Intro to Interpersonal Communication	3	0	0	0	3
*COM 140	Intro to Intercultural Communication	3	0	0	0	3
*COM 231	Public Speaking	3	0	0	0	3

*General Education

		Class	Lab	Hrs Clin	Work Exp	Credits
Computer and Mathematics Science						
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
CSC 251	Advanced JAVA Programming	2	3	0	0	3
CTS 115	Info Systems Business Concepts	3	0	0	0	3
*MAT 143	Quantitative Literacy	2	2	0	0	3
*MAT 152	Statistical Methods I	3	2	0	0	4
*MAT 171	Precalculus Algebra	3	2	0	0	4
*MAT 172	Precalculus Trigonometry	3	2	0	0	4
*MAT 263	Brief Calculus	3	2	0	0	4
*MAT 271	Calculus I	3	2	0	0	4
*MAT 272	Calculus II	3	2	0	0	4
*MAT 273	Calculus III	3	2	0	0	4
MAT 280	Linear Algebra	2	2	0	0	3
MAT 285	Differential Equations	2	2	0	0	3

*General Education

		Class	Lab	Hrs Clin	Work Exp	Credits
Criminal Justice						
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	0	3

		Class	Lab	Hrs Clin	Work Exp	Credits
Education						
EDU 131	Child, Family, and Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 216	Foundations of Education	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 250	Teacher Licensure Preparation	3	0	0	0	3

		Class	Lab	Hrs Clin	Work Exp	Credits
Engineering						
DFT 170	Engineering Graphics	2	2	0	0	3

EGR 150	Introduction to Engineering	1	2	0	0	2
EGR 220	Engineering Statics	3	0	0	0	3

		Class	Lab	Hrs Clin	Work Exp	Credits
Fine Arts/Humanities						
*ART 111	Art Appreciation	3	0	0	0	3
*ART 114	Art History Survey I	3	0	0	0	3
*ART 115	Art History Survey II	3	0	0	0	3
*DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 170	Play Production I	0	9	0	0	3
DRA 171	Play Production II	0	9	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
*ENG 231	American Literature I	3	0	0	0	3
*ENG 232	American Literature II	3	0	0	0	3
*ENG 241	British Literature I	3	0	0	0	3
*ENG 242	British Literature II	3	0	0	0	3
*ENG 261	World Literature I	3	0	0	0	3
*ENG 262	World Literature II	3	0	0	0	3
*HUM 110	Technology and Society	3	0	0	0	3
*HUM 115	Critical Thinking	3	0	0	0	3
*HUM 120	Cultural Studies	3	0	0	0	3
*HUM 130	Myth in Human Culture	3	0	0	0	3
*HUM 160	Introduction to Film	2	2	0	0	3
HUM 180	International Cultural Exploration	2	3	0	0	3
*MUS 110	Music Appreciation	3	0	0	0	3
*MUS 112	Introduction to Jazz	3	0	0	0	3
*PHI 215	Philosophical Issues	3	0	0	0	3
*PHI 240	Introduction to Ethics	3	0	0	0	3
*REL 110	World Religions	3	0	0	0	3
*REL 211	Introduction to Old Testament	3	0	0	0	3
*REL 212	Introduction to New Testament	3	0	0	0	3
*SPA 111	Elementary Spanish I	3	0	0	0	3
*SPA 112	Elementary Spanish II	3	0	0	0	3
*SPA 211	Intermediate Spanish I	3	0	0	0	3
*SPA 212	Intermediate Spanish II	3	0	0	0	3

** General Education*

		Class	Lab	Hrs Clin	Work Exp	Credits
Health and Physical Education						

HEA 110	Personal Health/Wellness	3	0	0	0	3
HEA 112	First Aid and CPR	1	2	0	0	2
PED 110	Fit and Well for Life	1	2	0	0	2

		Class	Lab	Hrs Clin	Work Exp	Credits
Human Services						
HSE 110	Intro to Human Services	2	2	0	0	3

		Class	Lab	Hrs Clin	Work Exp	Credits
Natural Sciences						
*AST 111	Descriptive Astronomy	3	0	0	0	3
*AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
*BIO 110	Principles of Biology	3	3	0	0	4
*BIO 111	General Biology I	3	3	0	0	4
*BIO 112	General Biology II	3	3	0	0	4
BIO 155	Nutrition	3	0	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
BIO 168	Anatomy & Physiology I	3	3	0	0	4
BIO 169	Anatomy & Physiology II	3	3	0	0	4
BIO 175	General Microbiology	2	2	0	0	3
BIO 275	Microbiology	3	3	0	0	4
CHM 130	Gen, Org and Biochemistry	3	0	0	0	3
CHM 130A	Gen, Org and Biochemistry Lab	0	2	0	0	1
*CHM 131	Introduction to Chemistry	3	0	0	0	3
*CHM 131A	Introduction to Chemistry Lab	0	3	0	0	1
*CHM 151	General Chemistry I	3	3	0	0	4
*CHM 152	General Chemistry II	3	3	0	0	4
*CHM 251	Organic Chemistry I	3	3	0	0	4
*CHM 252	Organic Chemistry II	3	3	0	0	4
*GEL 111	Geology	3	2	0	0	4
*PHY 110	Conceptual Physics	3	0	0	0	3
*PHY 110A	Conceptual Physics Lab	0	2	0	0	1
*PHY 151	College Physics I	3	2	0	0	4
*PHY 152	College Physics II	3	2	0	0	4
*PHY 251	General Physics I	3	3	0	0	4
*PHY252	General Physics II	3	3	0	0	4

*General Education

In selecting electives students should consult with their academic advisor in the College Transfer Department and make choices in keeping with their planned

majors and the requirements of the institutions to which they anticipate transferring.

APPLIED SCIENCE

ACCOUNTING AND FINANCE– A25800

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

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

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3
MAT	Elective	3	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
	or					
ECO 252	Principles of Macroeconomics	3	0	0	0	3
						15
Technical Core Courses						
ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
						20

Required Subject Area - Accounting						
ACC 129	Individual Income Taxes	2	2	0	0	3
ACC 140	Payroll Accounting	1	3	0	0	2
ACC 220	Intermediate Accounting I	3	2	0	0	4
						9
Other Major Courses						
ACC 130	Business Income Taxes	2	2	0	0	3
ACC 150	Accounting Software App	I	3	0	0	2
ACC 180	Practices in Bookkeeping	3	0	0	0	3
ACC 221	Intermediate Accounting II	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
BUS 125	Personal Finance	3	0	0	0	3
BUS 151	People Skills	3	0	0	0	3
	or					
BUS 240	Business Ethics	3	0	0	0	3
						21
Other Required Course						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**66**

MAT Elective (Select 1 Course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 Course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 Course)
ART 111, ART 114, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

ACCOUNTING AND FINANCE DIPLOMA – D25800

		Hrs Class	Lab	Work Clin	Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
						6

Major Core Courses

ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ACC 129	Individual Income Tax	2	2	0	0	3
ACC 140	Payroll Accounting	1	3	0	0	2
BUS 115	Business Law I	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
						25

Other Major Courses

ACC 150	Accounting Software Applications	1	3	0	0	2
ACC 180	Practices in Bookkeeping	3	0	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3
						8

Total credit hours **36**

COM Elective (Select 1 Course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

ACCOUNTING FUNDAMENTALS – C25800

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
ACC 150	Accounting Software App	1	3	0	0	2
ACC 180	Practices in Bookkeeping	3	0	0	0	3
Total credit hours						**13**

ASSOCIATE DEGREE NURSING (INTEGRATED) – A45110

The Associate Degree Nursing curriculum provides knowledge, skills and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Associate Degree Nursing degree.

The ADN program has a selective admissions process. Please refer to the College Catalog - Admissions Requirements for detailed information for ADN program options, including the Evening option and LPN to ADN transition program.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
CHM 130	General, Organic & Biochemistry	3	0	0	0	3
CHM 130A	General, Organic & Biochemistry (Lab)	0	2	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in Disciplines	3	0	0	0	3
	or					
ENG 114	Professional Research & Reporting	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
	or					
PHI 215	Philosophical Issues	3	0	0	0	3
	or					
PHI 240	Introduction to Ethics	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
						16
Major Core Courses						
NUR 111	Intro. to Health Concepts	4	6	6	0	8
NUR 112	Health-Illness Concepts	3	0	6	0	5
NUR 113	Family Health Concepts	3	0	6	0	5
NUR 114	Holistic Health Concepts	3	0	6	0	5
	or					
NUR 214	*Nursing Transition Concepts	3	0	3	0	4
NUR 211	Health Care Concepts	3	0	6	0	5
NUR 212	Health System Concepts	3	0	6	0	5
NUR 213	Complex Health Concepts	4	3	15	0	10
						42-43

Other Major Courses						
BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
MAT 171	Precalculus Algebra	3	2	0	0	4
PSY 241	Developmental Psychology	3	0	0	0	3
						15
Other Required Courses						
ACA 220	Professional Transition	1	0	0	0	1
						1
Total credit hours						**74-75**

* Note - For Transition Students

AUDIO & VIDEO PRODUCTION TECHNOLOGY – A30120

Students enrolled in the Audio and Video Production Technology curriculum will develop professional skills in audio, video, and related applications.

Training will emphasize speech, writing, production planning, post production, and distribution. Students will also study the evolution of media, revenue models, entrepreneurial opportunities, and governmental regulations. Hands-on-training, troubleshooting, collaboration, and time management skills are essential to the instructional process.

Upon successful completion, students are prepared to obtain audio and/or video-related employment.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	2	0	0	0	3
MAT	Elective	3	0	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15
Major Core Courses						
BPT 110	Media Evolution	3	0	0	0	3
BPT 112	Media Writing	3	2	0	0	4
BPT 121	Media Speech Techniques	2	3	0	0	3
BPT 131	Audio Production I	2	4	0	0	4
						14
Other Major Courses						
BPT 132	Audio Production II	2	4	0	0	4

BPT 135	Audio Performance I	0	4	0	0	2
BPT 136	Audio Performance II	0	4	0	0	2
	or					
BPT 236	Video Performance II	0	6	0	0	2
BPT 231	Video Production I	2	6	0	0	4
BPT 232	Video Production II	2	6	0	0	4
BPT 235	Video Performance I	0	6	0	0	2
BPT 241	Multimedia journalism	3	2	0	0	4
BUS 151	People Skills	3	0	0	0	3
COM 120	Intro Interpersonal Com	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
WEB 111	Intro to Web Graphics	2	2	0	0	3
						34
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**64**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 Course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 Course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PYS 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

AUDIO PRODUCTION TECHNOLOGY CERTIFICATE - C30120A

BPT 112	Media Writing	3	2	0	0	4
BPT 131	Audio Production I	2	4	0	0	4
BPT 132	Audio Production II	2	4	0	0	4
BPT 135	Audio Performance I	0	4	0	0	2
Total credit hours						**14**

VIDEO PRODUCTION TECHNOLOGY CERTIFICATE - C30120B

BPT 112	Media Writing	3	2	0	0	4
BPT 231	Video Production I	2	6	0	0	4
BPT 232	Video Production II	2	6	0	0	4
BPT 235	Video Performance I	0	6	0	0	2
Total credit hours						**14**

AUTOMOTIVE SYSTEMS TECHNOLOGY – A60160

A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems. Major courses are taught at approved off-campus instructional sites.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Intro. to Communication	3	0	0	0	3
	or					
COM 120	Intro to Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elective	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
SOC/BEH	Social/Behav. Sci. Core Elective	3	0	0	0	3
						15
Technical Core Courses						
TRN 110	Intro to Transport Tech	1	2	0	0	2
TRN 120	Basic Transp Electricity	4	3	0	0	5
TRN 145	Adv Transp Electronics	2	3	0	0	3
						10
Program Major Courses						
AUT 141	Suspension and Steering Sys	2	3	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
AUT 181	Engine Performance I	2	3	0	0	3
AUT 116	Engine Repair	2	3	0	0	3

						12

Other Major Courses

AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 151A	Brakes Systems Lab	0	3	0	0	1
AUT 163	Adv Auto Electricity	2	3	0	0	3
AUT 183	Engine Performance II	2	6	0	0	4
AUT 212	Auto Shop Management	3	0	0	0	3
AUT 221	Auto Transm/Transaxles	2	3	0	0	3
AUT 281	Advanced Engine Performance	2	2	0	0	3
TRN 140	Transp Climate Control	1	2	0	0	2
TRN 140A	Transp Climate Cont Lab	1	2	0	0	2
						22

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
						4

Elective (Choose 6 hours from the list below)

AUT 114	Safety and Emissions	1	2	0	0	2
AUT 114A	Safety and Emissions Lab	0	2	0	0	1
AUT 163A	Adv Auto Electricity Lab	0	3	0	0	1
AUT 181A	Engine Performance I Lab	0	3	0	0	1
AUT 231	Manual Trans/Axles/Drtrains	2	3	0	0	3
Total						**6**
Total credit hours						**69-70**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

AUTOMOTIVE SYSTEMS TECHNOLOGY DIPLOMA – D60160

		Hrs	Work	
Class	Lab	Clin	Exp	Credits

General Education Courses						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
	or					
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
						6-7
Technical Core Courses						
TRN 110	Intro to Transport Tech	1	2	0	0	2
TRN 120	Basic Transp Electricity	4	3	0	0	5
TRN 145	Adv Transp Electronics	2	3	0	0	3
						10
Program Major Courses						
AUT 116	Engine Repair	2	3	0	0	3
AUT 141	Suspension and Steering Sys	2	3	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
AUT 181	Engine Performance 1	2	3	0	0	3
						12
Other Major Courses						
AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 151A	Brakes Systems Lab	0	3	0	0	1
AUT 163	Advanced Auto Electricity	2	3	0	0	3
AUT 183	Engine Performance II	2	6	0	0	4
AUT 212	Auto Shop Management	3	0	0	0	3
AUT 221	Auto Transm/Transaxles	2	3	0	0	3
						15
Elective (choose 4 hours from the list below)						
AUT 114	Safety and Emissions	1	2	0	0	2
AUT 163A	Advanced Auto Electricity Lab	0	3	0	0	1
AUT 181A	Engine Performance I Lab	0	3	0	0	1
TRN 140	Transp Climate Control	1	2	0	0	2
TRN 140A	Transp Climate Cont Lab	1	2	0	0	2
						4
Total credit hours						
						47-48

BASIC AUTOMOTIVE SYSTEMS CERTIFICATE – C60160A

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
TRN 110	Intro to Transport Tech	1	2	0	0	2

TRN 120	Basic Transp Electricity	4	3	0	0	5
						7
Program Major Courses						
AUT 141	Suspension and Steering Systems	2	3	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
						6
Other Major Courses						
AUT 116	Engine Repair	2	3	0	0	3
AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 151A	Brake Systems Lab	0	3	0	0	1
						5
Total credit hours						**18**

ADVANCED AUTOMOTIVE SYSTEMS CERTIFICATE – C60160B

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
Technical Core Courses						
TRN 145	Adv Transp Electronics	2	2	0	0	3
						3
Major Core Courses						
AUT 181	Engine Performance I	2	3	0	0	3
						3
Other Major Courses						
AUT 163	Advanced Auto Electricity		2	3	0	0 3
AUT 183	Engine Performance II		2	6	0	0 4
AUT 221	Auto Trans/Transaxles		2	3	0	0 3
						10
Total credit hours						**16**

AUTOMOTIVE SYSTEMS - BRAKES AND SUSPENSION CERTIFICATE - C60160C

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
Technical Core Courses						
TRN 110	Intro to Transport Tech	1	2	0	0	2
						2
Program Major Courses						
AUT 141	Suspension and Steering Sys	2	3	0	0	3
AUT 151	Brake Systems	2	3	0	0	3
						6

Other Major Courses						
AUT 116	Engine Repair	2	3	0	0	3
AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 151A	Brakes Systems Lab	0	3	0	0	1
						5
Total credit hours						**13**

AUTOMOTIVE SYSTEMS - ELECTRICAL - CERTIFICATE - C60160D

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
TRN 120	Basic Transp Electricity	4	3	0	0	5
TRN 145	Adv Transp Electronics	2	3	0	0	3
						8
Other Major Courses						
AUT 163	Advanced Auto Electricity	2	3	0	0	3
						3
Other Required Courses						
AUT 163A	Advanced Auto Electricity Lab	0	3	0	0	1
						1
Total credit hours						**12**

AUTOMOTIVE SYSTEMS - ENGINE PERFORMANCE CERTIFICATE - C60160E

		Class	Lab	Hrs Clin	Work Exp	Credits
Program Major Courses						
AUT 181	Engine Performance I	2	3	0	0	3
TRN 110	Intro to Transport Tech	1	2	0	0	2
						5
Other Major Courses						
AUT 183	Engine Performance II	2	6	0	0	4
AUT 116	Engine Repair	2	3	0	0	3
						7
Other Required Courses						
AUT 181A	Engine Performance I Lab	0	3	0	0	1
						1
Total credit hours						**13**

BASIC LAW ENFORCEMENT TRAINING CERTIFICATE – C55120

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments, or with private enterprise. This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study, including certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission.

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
LET 110	Basic Law Enforcement Training	28	27	0	0	37
Total credit hours						**37**

BUSINESS ADMINISTRATION – A25120

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

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

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3

						18
Technical Core Courses						
ACC 120	Principles of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
						22
Required Subject Area Courses						
BUS 125	Personal Finance	3	0	0	0	3
BUS 151	People Skills	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
						12
Other Major Courses						
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
INT 110	International Business	3	0	0	0	3
MKT 123	Fundamentals of Selling	3	0	0	0	3
						13
Business Elective (Pick One)						
(ACC 129, ACC 130, ACC 150, ACC 180, ETR 210, SPA 120)						**2-3**
						15-16
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**68-69**

MAT Elective (Select 1 Course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 Course)
COM 110, COM 120, COM 140, COM 231

HUM/FA Elective (Select 1 Course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112,

PHI 215, PHI 240, REL 110, REL 211, REL 212

BUSINESS ADMINISTRATION DIPLOMA – D25120

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
						6
Technical Core Courses						
ACC 120	Principles of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
	or					
ECO 252	Principles of Macroeconomics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
						22
Other Major Courses						
BUS 151	People Skills	3	0	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
INT 110	International Business	3	0	0	0	3
						9
Total credit hours						**37**

COM Elective (Select 1 Course)

COM 110, COM 120, COM 140, COM 231

BUSINESS ADMINISTRATION CERTIFICATE – C25120A

BUS 110	Introduction to Business	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 151	People Skills	3	0	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
Total credit hours						**12**

MARKETING CERTIFICATE - C25120B

BUS 110	Introduction to Business	3	0	0	0	3
BUS 240	Business Ethics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3

MKT 123	Fundamentals of Selling	3	0	0	0	3
Total credit hours						**12**

BUDGETING/FINANCE CERTIFICATE - C25120C

ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	0	4
BUS 125	Personal Finance	3	0	0	0	3
	or					
BUS 225	Business Finance	2	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
	or					
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Total credit hours						**14**

DATA ANALYSIS & MANAGEMENT CERTIFICATE - C25590AC/C25590CH

CTS 115	Info Sys Business Concepts	3	0	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
BAS 150	Intro to Analytical Program	2	3	0	0	3
Total credit hours						**12**

COMPUTER ENGINEERING TECHNOLOGY – A40160

A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates 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.

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
General Education						
COM 110	Intro. to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3

	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
HUM/FA	Elective	3	0	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15

Technical Core Courses

ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
						12

Program Major Courses

CET 111	Computer Upgrade/Repair I	2	3	0	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
ELN 235	Data Communication Sys.	3	3	0	0	4
						13

Other Major Courses

CET 130	Operating Systems Prin.	2	3	0	0	3
CET 251	Software Eng. Principles	3	3	0	0	4
CSC 143	Object-Oriented Prog.	2	3	0	0	3
CSC 251	Adv. Java Programming	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 232	Intro. to Microprocessors	3	3	0	0	4
ELN 237	Local Area Networks	2	3	0	0	3
ELN 238	Advanced LANs 2	2	3	0	0	3
CET 245	Internet Servers 2	2	3	0	0	3
						29

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**70**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

COMPUTER ENGINEERING TECHNOLOGY DIPLOMA – D40160

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
						6
Technical Core Courses						
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
						12
Program Major Courses						
CET 111	Computer Upgrade/Repair I	2	3	0	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
ELN 235	Data Communication Sys.	3	3	0	0	4
						13
Other Major Courses						
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 232	Intro. to Microprocessors	3	3	0	0	4
ELN 237	Local Area Networks	2	3	0	0	3
						10
Total credit hours						**41**

COMPUTER ENGINEERING TECHNOLOGY - NETWORKING CERTIFICATE – C40160A

		Class	Lab	Hrs Clin	Work Exp	Credits
Program Major Courses						
ELN 235	Data Communication Sys.	3	3	0	0	4
						4
Other Major Courses						
CET 245	Internet Servers	2	3	0	0	3

ELN 237	Local Area Networks	2	3	0	0	3
ELN 238	Advanced LANs	2	3	0	0	3
						***9**
Total credit hours						**13**

COMPUTER ENGINEERING TECHNOLOGY - COMPUTER PROGRAMMING CERTIFICATE - C40160B

				Hrs Clin	Work Exp	Credits
		Class	Lab			
Program Major Courses						
CSC 151	Java Programming	2	3	0	0	3
						3
Other Major Courses						
CET 251	Software Eng Principles	3	3	0	0	4
CSC 143	Object-Oriented Programming	2	3	0	0	3
CSC 251	Adv Java Programming	2	3	0	0	3
						10
Total credit hours						**13**

COMPUTER ENGINEERING TECHNOLOGY - PC BUILD AND REPAIR CERTIFICATE – C40160C

				Hrs Clin	Work Exp	Credits
		Class	Lab			
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 235	Data Communications Sys	3	3	0	0	4
CET 111	Computer Upgrade/Repair I	2	3	0	0	3
CET 211	Computer Upgrade/Repair II	2	3	0	0	3
Total credit hours						**15**

COMPUTER-INTEGRATED MACHINING – A50210

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework includes learning objectives in manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty

machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
HUM/FA	Humanities/Fine Arts Core Elective	3	0	0	0	3
SOC/BEH	Social/Behavioral Sci. Core Elective	3	0	0	0	3
						16
Major Core Courses						
BPR 111	Print Reading	1	2	0	0	2
MAC 124	CNC Milling	1	3	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAC 142	Machining Applications II	2	6	0	0	4
						12
Other Major Courses						
DFT 119	Basic CAD	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MAC 122	CNC Turning	1	3	0	0	2
MAC 141A	Machining Appl I Lab	0	6	0	0	2
MAC 142A	Machining Appl II Lab	0	6	0	0	2
MAC 143	Machining Applications III	2	6	0	0	4
MAC 151	Machining Calculations	1	2	0	0	2
MAC 152	Adv. Machining Calculations	1	2	0	0	2
MAC 171	Measure/Material & Safety	0	2	0	0	1
MAC 224	Advanced CNC Milling	1	3	0	0	2
MAC 241	Jigs and Fixtures I	2	6	0	0	4
MEC 231	Comp-Aided Manufact. I	1	4	0	0	3
MEC 232	Comp-Aided Manufact. II	1	4	0	0	3
MAC 178	CNC Turning: Operator	0	2	0	0	1
MAC 179	CNC Milling: Operator	0	2	0	0	1

MAC 222	Advanced CNC Turning	1	3	0	0	2
MAC 248	Production Procedures	1	2	0	0	2
						37

Other Major Elective Courses *(choose 7 hours from list below)*

ATR 280	Robotic Fundamentals	3	2	0	0	4
ATR 281	Automated Manufacturing	3	2	0	0	4
WBL 112	Work Based Learning I	0	0	0	20	2
MAC 234	Adv. Muilti-Axis Machining	2	3	0	0	3
MAC 247	Production Tooling	2	0	0	0	2
WLD 112	Basic Welding Processes	l	3	0	0	2
WLD 151	Fabrication I	2	6	0	0	3
WLD 251	Fabrication II	1	6	0	0	3
						7

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**72**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

COMPUTER-INTEGRATED MACHINING DIPLOMA – D50210

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
	or					

MAT 121	Algebra/Trigonometry I	2	2	0	0	3
						6-7
Major Core Courses						
BPR 111	Print Reading	1	2	0	0	2
MAC 124	CNC Milling	1	3	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAC 142	Machining Applications II	2	6	0	0	4
						12
Other Major Courses						
DFT 119	Basic CAD	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MAC 122	CNC Turning	1	3	0	0	2
MAC 141A	Machining Appl I Lab	0	6	0	0	2
MAC 142A	Machining Appl II Lab	0	6	0	0	2
MAC 143	Machining Applications III	2	6	0	0	4
MAC 151	Machining Calculations	1	2	0	0	2
MAC 152	Adv. Machining Calculations	1	2	0	0	2
MAC 171	Measure/Material & Safety	0	2	0	0	1
MAC 178	CNC Turning: Operator	0	2	0	0	1
MAC 179	CNC Milling: Operator	0	2	0	0	1
						21
Total credit hours						
						39-40

COMPUTER-INTEGRATED MACHINING MACHINE OPERATOR CERTIFICATE – C50210A

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
BPR 111	Print Reading	1	2	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
						6
Other Major Courses						
MAC 141A	Machining Appl I Lab	0	6	0	0	2
MAC 151	Machining Calculations	1	2	0	0	2
MAC 171	Measure/Material & Safety	0	2	0	0	1
MAC 178	CNC Turning: Operator	0	2	0	0	1
						6
Total credit hours						**12**

COMPUTER-INTEGRATED MACHINING – COMPUTER NUMERICAL CONTROLLED CERTIFICATE – C50210B

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
MAC 124	CNC Milling	1	3	0	0	2
						2
Other Major Courses						
DFT 119	Basic CAD	1	2	0	0	2
MAC 122	CNC Turning	1	3	0	0	2
MEC 231	Comp.-Aided Manufact. I	1	4	0	0	3
MAC 178	CNC Turning: Operator	0	2	0	0	1
MAC 179	CNC Milling: Operator	0	2	0	0	1
MAC 171	Measure/Material & Safety	0	2	0	0	1
						10
Total credit hours						**12**

COMPUTER-INTEGRATED MACHINING – ADVANCED CNC CERTIFICATE C50210C

		Class	Lab	Hrs Clin	Work Exp	Credits
Other Major Courses						
ISC 112	Industrial Safety	2	0	0	0	2
MAC 222	Advanced CNC Turning	1	3	0	0	2
MAC 224	Advanced CNC Milling	1	3	0	0	2
MAC 234	Adv. Four/Five-Axis Machining	2	3	0	0	3
MEC 232	Computer Aided Manufacturing II	1	4	0	0	3
Total credit hours						**12**

COMPUTER-INTEGRATED MACHINING – ROBOTICS MACHINING CERTIFICATE – C50210D

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
MAC 124	CNC Milling	1	3	0	0	2
						2
Other Major Courses						
ATR 280	Robotics Fundamentals	3	2	0	0	4
ATR 281	Automated Manufacturing	3	2	0	0	4
DFT 119	Basic CAD	1	2	0	0	2
MAC 122	CNC Turning	1	3	0	0	2
						12

Total credit hours **14**

COSMETOLOGY – A55140

The cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3
						15
Major Core Courses						
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 117	Cosmetology Concepts IV	2	0	0	0	2
						34
Other Major Courses						
BUS 110	Intro. to Business	3	0	0	0	3
CIS 110	Intro. to Computers	2	2	0	0	3
COS 223	Contemporary Hair Coloring	1	3	0	0	2
COS 118	Salon IV	0	21	0	0	7
						15
Other Required Courses						
ACA 115	Success & Study Skills	0	2	0	0	1
	or					

ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**65**

COM Elective (Select 1 Course)
COM 110, COM 120, COM 140, COM 231, ENG 114

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 240, SOC 242

HUM/FA Elective (Select 1 course)
ART 111, ART 114, ART 115, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, HUM 180, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

COSMETOLOGY DIPLOMA – D55140

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
ENG 111	Writing & Inquiry	3	0	0	0	3
	or					
ENG 110	Workplace Writing Essentials	3	0	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						6
Major Core Courses						
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 118	Salon IV	0	21	0	0	7
						41
Total credit hours						**47**

COSMETOLOGY CERTIFICATE – C55140A

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
COS 111	Cosmetology Concepts I	4	0	0	0	4

COS 112	Salon I	0	24	0	0	8
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 223	Contemporary Hair Coloring	1	3	0	0	2
						34

Total credit hours

Note: Certificate students are encouraged to take COS 118 (Salon IV, 7 hours credit) and COS 117 (Concepts IV, 2 hours credit) in preparation for the state licensure exam.

CRIMINAL JUSTICE TECHNOLOGY – A55180

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

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

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
	or					
COM 110	Intro to Communication	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						18
Major Core Courses						
CJC 111	Introduction to Criminal Justice	3	0	0	0	3

CJC 112	Criminology	3	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
CJC 231	Constitutional Law	3	0	0	0	3
						22

Other Major Courses

CIS 110	Introduction to Computers	2	2	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 122	Community Policing	3	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
CJC 213	Substance Abuse	3	0	0	0	3
CJC 214	Victimology	3	0	0	0	3
	or					
CJC 120	Interviews/Interrogations	1	2	0	0	2
CJC 215	Organization & Administration	3	0	0	0	3
	or					
CJC 225	Crisis Intervention	3	0	0	0	3
CJC 241	Community-Based Corrections	3	0	0	0	3
	or					
CJC 222	Criminalistics	3	0	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	0	3
						31-32

HUM/FA Elective Courses (Select 1 Course)

HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 211, HUM 212, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective Courses (Select 1 Course)

ANT 210, ANT 220, HIS 111, HIS 112, HIS 212, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**72-73**

CRIMINAL JUSTICE CERTIFICATE – C55180A

		Class	Lab	Hrs Clin	Work Exp	Credits
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3

CJC 112	Criminology	3	0	0	0	3
CJC 231	Constitutional Law	3	0	0	0	3
Total credit hours						**12**

CRIMINAL JUSTICE TECHNOLOGY/FORENSIC SCIENCE CONCENTRATION – A5518C

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures. Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15
Major Core Courses						
CJC 111	Introduction to Criminal Justice	3	0	0	0	3
CJC 112	Criminology	3	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	3
CJC 212	Ethics and Community Relations	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
CJC 231	Constitutional Law	3	0	0	0	3
						22
Other Major Courses						
CJC 114	Investigative Photography	1	2	0	0	2
CJC 132	Court Procedure and Evidence	3	0	0	0	3
CJC 144	Crime Scene Processing	2	3	0	0	3
CJC 145	Crime Scene CAD	2	3	0	0	3
CJC 146	Trace Evidence	2	3	0	0	3

CJC 214	Victimology	3	0	0	0	3
CJC 222	Criminalistics	3	0	0	0	3
CJC 245	Friction Ridge Analysis	2	3	0	0	3
CJC 246	Adv. Friction Analysis	2	3	0	0	3
CJC 250	Forensic Biology I	2	2	0	0	3
						29

HUM/FA Elective Courses (Select 1 Course)

HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 211, HUM 212, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective Courses (Select 1 Course)

ANT 210, ANT 220, HIS 111, HIS 112, HIS 212, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**67**

CULINARY ARTS – A55150

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

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

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

Note: Students must pass CUL 110 with a grade of C or better and must pass the ServSafe Food Safety exam with a 70% or better during the course in order to receive credit toward graduation and satisfy the CUL 110 prerequisite for culinary courses.

All CUL prefixed courses must be passed with a grade of 'C' or better in order to progress to a subsequent course and fulfill graduation requirements.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
						15
Major Core Courses						
CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 112	Nutrition for Food Service	3	0	0	0	3
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 140	Culinary Skills I	2	6	0	0	5
CUL 160	Baking I	1	4	0	0	3
CUL 170	Garde Manger I	1	4	0	0	3
CUL 240	Culinary Skills II	1	8	0	0	5
HRM 220	Cost Control-Food & Bev	3	0	0	0	3
HRM 245	Human Resource Management - Hospitality	3	0	0	0	3
WBL 131	Work Based Learning III	0	0	0	10	1
WBL 211	Work Based Learning IV	0	0	0	10	1
						31
Other Major Courses						
CUL 130	Menu Design	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
CUL 230	Global Cuisines	1	8	0	0	5
CUL 250	Classical Cuisine	1	8	0	0	5
CUL 260	Baking II	1	4	0	0	3
HRM 110	Introduction to Hospitality & Tourism	3	0	0	0	3
						19
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
or						
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
or						
HRM 210	Meetings and Event Planning	3	0	0	0	3

						4
Total credit hours						**69**

HUM/FA Elective (Select 1 course)
ART 111, ART 114, ART 115, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

CULINARY ARTS - FOODSERVICE DIPLOMA – D55150

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
						6
Major Core Courses						
CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 130	Menu Design	2	0	0	0	2
CUL 140	Culinary Skills I	2	6	0	0	5
CUL 160	Baking I	1	4	0	0	3
CUL 240	Culinary Skills II	1	8	0	0	5
CUL 260	Baking II	1	4	0	0	3
HRM 220	Cost Control-Food & Bev	3	0	0	0	3
HRM 110	Introduction to Hospitality & Tourism	3	0	0	0	3
						26
Other Major Courses						
CUL 112	Nutrition for Food Service	3	0	0	0	3
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
						7
Total Semester Hour Credits for Diploma						**38**

ESSENTIAL CULINARY SKILLS CERTIFICATE– C55150A

CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
CUL 140	Culinary Skills I	2	6	0	0	5
CUL 240	Culinary Skills II	1	8	0	0	5
Total credit hours						**15**

BAKING CERTIFICATE– C55150B

CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 130	Menu Design	2	0	0	0	2
CUL 160	Baking I	1	4	0	0	3
CUL 260	Baking II	1	4	0	0	3
HRM 220	Cost Controls-Food & Beverage	3	0	0	0	3
Total credit hours						**13**

ADVANCED SKILLS FOR ENTERTAINING CERTIFICATE– C55150C

CUL 130	Menu Design	2	0	0	0	2
CUL 170	Garde Manger I	1	4	0	0	3
CUL 230	Global Cuisines	1	8	0	0	5
CUL 260	Baking II	1	4	0	0	3
Total credit hours						**13**

CULINARY SKILLS FOR CHILDCARE KITCHEN WORKERS CERTIFICATE - C55150D

CUL 11O	Sanitation and Safety	2	0	0	0	2
CUL 140	Culinary Skills I	2	6	0	0	5
CUL 240	Culinary Skills II	1	8	0	0	5
HRM 220	Cost Controls	3	0	0	0	3
Total credit hours						**15**

EARLY CHILDHOOD EDUCATION – A55220A (NON-TRANSFER PATHWAY)

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs. Early childhood graduates must obtain a grade of "C" or better in each course in order to

progress to a subsequent course and fulfill graduation requirements. Students enrolled in the transfer pathways must also have a minimum GPA of 2.0 on a 4.0 scale.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
						15
Major Core Courses						
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 234	Infants, Toddlers and Twos	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
EDU 284	Early Childhood Capstone Practicum	1	9	0	0	4
						35
Other Major Courses						
ENG 114	Professional Research & Reporting	3	0	0	0	3
EDU 184	Early Childhood Intro Pract	1	3	0	0	2
SOC 210	Introduction to Sociology	3	0	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3
	or					
PSY 241	Developmental Psychology	3	0	0	0	3
	or					
EDU 259	Curriculum Planning	3	0	0	0	3
	or					
EDU 282	Early Childhood Literature	3	0	0	0	3
						17
Other Requires Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1

Total credit hours **71**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

EARLY CHILDHOOD EDUCATION – A55220B (LICENSURE TRANSFER PATHWAY)

		Hrs		Work		
		Class	Lab	Clin	Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
						18
Major Core Courses						
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 234	Infants, Toddlers and Twos	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
EDU 284	EC Capstone	1	9	0	0	4
						35
Other Major Courses						
EDU 184	Early Childhood Intro Pract	1	3	0	0	2
SOC 210	Introduction of Sociology	3	0	0	0	3
EDU 216	Foundations in Education	3	0	0	0	3
EDU 250	Teacher Licensure Preparation	3	0	0	0	3
BIO 110	Principles of Biology	3	3	0	0	4
	or					
BIO 111	General Biology	3	3	0	0	4
	Natural Science Elective	3	3	0	0	4

Natural Science Elective (select 1 science with lab from the courses below)
AST 111 and AST 111A ; CHM 151; GEL 111 Gelo; PHY 110 and PHY 110A

19

Other Requires Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**73**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

EARLY CHILDHOOD EDUCATION – A55220C (NON-LICENSURE TRANSFER PATHWAY)

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
						18
Major Core Courses						
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 234	Infants, Toddlers and Twos	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
EDU 284	EC Capstone	1	9	0	0	4
						35
Other Major Courses						
EDU 184	Early Childhood Intro Pract	1	3	0	0	2

SOC 210	Introduction of Sociology	3	0	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	0	3
BIO 110	Principles of Biology	3	3	0	0	4
	or					
BIO 111	General Biology	3	3	0	0	4
	Natural Science Elective	3	3	0	0	4
						19
Other Requires Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**73**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

EARLY CHILDHOOD EDUCATION DIPLOMA– D55220

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
						6
Major Core Courses						
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
						22
Other Major Courses						
EDU 184	Early Childhood Intro Pract	1	3	0	0	2
EDU 234	Infants, Toddlers and Twos	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
						8
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1

Total credit hours						**37**

ECE - EARLY CHILDHOOD CERTIFICATE – C55220

				Hrs Clin	Work Exp	
		Class	Lab			Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health Safety & Nutrition	3	0	0	0	3
Total credit hours						**13**

ECE - INFANT TODDLER CERTIFICATE – C55220H

				Hrs Clin	Work Exp	
		Class	Lab			Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	0	3
Total credit hours						**13**

ECE - INTENTIONAL TEACHER CERTIFICATE – C55220J

				Hrs Clin	Work Exp	
		Class	Lab			Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
Total credit hours						**16**

ECE - SCHOOL-AGE CERTIFICATE – C55220I

				Hrs Clin	Work Exp	
		Class	Lab			Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 282	Early Childhood Literature	3	0	0	0	3
Total credit hours						**16**

ECE - EARLY CHILDHOOD ADMINISTRATION CERTIFICATE – C55220G

				Hrs	Work	

		Class	Lab	Clin	Exp	Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	0	3
Total credit hours						**16**

ECE - EARLY CHILDHOOD CTE CERTIFICATE – C55220K

				Hrs Clin	Work Exp	
		Class	Lab			Credits
EDU 119	Intro. to Early Childhood Education	4	0	0	0	4
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
Total credit hours						**13**

ELECTRIC LINE CONSTRUCTION TECHNOLOGY – A35230

The Electric Line Construction curriculum prepares individuals for line construction in the preparation and repair of rural electrical utility service. Students will combine electrical theory with laboratory and practical applications in the course of study.

Students will be expected to master competencies such as those included in elements of electricity; overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations, and exploration of underground electrical distribution.

Upon successful completion of the program, individuals will receive the Associate in Applied Science degree and will possess the necessary skills for employment in the dynamic electrical utility field.

Entry into the program restricted by employment requirement.

				Hrs Clin	Work Exp	
		Class	Lab			Credits
General Education Courses						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					

ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elective	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
SOC/BEH	Social Behavioral Sci. Core Elective	3	0	0	0	3
						15-16

Major Core Courses

ELC 111	Introduction to Electricity	2	2	0	0	3
ELC 231	Electric Power Systems	3	2	0	0	4
ELC 233	Energy Management	2	2	0	0	3
ELT 111	Intro. to Electric Line Construction	2	0	0	0	2
ELT 112	National Electrical Safety Code	2	2	0	0	3
ELT 114	Overhead Line Construction I	2	0	0	0	2
ELT 115	Overhead Line Construction II	2	0	0	0	2
ELT 116	Overhead Line Construction III	2	0	0	0	2
ELT 117	Overhead Line Construction IV	2	0	0	0	2
ELT 211	Underground Line Construction I	2	0	0	0	2
ELT 212	Underground Line Construction II	2	0	0	0	2
ELT 221	Advanced Line Construction	2	0	0	0	2
						29

Other Major Courses

CIS 110	Introduction to Computers	2	2	0	0	3
WBL124	Work Based Learning II	0	0	0	40	4
WBL 134	Work Based Learning III	0	0	0	40	4
ELC 126	Electrical Computations	2	2	0	0	3
ELT 111A	Intro. to Electric Line Construction Lab	2	0	0	0	2
HEA 112	First Aid and CPR	1	2	0	0	2
						18

Other Required Courses

WBL114	Work Based Learning I	0	0	0	40	4
						4

Total Semester Hour Credits for AAS Degree **66-67**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

ELECTRIC LINE CONSTRUCTION TECHNOLOGY DIPLOMA – D35230

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT110	Mathematical Measurement	2	2	0	0	3
	or					
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
						6
Major Core Courses						
ELC 111	Introduction to Electricity	2	2	0	0	3
ELC 126	Electrical Computations	2	2	0	0	3
ELC 231	Electrical Power Systems	3	2	0	0	4
ELC 233	Energy Management	2	2	0	0	3
ELT 111	Intro. to Electric Line Construction	2	0	0	0	2
ELT 114	Overhead Line Construction I	2	0	0	0	2
ELT 211	Underground Line Construction I	2	0	0	0	2
						19
Other Major Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
ELC 126	Electrical Computations	2	2	0	0	3
ELT 111A	Intro. to Electric Line Construction Lab	0	6	0	0	2
HEA 112	First Aid & Life Saving	1	2	0	0	2
						10
Other Required Courses						
WBL114	Work Based Learning I	0	0	0	40	4
						4
Total credit hours						**39**

ELECTRIC LINE CONSTRUCTION TECHNOLOGY CERTIFICATE – C35230A ADVANCED

		Class	Lab	Hrs Clin	Work Exp	Credits
Major Core Courses						
ELT 111	Intro. to Electric Line Construction	2	0	0	0	2

ELT 112	National Electrical Safety Code	2	2	0	0	3
ELT 114	Overhead Line Construction I	2	0	0	0	2
ELT 115	Overhead Line Construction II	2	0	0	0	2
ELT 116	Overhead Line Construction III	2	0	0	0	2
ELT 117	Overhead Line Construction IV	2	0	0	0	2
ELT 211	Underground Line Construction I	2	0	0	0	2
ELT 212	Underground Line Construction II	2	0	0	0	2
Total credit hours						**17**

ELECTRIC LINE CONSTRUCTION TECHNOLOGY CERTIFICATE – C35230B THIRD CLASS

				Hrs Clin	Work Exp	Credits
		Class	Lab			
Major Core Courses						
ELC 111	Introduction to Electricity	2	2	0	0	3
ELT 111	Intro. to Electric Line Construction	2	0	0	0	2
ELT 114	Overhead Line Construction. I	2	0	0	0	2
ELT 211	Underground Line Construction I	2	0	0	0	2
						9
Other Major Courses						
ELC 126	Electrical Computations	2	2	0	0	3
ELT 111A	Intro. to Electric Line Construction Lab	0	6	0	0	2
HEA 112	First Aid and CPR	1	2	0	0	2
						7
Total credit hours						**16**

Students will have the opportunity to earn their Class A CDL license through the Continuing Education Department.

ELECTRICAL SYSTEMS TECHNOLOGY – A35130

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
Humanities/Fine Arts Core Elective		3	0	0	0	3
MAT 121	Algebra/Trigonometry 1	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
Social/Behavioral Science Core Elective		3	0	0	0	3
						15-16
Technical Core Courses						
ELC 113	Residential Wiring	2	6	0	0	4
ELC 117	Motors and Controls	2	6	0	0	4
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 260	Pro Logic Controllers	3	3	0	0	4
						17
Required Subject Area Courses						
ELC 115	Industrial Wiring	2	6	0	0	4
ELC 228	PLC Applications	2	6	0	0	4
ELC 213	Instrumentation	3	2	0	0	4
						12
Other Major Courses						
ATR 280	Robotic Fundamentals 3	2	0	0	0	4
ATR 281	Automated Manufacturing	3	2	0	0	4
EGR 125	Appl Software for Tech 1	2	0	0	0	2
ELN 235	Data Communication Systems	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
PCI 264	Process Control with PLCs	3	2	0	0	4
						27

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**72-73**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA – D35130

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra 3	2	0	0		4
						6-7
Technical Core Courses						
ELC 113	Residential Wiring	2	6	0	0	4
ELC 117	Motors and Controls	2	6	0	0	4
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 260	Pro Logic Controllers	3	3	0	0	4
						17
Required Subject Area Courses						
ELC 115	Industrial Wiring	2	6	0	0	4
ELC 213	Instrumentation	3	2	0	0	4
						8

Other Major Courses

ELN 131	Analog Electronics I	3	3	0	0	4
EGR 125	Appl Software for Tech	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
						8
Total credit hours						**39-40**

ELECTRICAL SYSTEMS TECHNOLOGY - ELECTRICAL WIRING CERTIFICATE – C35130A

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELC 113	Basic Wiring I	2	6	0	0	4
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELC 115	Industrial Wiring	2	6	0	0	4
						13
Total credit hours						**13**

ELECTRICAL SYSTEMS TECHNOLOGY - ELECTRICAL CONTROLS CERTIFICATE – C35130B

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELC 117	Motors and Controls	2	6	0	0	4
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 260	Prog Logic Controllers	3	3	0	0	4
						13
Total credit hours						**13**

ELECTRICAL SYSTEMS TECHNOLOGY - PLC CONTROLS CERTIFICATE – C35130C

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELN 260	Prog. Logic Controllers	3	3	0	0	4
						4
Required Subject Area Courses						
ELC 228	PLC Applications	2	6	0	0	4
						4

Other Major Courses						
PCI 264	Process Control with PLCs	3	3	0	0	4
						4
Total credit hours						**12**

ELECTRICAL SYSTEMS TECHNOLOGY - INDUSTRIAL ROBOTICS CERTIFICATE – C35130D

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELN 260	Prog Logic Controllers	3	3	0	0	4
						4
Other Major Courses						
ATR 280	Robotic Fundamentals	3	2	0	0	4
ATR 281	Automated Manufacturing	3	2	0	0	4
ISC 112	Industrial Safety	2	0	0	0	2
						10
Total credit hours						**14**

ELECTRICAL SYSTEMS TECHNOLOGY - INSTRUMENTATION CERTIFICATE – C35130E

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELC 131	Circuit Analysis I	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 260	Prog Logic Controllers	3	3	0	0	4
						9
Required Subject Area Course						
ELC 213	Instrumentation	3	2	0	0	4
						4
Other Major Courses						
ELN 131	Analog Electronics I	3	3	0	0	4
						4
Total credit hours						**17**

ELECTRONICS ENGINEERING TECHNOLOGY – A40200

A course of study that prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems,

communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Intro. to Communication	3	0	0	0	3
	or					
COM 120	Intro. to Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
	or					
ENG 114	Prof . Research and Reporting	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elect.	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
SOC/BEH	Social/Behavioral Sci. Core Elect.	3	0	0	0	3
						15-16
Technical Core Courses						
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
						12
Program Major Courses						
ELN 232	Intro. to Microprocessors	3	3	0	0	4
ELN 260	Prog Logic Controllers	3	3	0	0	4
ELC 228	PLC Applications	3	3	0	0	4
						12
Other Major Courses						
ATR 280	Robotic Fundamentals	3	2	0	0	4
ATR 281	Automated Manufacturing	3	2	0	0	4
CET 111	Computer Upgrade/Repair I	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELC 213	Instrumentation	3	2	0	0	4
ELN 235	Data Communication Sys.	3	3	0	0	4

ELC 117	Motors and Controls	2	6	0	0	4
DFT 119	Basic CAD	1	2	0	0	2
						31

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**71-72**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

ELECTRONICS ENGINEERING TECHNOLOGY DIPLOMA – D40200

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
						6-7
Technical Core Courses						
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
						12
Program Major Courses						
ELN 232	Introduction to Microprocessors	3	3	0	0	4
ELN 260	Prog. Logic Controllers	3	3	0	0	4
ELC 228	PLC Applications	3	3	0	0	4
						12

Other Major Courses						
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ATR 280	Robotic Fundamentals	3	2	0	0	4
	or					
CET 111	Computer Upgrade/Repair I	2	3	0	0	3
ELN 235	Data Communication Sys	3	3	0	0	4
						10-11
Total credit hours						**40-42**

ELECTRONICS ENGINEERING TECHNOLOGY - BASIC ELECTRONICS CERTIFICATE – C40200A

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 131	Analog Electronics I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
Total credit hours						**13**

EMERGENCY MANAGEMENT – A55460

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

This two-year degree program is designed for a student to work full-time in the public services field and attend school full-time on off-duty days. Nash

Community College accomplishes this by offering program classes through distance education delivery.

All EPT and FIP prefixed courses must be passed with a grade of "C" or better in order to progress to a subsequent course and fulfill graduation requirements.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM 110	Introduction to Communication	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
SOC/BEH	Social/Behavioral Sci. Core Elective	3	0	0	0	3
HUM/FA	Elective Humanities/Fine Art	3	0	0	0	3
						18
Major Core Courses						
EPT 120	Sociology of Disaster	3	0	0	0	3
EPT 130	Mitigation & Preparedness	3	0	0	0	3
EPT 140	Emergency Management	3	0	0	0	3
EPT 150	Incident Management	2	2	0	0	3
EPT 210	Response & Recovery	3	0	0	0	3
EPT 220	Terrorism and Emergency Mgmt	3	0	0	0	3
EPT 275	Emergency Ops. Center Mgmt	3	0	0	0	3
FIP 152	Fire Protection Law	3	0	0	0	3
FIP 228	Local Government Finance	3	0	0	0	3
						27
Other Major Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
FIP 120	Introduction to Fire Protection	3	0	0	0	3
FIP 124	Fire Protection & Public Education	3	0	0	0	3
FIP 132	Building Construction	3	0	0	0	3
FIP 136	Inspections and Codes	3	0	0	0	3
FIP 176	Hazardous Material Operation	4	0	0	0	4
	or					
FIP 220	Fire Fighting Strategies	3	0	0	0	3
FIP 240	Fire Service Supervision	3	0	0	0	3
						21-22
Other Major Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1

1

Hum/FA Elective Courses (Select 1 Course)
HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

Total credit hours **67-68**

EMERGENCY MANAGEMENT CERTIFICATE EM ESSENTIALS - C55460A

				Hrs Clin	Work Exp	Credits
		Class	Lab			
EPT 140	Emergency Management	3	0	0	0	3
EPT 120	Sociology of Disaster	3	0	0	0	3
EPT 130	Mitigation & Preparedness	3	0	0	0	3
EPT 210	Response & Recovery	3	0	0	0	3
Total credit hours						**12**

EMERGENCY MANAGEMENT CERTIFICATE FIRE MANAGEMENT CONCENTRATION - C55460C

				Hrs Clin	Work Exp	Credits
		Class	Lab			
EPT 140	Emergency Management	3	0	0	0	3
EPT 120	Sociology of Disaster	3	0	0	0	3
FIP 120	Introduction to Fire Protection	3	0	0	0	3
FIP 124	Fire Protection & Public Education	3	0	0	0	3
Total credit hours						**12**

EMERGENCY MANAGEMENT CERTIFICATE BUSINESS CONCENTRATION - C55460D

				Hrs Clin	Work Exp	Credits
		Class	Lab			
EPT 140	Emergency Management	3	0	0	0	3
FIP 228	Local Government Finance	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
FIP 240	Fire Service Supervision	3	0	0	0	3
Total credit hours						**12**

EMERGENCY MANAGEMENT CERTIFICATE

EM AND FIRE BASICS C-55460BH

		Class	Lab	Hrs Clin	Work Exp	Credits
EPT 140	Emergency Management	3	0	0	0	3
FIP 120	Introduction to Fire Protection	3	0	0	0	3
FIP 124	Fire Protection & Public Education	3	0	0	0	3
EPT 120	Sociology of Disaster	3	0	0	0	3
Total credit hours						**12**

EMERGENCY MANAGEMENT CERTIFICATE EM/CRITICAL RESPONSE OPERATIONS/MCO - C55460E

		Class	Lab	Hrs Clin	Work Exp	Credits
EPT 130	Mitigation & Preparedness	3	0	0	0	3
EPT 140	Emergency Management	3	0	0	0	3
EPT 150	Incident Management	2	2	0	0	3
EPT 210	Response & Recovery	3	0	0	0	3
Total credit hours						**12**

EMERGENCY MEDICAL SCIENCE – A45340

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

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

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

All EMS and FIP prefixed courses must be passed with a grade of "C" or better in order to progress to a subsequent course and fulfill graduation requirements.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing & Research in the Disciplines	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3

HUM/FA	Humanities/Fine Art Elective	3	0	0	0	3
SOC/BEH	Social/Behavioral Science Elective	3	0	0	0	3
						18

Major Core Courses

EMS 110	Emergency Medical Technician	6	6	3	0	9
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
						14

Required Subject Area: Paramedic

EMS 122	EMS Practicum I	0	0	3	0	1
EMS 130	Pharmacology	3	3	0	0	4
EMS 131	Advanced Airway Management	1	2	0	0	2
EMS 160	Cardiology I	2	3	0	0	3
EMS 220	Cardiology II	2	3	0	0	3
EMS 221	EMS Clinical Practicum II	0	0	6	0	2
EMS 231	EMS Clinical Practicum III	0	0	9	0	3
EMS 240	Patients with Special Challenges	1	2	0	0	2
EMS 241	EMS Clinical Practicum IV	0	0	12	0	4
EMS 250	Medical Emergencies	3	3	0	0	4
EMS 260	Trauma Emergencies	1	3	0	0	2
EMS 270	Lifespan Emergencies	3	3	0	0	4
EMS 285	EMS Capstone	1	3	0	0	2
						36

Other Major Courses

EMS 140	Rescue Scene Management	1	3	0	0	2
EMS 235	EMS Management	2	0	0	0	2
						4

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**73**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

FIRE PROTECTION TECHNOLOGY – A55240

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration. All EPT and FIP prefixed courses must be passed with a grade of "C" or better in order to progress to a subsequent course and fulfill graduation requirements.

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

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communications	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	0	3
HUM/FA	Humanities/Fine Art Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	3	0	0	0	3
SOC/BEH	Social/Behavioral Science Elective	3	0	0	0	3
						18
Major Core Courses						
FIP 120	Introduction to Fire Protection	3	0	0	0	3
FIP 124	Fire Protection & Public Education	3	0	0	0	3
FIP 132	Building Construction	3	0	0	0	3
FIP 152	Fire Protection Law	3	0	0	0	3
FIP 220	Fire Fighting Strategies	3	0	0	0	3
FIP 228	Local Government Finance	3	0	0	0	3
						18
Other Major Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
EPT 140	Emergency Management	3	0	0	0	3
EPT 150	Incident Management	3	0	0	0	3
FIP 128	Detection & Investigation	3	0	0	0	3

FIP 176	Hazardous Material Operation	4	0	0	0	4
FIP 240	Fire Service Supervision	3	0	0	0	3
FIP 248	Fire Services Personnel Admin	3	0	0	0	3
FIP 260	Fire Protection Planning	3	0	0	0	3
FIP 276	Managing Fire Services	3	0	0	0	3
FIP 136	Inspection & Codes	3	0	0	0	3
						31

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**68**

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

GENERAL OCCUPATIONAL TECHNOLOGY – A55280

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

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

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

General Education

Students must take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, and a minimum of 6 semester hours of communications.

Major Courses

Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College. Select from prefixes for major courses for curriculums approved to be offered by the College

Minimum General Education Hours	**15**
Minimum Major Course Hours	**49**
Total credit hours	**64-76**

A student may elect to take up to 8 semester credit hours of Co-op education with the Chair of the Applied Engineering Technologies Department approval.

GRAPHIC DESIGN – A30100

The Graphic Design curriculum is designed to provide students with the knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, marketing, and illustration for printed and digital media.

Students will be trained in the creative process and application of design principles for advertisements, branding, corporate identity, layouts, typography, visual assets, custom graphics, self-promotional material, and preparation of files for printed and digital distribution.

Graduates should qualify for employment opportunities with design, branding, advertising agencies, signage and printing companies, organizations with in-house marketing operations, freelance work, and entrepreneurial opportunities.

				Hrs Clin	Work Exp	
		Class	Lab			Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15
Major Core Courses						
GRD 110	Typography	2	3	0	0	3
GRD 141	Graphic Design I	2	4	0	0	4
GRD 142	Graphic Design II	2	4	0	0	4
GRD 151	Computer Design Basics	1	4	0	0	3
GRD 152	Computer Design Technology	1	4	0	0	3
GRD 241	Graphic Design III	2	4	0	0	4

GRD 280	Portfolio Design	2	4	0	0	4
						25

Other Major Courses

CIS 110	Introduction to Computers	2	2	0	0	3
GRD 121	Drawing Fundamentals I	1	3	0	0	2
GRD 131	Illustration I	1	4	0	0	3
GRD 160	Photo Fundamentals I	1	4	0	0	3
GRD 265	Digital Print Production	1	4	0	0	3
GRD 281	Design of Advertising	1	3	0	0	2
GRD 285	Client/Media Relations	1	3	0	0	2
WBL 111	Work Based Learning I	0	0	0	10	1
WEB 111	Intro. to Web Graphics	2	2	0	0	3
WEB 140	Web Development Tools	2	3	0	0	3
						25

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**65-66**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

GRAPHIC DESIGN CERTIFICATE - C30100A

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
GRD 110	Typography I	2	3	0	0	3
GRD 121	Drawing Fundamentals I	1	3	0	0	2
GRD 141	Graphic Design I	2	4	0	0	4
GRD 142	Graphic Design II	2	4	0	0	4

GRD 151	Computer Design Basics	1	4	0	0	3
Total credit hours						**16**

HOSPITALITY MANAGEMENT – A25110

The Hospitality Management curriculum prepares individuals 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 guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Note: Students must pass CUL 110 with a grade of C or better and must pass ServSafe food safety exam with a 75% or better during the course in order to receive credit toward graduation and satisfy the CUL 110 prerequisite for culinary courses.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
						15
Major Core Courses						
ACC 120	Principles of Financial Accounting	3	2	0	0	4
CUL 110	Sanitation & Safety	2	0	0	0	2
HRM 110	Introduction to Hospitality & Tourism	3	0	0	0	3
HRM 140	Legal Issues - Hospitality	3	0	0	0	3
HRM 220	Cost Control - Food and Beverage	3	0	0	0	3
HRM 240	Marketing for Hospitality	3	0	0	0	3
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3

HRM 280	Management Problems - Hospitality	3	0	0	0	3
WBL 131	Work Based Learning III	0	0	0	10	1
WBL 211	Work Based Learning IV	0	0	0	10	1
						26

Other Major Courses

CIS 110	Introduction to Computers	2	2	0	0	3
CUL 130	Menu Design	2	0	0	0	2
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
CUL 140	Culinary Skills I	2	6	0	0	5
	or					
CUL 142	Fundamentals of Food	2	6	0	0	5
HRM 120	Front Office Procedures	3	0	0	0	3
HRM 225	Beverage Management	3	0	0	0	3

Special Topics Elective (Select 2 Courses - **6 Credits Totals**):
CUL 112, CUL 160, HRM 130, HRM 210

25

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**67**

HUM/FA Elective (Select 1 course)
ART 111, ART 114, ART 115, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

HOSPITALITY MANAGEMENT – D25110

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
						6
Major Core Courses						
CUL 110	Sanitation & Safety	2	0	0	0	2

CUL 135	Food & Beverage Service	2	0	0	0	2
HRM 110	Introduction to Hospitality & Tourism	3	0	0	0	3
HRM 140	Legal Issues - Hospitality	3	0	0	0	3
HRM 220	Cost Control - Food and Beverage	3	0	0	0	3
HRM 240	Marketing for Hospitality	3	0	0	0	3
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3
HRM 280	Management Problems - Hospitality	3	0	0	0	3
						22

Other Major Courses

CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
HRM 120	Front Office Procedures	3	0	0	0	3
HRM 130	Bed and Breakfast Management	3	0	0	0	3
HRM 210	Meetings and Event Planning	3	0	0	0	3
HRM 225	Beverage Management	3	0	0	0	3
						13
Total credit hours						**39**

LODGING MANAGEMENT CERTIFICATE – C25110A

				Hrs Clin	Work Exp	
		Class	Lab			Credits
HRM 110	Introduction to Hospitality & Tourism	3	0	0	0	3
HRM 120	Front Office Procedures	3	0	0	0	3
HRM 140	Legal Issues - Hospitality	3	0	0	0	3
HRM 240	Marketing for Hospitality	3	0	0	0	3
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3
Total credit hours						**15**

RESTAURANT MANAGEMENT CERTIFICATE – C25110B

				Hrs Clin	Work Exp	
		Class	Lab			Credits
CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
HRM 225	Beverage Management	3	0	0	0	3
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3
HRM 240	Marketing for Hospitality	3	0	0	0	3
Total credit hours						**14**

CATERING MANAGEMENT CERTIFICATE – C25110C

				Hrs Clin	Work Exp	
		Class	Lab			Credits
CUL 110	Sanitation and Safety	2	0	0	0	2

CUL 130	Menu Design	2	0	0	0	2
CUL 135	Food and Beverage Service	2	0	0	0	2
CUL 135A	Food and Beverage Service Lab	0	2	0	0	1
CUL 140	Culinary Skills I	2	6	0	0	5
	or					
CUL 142	Fundamentals of Food	2	6	0	0	5
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3
Total credit hours						**15**

BED AND BREAKFAST MANAGEMENT CERTIFICATE – C25110D

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
CUL 110	Sanitation and Safety	2	0	0	0	2
CUL 140	Culinary Skills I	2	6	0	0	5
	or					
CUL 142	Fundamentals of Food	2	6	0	0	5
HRM 120	Front Office Procedures	3	0	0	0	3
HRM 130	Bed and Breakfast Management	3	0	0	0	3
Total credit hours						**13**

EVENT PLANNING CERTIFICATE – C25110E

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
HRM 140	Legal Issues - Hospitality	3	0	0	0	3
HRM 210	Meeting and Event Planning	3	0	0	0	3
HRM 225	Beverage Management	3	0	0	0	3
HRM 240	Marketing for Hospitality	3	0	0	0	3
HRM 245	Human Resource Mgmt. - Hospitality	3	0	0	0	3
Total credit hours						**15**

INDUSTRIAL SYSTEMS TECHNOLOGY – A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical

application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skill as life-long learners.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elective	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
SOC/BEH	Social/Behavioral Sci. Core Elective	3	0	0	0	3
						15-16
Technical Core Courses						
BPR 111	Print Reading	1	2	0	0	2
ELC 131	Circuit Analysis I	3	3	0	0	4
HYD 110	Hydraulics/Pneumatics	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MNT 110	Intro to Maint Procedures	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
						19
Required Subject Area Courses						
ELC 113	Residential Wiring	2	6	0	0	4
ELC 117	Motors & Controls	2	6	0	0	4
ELC 115	Industrial Wiring	2	6	0	0	4
						12
Other Major Courses						
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 112	Heating Technology	2	4	0	0	4
ATR 280	Robotic Fundamentals	3	2	0	0	4

DFT 151	CAD I	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
ELN 260	Prog Logic Controllers	3	3	0	0	4
						23

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**70-71**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 121, HIS 122, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

INDUSTRIAL SYSTEMS TECHNOLOGY DIPLOMA – D50240

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
	or					
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
						6-7
Major Core Courses						
BPR 111	Blueprint Reading	1	2	0	0	2
ELC 111	Intro. to Electricity	2	2	0	0	3
	or					
ELC 131	Circuit Analysis I	3	3	0	0	4

HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MNT 110	Intro. to Maint. Procedures	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
						18-19

Other Major Courses (Choose 12-14 hours from the following courses:)

AHR 110	Intro. to Refrigeration	2	6	0	0	5
AHR 112	Heating Technology	2	4	0	0	4
ATR 280	Robotic Fundamentals	3	2	0	0	4
DFT 151	CAD I	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 113	Residential Wiring	2	6	0	0	4
ELC 115	Industrial Wiring	2	6	0	0	4
ELC 117	Motors and Controls	2	6	0	0	4
ELC 131A	DC/AC Circuit Analysis Lab	0	3	0	0	1
ELN 260	Prog Logic Controllers	3	3	0	0	4
						12-14
Total credit hours						**36-40**

INDUSTRIAL SYSTEMS TECHNOLOGY - HVAC CERTIFICATE – C50240A

		Class	Hrs Lab	Clin	Work Exp	Credits
Technical Core Courses						
MNT 110	Intro. to Maint. Procedures	1	3	0	0	2
						2
Required Subject Area Courses						
ELC 113	Residential Wiring	2	6	0	0	4
						4
Other Major Courses						
AHR 110	Intro. to Refrigeration	2	6	0	0	5
AHR 112	Heating Technology	2	4	0	0	4
						9
Total credit hours						**15**

INDUSTRIAL SYSTEMS TECHNOLOGY MECHANICAL CERTIFICATE – C50240B

		Class	Hrs Lab	Clin	Work Exp	Credits
Technical Core Courses						
BPR 111	Blueprint Reading	1	2	0	0	2

HYD 110	Hydraulic/Pneumatics I	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MNT 110	Intro. to Maint. Procedures	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
Total credit hours						**15**

INDUSTRIAL SYSTEMS TECHNOLOGY - MACHINING MAINTENANCE CERTIFICATE – C50240D

		Class	Hrs Lab	Clin	Work Exp	Credits
Technical Core Courses						
ELC 131	Circuit Analysis	3	3	0	0	4
MAC 141	Machining Applications I	2	6	0	0	4
						8
Other Major Courses						
EGR 125	Appl Software for Tech	1	2	0	0	2
						2
Other Required Courses						
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
MAC 141A	Machining Applications I Lab	0	6	0	0	2
						3
Total credit hours						**13**

INFORMATION TECHNOLOGY

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and\or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum. Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Vendor Certifications: Course work within our Information Technology programs prepares students to take a variety of industry certification exams from the following vendors:
IC3 Digital Literacy Certification
Microsoft
Information Technology Specialist
CompTia
EC Council

INFORMATION TECHNOLOGY: INFORMATION SYSTEMS - A25590A

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	0	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15
Technical Core Courses						
CTI 110	IT Foundations	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
						12
Required Subject Area Courses						
CTS 220	Adv Hard/Software Support	2	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
						12
Other Major Courses						
BAS 150	Intro to Analytical Program	2	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CSC 121	Python Programming	2	3	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTS 289	System Support Project	1	4	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
DBA 115	Database Applications	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
						25

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**65**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PYS 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

SOFTWARE APPLICATIONS CERTIFICATE - C25590AA

		Class	Lab	Hrs Clin	Work Exp	Credits
CIS 110	Introduction to Computers	2	2	0	0	3
CTI 110	IT Foundations	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
Total credit hours						**15**

HELPDESK SUPPORT CERTIFICATE - C25590AB

		Class	Lab	Hrs Clin	Work Exp	Credits
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
CTS 220	Adv Hard/Software Support	2	3	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3

Total credit hours						**18**

DATA ANALYSIS AND MANAGEMENT CERTIFICATE - C25590AC

		Class	Lab	Hrs Clin	Work Exp	Credits
BAS 150	Intro to Analytical Program	2	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
Total credit hours						**12**

INFORMATION TECHNOLOGY: NETWORK MANAGEMENT - A25590B

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16
Technical Core Courses						
CTI 110	IT Foundations	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
						12
Required Subject Area Courses						
NET 125	Introduction to Networks	1	4	0	0	3
NET 126	Switching and Routing	1	4	0	0	3
						6
Other Major Courses						
CSC 121	Python Programming	2	3	0	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTI 240	Virtualization Admin I	1	4	0	0	3
CTS 220	Adv Hard/Software Support	2	3	0	0	3
CTS 289	System Support Project	1	4	0	0	3

DBA 110	Database Concepts	2	3	0	0	3
NET 225	Enterprise Networking	1	4	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
						31

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**65**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152
COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 220, PYS 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

NETWORK TECHNICIAN CERTIFICATE - C25590BA

				Hrs Clin	Work Exp	
		Class	Lab			Credits
CTI 120	Network & Sec Foundation	2	2	0	0	3
NET 125	Introduction to Networks	1	4	0	0	3
NET 126	Switching snd Routing	1	4	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
						15

NETWORK ADMINISTRATION CERTIFICATE - C25590BB

				Hrs Clin	Work Exp	
		Class	Lab			Credits
NET 125	Introduction to Networks	1	4	0	0	3

NET 126	Switching and Routing	1	4	0	0	3
NET 225	Enterprise Networking	1	4	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
						12

VIRTUALIZATION AND CLOUD COMPUTING - C25590BC

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTI 240	Virtualization Admin I	1	4	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
						15

INFORMATION TECHNOLOGIES: CYBERSECURITY – A25590C

				Hrs	Work	
		Class	Lab	Clin	Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16
Technical Core Courses						
CTI 110	IT Foundations	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
						12
Required Subject Area Courses						
SEC 110	Security Concepts	2	2	0	0	3
SEC 150	Secure Communications	2	2	0	0	3
						6
Other Major Courses						
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTI 240	Virtualization Admin I	1	4	0	0	3
CTS 289	System Support Project	1	4	0	0	3
CSC 121	Python Programming	2	3	0	0	3

DBA 110	Database Concepts	2	3	0	0	3
NET 125	Introduction to Networks	1	4	0	0	3
NET 126	Switching and Routing	1	4	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
SEC 180	Info Assurance Principles	2	2	0	0	3
SEC 210	Intrusion Detection	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
						37

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**71**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PYS 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

CYBERSECURITY CERTIFICATE - C25590CA

		Class	Lab	Hrs Clin	Work Exp	Credits
CTI 120	Network & Sec Foundation	2	2	0	0	3
SEC 110	Security Concepts	2	2	0	0	3
SEC 150	Secure Communications	2	2	0	0	3
SEC 180	Info Assurance Principles	2	2	0	0	3
SEC 210	Intrusion Detection	2	2	0	0	3
Total credit hours						**15**

INFORMATION TECHNOLOGY: GAME AND SIMULATION PROGRAMMING - A25590E

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15
Technical Core Courses						
CTI 110	IT Foundations	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
						12
Required Subject Area Courses						
CSC 134	C++ Programming	2	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	0	3
						6
Other Major Courses						
CTS 289	System Support Project	2	3	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
NOS 130	Windows Single User	2	2	0	0	3
SGD 112	SGD Design I	2	3	0	0	3
SGD 116	SGD Graphic Design Tools	2	2	0	0	3
SGD 162	SGD 3D Animation	2	3	0	0	3
SGD 165	SGD Character Development	2	3	0	0	3
SGD 168	SGD Mobile Programming I	2	3	0	0	3
SGD 174	SG Level Design I	2	3	0	0	3
SGD 180	SGD HTML Programming I	2	3	0	0	3
SGD 212	SGD Design II	2	3	0	0	3
						33
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**67**

MAT Elective (Select 1 course)

MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PYS 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

GAME AND SIMULATION PROGRAMMING CERTIFICATE - C25590EA

				Hrs Work		
		Class	Lab	Clin	Exp	Credits
CTI 110	IT Foundations	2	2	0	0	3
SGD 111	Introduction to SGD	2	3	0	0	3
SGD 112	SGD Design	2	3	0	0	3
SGD 116	Graphic Design Tool	2	2	0	0	3
SGD 165	SGD Character Development	2	3	0	0	3
SGD 212	SGD Design II	2	3	0	0	3
Total credit hours						**18**

MEDICAL ASSISTING – A45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistant's Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Only letter grades of "C" or higher in non-medical assisting courses and medical assisting (MED) courses with a grade of "B" or higher will count toward completion of the Medical Assisting degree or diploma.

The Medical Assisting program has a selective admissions process. Minimum application eligibility criteria include: eligible to enroll in ENG 111, and MAT 143, GPA ≥ 2.00. Please refer to the College Catalog - Admission Requirements for detailed information.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM 110	Intro. to Communications	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
						15
Major Core Courses I (require grade of B or higher)						
MED 110	Orientation to Medical Assisting	1	0	0	0	1
MED 130	Administrative Office Procedures I	1	2	0	0	2
MED 131	Administrative Office Procedures II	1	2	0	0	2
MED 140	Exam Room Procedures I	3	4	0	0	5
MED 150	Laboratory Procedures I	3	4	0	0	5
MED 260	MED Clinical Practicum	0	0	15	0	5
						20
Major Core Courses II (require grade of C or higher)						
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	2	2	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
						14
Other Major Courses I (require grade of B or higher)						
MED 240	Exam Room Procedures II	3	4	0	0	5
MED 262	Clinical Perspectives	1	0	0	0	1
MED 270	Symptomatology	2	2	0	0	3
MED 272	Drug Therapy	3	0	0	0	3
						12
Other Major Courses II (require grade of C or higher)						
MED 274	Diet Therapy/Nutrition	3	0	0	0	3
	or					
OST 247	Procedure Coding	2	2	0	0	3
	and					

OST 248	Diagnostic Coding	2	2	0	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	0	3
						6-9
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**68-69**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

MEDICAL ASSISTING DIPLOMA – D45400

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
ENG 111	Writing and Inquiry	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
						6
Major Core Courses						
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
MED 110	Orientation to Medical Ass	1	0	0	0	1
MED 130	Administrative Office Procedures I	1	2	0	0	2
MED 131	Administrative Office Procedures II	1	2	0	0	2
MED 140	Exam Room Procedures I	3	4	0	0	5
MED 150	Laboratory Procedures I	3	4	0	0	5
MED 260	MED Clinical Practicum	0	0	15	0	5
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
						34
Other Major Courses						
MED 262	Clinical Perspectives	1	0	0	0	1
						1
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**42**

MEDICAL ASSISTING CERTIFICATE - C45400

		Class	Lab	Hrs Clin	Work Exp	Credits
Core Requirements						
MED 110	Orientation to Medical Assisting	1	0	0	0	1
Major Requirements						
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
OST 14	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
						14
Total credit hours						**15**

The Medical Assisting Certificate offers an introduction to the career of Medical Assisting. Students can expect to learn the history of medicine, the role of the Medical Assistant in the health care setting, and expected behaviors and communication in the medical environment.

Upon certificate completion, the student is **not** eligible to sit for the American Association of Medical Assistants Certification Examination. However, the student who meets the admission requirements may apply to the Associate in Applied Science - Medical Assisting Program.

MEDICAL OFFICE ADMINISTRATION

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare related offices.

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

Employment opportunities are available in medical and dental offices; hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations.

MEDICAL OFFICE ADMINISTRATION PATIENT SERVICES SPECIALIST – A25310A

		Hrs	Work

		Class	Lab	Clin	Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16
Major Core Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	0	3
						24
Required Major Courses						
BUS 260	Business Communication	3	0	0	0	3
OST 122	Office Computations	2	2	0	0	3
OST 263	Healthcare Customer Relations	3	0	0	0	3
OST 286	Professional Development	3	0	0	0	3
						12
Other Major Courses						
DBA 110	Database Concepts	2	3	0	0	3
OST 132	Keyboard Skill Building	1	2	0	0	2
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 280	Electronic Health Records	2	2	0	0	3
WBL 111	Work Based Learning I	0	0	0	10	1
						12
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**64-65**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)

COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)

ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

MEDICAL OFFICE ADMINISTRATION CERTIFICATE PATIENT SERVICES SPECIALIST - C25310AA

		Class	Lab	Hrs Clin	Work Exp	Credits
CIS 110	Introduction to Computers	2	2	0	0	3
OST 122	Office Computations	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 280	Electronic Health Records	2	2	0	0	3
Total credit hours						**18**

MEDICAL OFFICE ADMINISTRATION – MEDICAL BILLING AND CODING DEGREE A25310B

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16
Major Core Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	0	3

						24
Required Major Courses						
OST 247	Diagnostic Coding	2	2	0	0	3
OST 248	Procedure Coding	2	2	0	0	3
OST 260	Adv Coding Methodologies	2	2	0	0	3
OST 264	Medical Auditing	3	0	0	0	3
						12
Other Major Courses						
BIO 163	Basic Anatomy and Physiology	4	2	0	0	5
DBA 110	Database Concepts	2	3	0	0	3
OST 122	Office Computations	2	2	0	0	3
OST 132	Keyboard Skill Building	1	2	0	0	2
OST 249	Med Coding Certification Prep	2	3	0	0	3
OST 280	Electronic Health Records	2	2	0	0	3
OST 286	Professional Development	3	0	0	0	3
WBL 111	Work Based Learning I	0	0	0	10	1
						23
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**75-76**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

MEDICAL OFFICE ADMINISTRATION – MEDICAL BILLING AND CODING CERTIFICATE C25310BA

		Hrs	Work

		Class	Lab	Clin	Exp	Credits
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 247	Diagnostic Coding	2	2	0	0	3
OST 248	Procedure Coding	2	2	0	0	3
						18

MEDICAL OFFICE ADMINISTRATION
MEDICAL AUDITOR A25310C

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16
Major Core Courses						
CIS 110	Introduction to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 142	Med Office Terms II	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 288	Medical Office Admin Capstone	2	2	0	0	3
						24
Required Major Courses						
OST 247	Diagnostic Coding	2	2	0	0	3
OST 248	Procedure Coding	2	2	0	0	3
OST 264	Medical Auditing	3	0	0	0	3
OST 265	Healthcare Comp & Reg	2	2	0	0	3
						12
Other Major Courses						
BIO 163	Basic Anatomy and Physiology	4	2	0	0	5
DBA 110	Database Concepts	2	3	0	0	3
OST 132	Keyboard Skill Building	1	2	0	0	2
OST 260	Adv. Coding Methodologies	2	2	0	0	3
OST 266	Adv. Medical Auditing	2	2	0	0	3

OST 280	Electronic Health Records	2	2	0	0	3
OST 286	Professional Development	3	0	0	0	3
WBL 111	Work Based Learning I	0	0	0	10	1
						23

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**75-76**

MAT Elective (Select 1 course)
MAT 143, MAT 171 or MAT 152
COM Elective (Select 1 course)
COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

OFFICE MANAGEMENT
OFFICE SOFTWARE SPECIALIST - A25370A

The Office Management 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.

			Hrs	Work	
	Class	Lab	Clin	Exp	Credits

General Education Courses

COM	Elective	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT	Elective	2	2	0	0	3
SOC/BEH	Elective	3	0	0	0	3
						15-16

Major Core Courses

CIS 110	Introduction to Computers	2	2	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 289	Administrative Office Management	2	2	0	0	3
						15

Required Major Courses

CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 236	Advanced Word Processing	2	2	0	0	3
						9

Other Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	0	4
BUS 260	Business Communication	3	0	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
OST 122	Office Computations	2	2	0	0	3
OST 132	Keyboard Skill Building	1	2	0	0	2
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 138	Office Applications II	2	2	0	0	3
OST 233	Office Publications	2	2	0	0	3
OST 286	Professional Development	3	0	0	0	3
WBL 111	Work Based Learning I	0	0	0	10	1
						28

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**68-69**

MAT Elective (Select 1 course)

MAT 143, MAT 171 or MAT 152

COM Elective (Select 1 course)

COM 110, COM 120, COM 140, COM 231, ENG 112 or ENG 114

HUM/FA Elective (Select 1 course)
ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)
ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

Vendor Certifications: Course work in this degree program will prepare students to take the following certification exams:

- IC3 Digital Literacy Certification
- Microsoft Office Specialist Certification - Word, Excel, Access

OFFICE MANAGEMENT OFFICE DOCUMENT SPECIALIST CERTIFICATE – C25370AA

				Hrs Clin	Work Exp	Credits
		Class	Lab			
CIS 110	Introduction to Computers	2	2	0	0	3
OST 132	Keyboard Skill Building	1	2	0	0	2
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
Total credit hours						**14**

PHYSICAL THERAPIST ASSISTANT – A45640

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under 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 lifespan.

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.

Only letter grades of "C" or higher in non-PTA courses and PTA courses with a grade of "B" or higher will count toward completion of the Physical Therapist Assistant degree.

The PTA program has a selective admissions process. Minimum application eligibility criteria include eligible to enroll in ENG 111 and MAT 171, GPA ≥ 2.00. Please refer to the College Catalog – Admission Requirements for detailed information.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
PSY 150	General Psychology	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
						16
Major Core Courses						
PTA 110	Introduction to Phy. Therapy	2	3	0	0	3
PTA 125	Gross & Functional Anatomy	3	6	0	0	5
PTA 135	Pathology	4	0	0	0	4
PTA 145	Therapeutic Procedures	2	6	0	0	4
PTA 155	PTA Clinical I	0	0	6	0	2
PTA 185	PTA Clinical II	0	0	9	0	3
PTA 212	Health Care Resources	2	0	0	0	2
PTA 215	Therapeutic Exercise	2	3	0	0	3
PTA 222	Professional Interactions	2	0	0	0	2
PTA 225	Introduction to Rehabilitation	3	3	0	0	4
PTA 235	Neurological Rehabilitation	3	6	0	0	5
PTA 245	PTA Clinical III	0	0	12	0	4
PTA 255	PTA Clinical IV	0	0	12	0	4
						45
Other Major Courses						
BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
						11
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**73**

HUM/FA Elective (Select 1 course)
ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

PRACTICAL NURSING DIPLOMA – D45660

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.

Only letter grades of "C" or higher in non-nursing courses and nursing (NUR) courses with a grade of "B" or higher will count toward completion of the Practical Nursing diploma.

The Practical Nursing Diploma program has a selective admissions process. Please refer to the College Catalog - Admission Requirements for detailed information.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
						7
Major Core Courses						
NUR 101	Practical Nursing I	7	6	6	0	11
NUR 102	Practical Nursing II	7	0	9	0	10
NUR 103	Practical Nursing III	6	0	9	0	9
						30
Other Major Courses						
BIO 168	Anatomy & Physiology I	3	3	0	0	4
BIO 169	Anatomy & Physiology II	3	3	0	0	4
						8
Total credit hours						**45**

SOCIAL AND HUMAN SERVICES/GENERAL STUDIES CONCENTRATION – A45380

The Social and Human Services curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro to Interpersonal Communication	3	0	0	0	3
	or					
COM 140	Intro to Intercultural Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Art Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	or					
MAT 152	Statistical Methods I	3	2	0	0	4
BIO 110	Principles of Biology	3	3	0	0	4
PSY 150	General Psychology	3	0	0	0	3
						19-20
Major Core Courses						
HSE 110	Intro. to Human Services	2	2	0	0	3
HSE 123	Interviewing Techniques for Human Services	2	2	0	0	3
HSE 210	Diversity Ethics and Trends	3	0	0	0	3
HSE 212	Group Dynamics	3	0	0	0	3
HSE 220	Case Management	2	2	0	0	3
HSE 223	Counseling Theories and Skills	3	0	0	0	3
HSE 225	Crisis and Intervention Principles	3	0	0	0	3
						21

Concentration Requirements						
DDT 110	Intellectual/Devel. Disabilities	3	0	0	0	3
HSE 227	Children and Adolescents in Crisis	3	0	0	0	3
MHA 140	Intro to Mental Health	3	0	0	0	3
SAB 110	Intro to Addiction and Recovery	3	0	0	0	3
SAB 135	Addictive Process	3	0	0	0	3
						15
Other Major Courses						
GRO 120	Introduction to Gerontology	3	0	0	0	3
GRO 220	Social Aspects of Aging	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
SWK 110	Introduction to Social Work	3	0	0	0	3
SWK 113	Cultural Competency and Diversity	3	0	0	0	3
						15
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**71-72**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

SOCIAL AND HUMAN SERVICES/ADDICTION AND RECOVERY SERVICES – A45380R

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

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

Graduates should qualify for positions as substance abuse counselors, 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.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Introduction to Communication	3	0	0	0	3
	or					
COM 120	Intro to Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Art Elective	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	or					
MAT 152	Statistical Methods I	3	2	0	0	4
BIO 110	Principles of Biology	3	3	0	0	4
PSY 150	General Psychology	3	0	0	0	3
						19-20
Major Core Courses						
HSE 110	Intro. to Human Services	2	2	0	0	3
HSE 123	Interviewing Techniques for Human Services	2	2	0	0	3
HSE 210	Diversity Ethics and Trends	3	0	0	0	3
HSE 212	Group Dynamics	3	0	0	0	3
HSE 223	Counseling Theories and Skills	3	0	0	0	3
HSE 225	Crisis and Intervention Principles	3	0	0	0	3
HSE 220	Case Management	2	2	0	0	3
						21
Concentration Requirements						
SAB 110	Intro to Addiction and Recovery	3	0	0	0	3
SAB 120	Intake and Assessment	3	0	0	0	3
SAB 135	Addictive Process	3	0	0	0	3
SAB 210	Addiction and Recovery Counseling	3	0	0	0	3
SAB 240	Diversity, Ethics and Trends in Addiction and Recovery	3	0	0	0	3
						15
Other Major Courses						
GRO 120	Intro to Gerontology	3	0	0	0	3
GRO 220	Social Aspects of Aging	3	0	0	0	3
SWK 110	Introduction to Social Work	3	0	0	0	3
SWK 113	Cultural Competency and Diversity	3	0	0	0	3
WBL 111	Work Based Learning I	0	0	0	10	1
WBL 115	Work Based Learning Seminar I	1	0	0	0	1

						14
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**70-71**

HUM/FA Elective (Select 1 course)
ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

CASE MANAGEMENT CERTIFICATE – C45380

HSE 110	Intro. to Human Services	2	2	0	0	3
HSE 123	Interviewing Techniques for Human Services	2	2	0	0	3
HSE 220	Case Management	2	2	0	0	3
HSE 223	Counseling Theories and Skills	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Total credit hours						**15**

VETERINARY MEDICAL TECHNOLOGY - A45780

This curriculum is designed to prepare individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.
Graduates of accredited programs may be eligible to take state and national examinations administered by the North Carolina Veterinary Medical Board. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

Only letter grades of "C" or higher in non-VET prefix courses and VET courses with a grade of "B" or higher will count toward completion of the Veterinary Medical Technology (VMT) degree.

The VMT program has a selective admissions process. Minimum application eligibility criteria include: eligible to enroll in MAT 171 and ENG 111, GPA ≥ 2.00. Please refer to the College Catalog – Admissions Requirements for detailed information.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
COM	Elective (110, 120 or 231)	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Elective	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
PSY 150	General Psychology	3	0	0	0	3
						16
Major Core Courses						
VET 110	Animal Breeds & Husbandry	2	2	0	0	3
VET 120	Vet Anatomy & Physiology	3	3	0	0	4
VET 121	Veterinary Medical Terminology	3	0	0	0	3
VET 123	Veterinary Parasitology	2	3	0	0	3
VET 125	Veterinary Diseases I	2	0	0	0	2
VET 126	Veterinary Diseases II	1	3	0	0	2
VET 131	Veterinary Laboratory Tech I	2	3	0	0	3
VET 133	Veterinary Clinical Practice I	2	3	0	0	3
VET 137	Veterinary Office Practices	1	2	0	0	2
VET 211	Veterinary Laboratory Tech II	2	3	0	0	3
VET 212	Veterinary Laboratory Tech III	2	3	0	0	3
VET 213	Veterinary Clinical Practice II	1	9	0	0	4
VET 214	Veterinary Clinical Practice III	1	9	0	0	4
VET 215	Veterinary Pharmacology	3	0	0	0	3
VET 217	Large Animal Clinical Practice	2	3	0	0	3
VET 237	Animal Nutrition	3	0	0	0	3
WBL 112	Work-Based Learning I	0	0	20	0	2
						50
Other Major Courses						
CHM 130	Gen, Org, & Biochemistry	3	0	0	0	3
CHM 130A	Gen, Org, & Biochem (Lab)	0	2	0	0	1
						4
Other Required Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**71**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM

211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

WELDING TECHNOLOGY – A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
COM 110	Intro. to Communication	3	0	0	0	3
	or					
COM 120	Intro Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3
HUM/FA	Humanities/Fine Arts Core Elect.	3	0	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	0	3
or						
MAT 171	Precalculus Algebra	3	2	0	0	4
SOC/BEH	Social/Behavioral Sci. Core Elect.	3	0	0	0	3
						15-16
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4

WLD 141	Symbols and Specifications	2	2	0	0	3
						18

Other Major Courses

BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	0	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
WLD 251	Fabrication II	1	6	0	0	3
WLD 261	Certification Practices	1	3	0	0	2
DFT 119	Basic CAD	1	2	0	0	2
WLD 231	GTAW (TIG) Pipe	1	6	0	0	3
						32

Other Major Elective (Choose 1)

WLD 265	Automated Welding/Cutting	2	6	0	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	0	4
						4

Other Required Courses

ACA 122	Transfer and Career Success	0	2	0	0	1
	or					
ACA 115	Success & Study Skills	0	2	0	0	1
						1
Total credit hours						**66**

HUM/FA Elective (Select 1 course)

ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 240, REL 110, REL 211, REL 212

SOC/BEH Elective (Select 1 course)

ANT 210, ANT 220, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241,PSY 281, SOC 210, SOC 213, SOC 220, SOC 240

WELDING DIPLOMA – D50420

		Class	Lab	Hrs Clin	Work Exp	Credits

General Education

ENG 110	Workplace Writing Essentials	3	0	0	0	3
	or					
ENG 111	Writing and Inquiry	3	0	0	0	3

MAT 121	Algebra/Trigonometry I	2	2	0	0	3
	or					
MAT 171	Precalculus Algebra	3	2	0	0	4
						6-7
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
WLD 141	Symbols and Specifications	2	2	0	0	3
						18
Other Major Courses						
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
WLD 261	Certification Practices	1	3	0	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	0	4
DFT 119	Basic CAD	1	2	0	0	2
						15
Total credit hours						**39-40**

WELDING TECHNOLOGY CERTIFICATE – GMAW (MIG) – C50420A

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 121	GMAW(MIG) FCAW/Plate	2	6	0	0	4
WLD 141	Symbols & Specifications	2	2	0	0	3
						9
Other Major Courses						
BPR 111	Print Reading	1	2	0	0	2
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	0	3
						5
Total credit hours						**14**

WELDING TECHNOLOGY CERTIFICATE SMAW (STICK) – C50420B

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5

WLD 141	Symbols & Specifications	2	2	0	0	3
						10
Other Major Courses						
BPR 111	Print Reading	1	2	0	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	0	4
						6
Total credit hours						**16**

WELDING TECHNOLOGY CERTIFICATE GTAW (TIG) – C50420C

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
WLD 141	Symbols & Specifications	2	2	0	0	3
						9
Other Major Courses						
BPR 111	Print Reading	1	2	0	0	2
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
						5
Total credit hours						**14**

WELDING TECHNOLOGY CERTIFICATE FABRICATION – C50420D

		Class	Lab	Hrs Clin	Work Exp	Credits
Other Major Courses						
BPR 111	Print Reading	1	2	0	0	2
WLD 151	Fabrication I	2	6	0	0	4
WLD 251	Fabrication II	1	6	0	0	3
DFT 119	Basic CAD	1	2	0	0	2
WLD 141	Symbols & Specifications	2	2	0	0	3
Total credit hours						**14**

WELDING TECHNOLOGY CERTIFICATE GENERAL WELDING – C50420E

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5

WLD 121	GMAW(MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
WLD 141	Symbols & Specifications	2	2	0	0	3
Total credit hours						**18**

WELDING TECHNOLOGY CERTIFICATE BASIC WELDING – C50420F

		Class	Lab	Hrs Clin	Work Exp	Credits
Technical Core Courses						
WLD 115	AB & BB SMAW	2	9	0	0	5
WLD 121	GMAW(MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
Other Major Courses						
ISC 112	Industrial Safety	2	0	0	0	2
Total credit hours						**15**

COOPERATIVE CURRICULUM AGREEMENTS

ARTIFICIAL INTELLIGENCE ENGINEER - A25710

Instructional Service Agreement with Wayne Community College

The Artificial Intelligence (AI) curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the AI profession.

Coursework includes various subject areas related to AI fundamentals, machine learning, deep learning theory, and hands-on training in multiple AI domains for the purpose of creating and implementing artificial intelligence across a broad range of applications.

Graduates may qualify for entry-level AI positions such as AI engineer, AI project manager, AI researcher, AI consultant, AI architect, conversational AI specialist, AI automation engineer, AI software engineer, and machine learning specialist.

General Education						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipline	3	0	0	0	3
	or					
ENG 114	Professional Research & Reporting	3	0	0	0	3
HUM/FA	Elective	3	0	0	0	3

*SOC/BEH	Elective	3	0	0	0	3
MAT 152	Statistical Methods I	3	2	0	0	4
						16
Technical Core						
*CSC 113	Artificial Intelligence Fundamentals	2	2	0	0	3
*CSC 114	Artificial Intelligence I	2	3	0	0	3
*CSC 115	Machine Learning I	2	3	0	0	3
CSC 121	Python Programming	2	3	0	0	3
*CSC 128	Chatbot Programming I	2	3	0	0	3
*CTS 210	Computer Ethics	3	0	0	0	3
*CTS 285	Systems Analysis and Design	3	0	0	0	3
						21
Other Major Courses						
ACA 122	Transfer and Career Success	0	2	0	0	1
*CSC 162	Computer Vision	2	3	0	0	3
*CSC 214	Artificial Intelligence II	2	3	0	0	3
*CSC 215	Machine Learning II	2	3	0	0	3
CSC 221	Advanced Python Programming	2	3	0	0	3
*CSC 228	Chatbot Programming II	2	3	0	0	3
CTS 287	Emerging Technologies	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
MAT 263	Brief Calculus	3	2	0	0	4
*WBL 110	World of Work	1	0	0	0	1
	or					
*WBL 111	Work-Based Learning I	0	0	10	0	1
						28
Total credit hours						**65**

*Denotes classes to be taken at Wayne Community College.

HUM/FA Elective (select 1 course)
ART 111, ART 114, ART 115, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

BIOTECHNOLOGY – A20100

Instructional Service Agreement with Pitt Community College

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

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to

serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

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

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education Courses						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Argument-Based Research	3	0	0	0	3
	Math Elective	3	0-2	0	0	3-4
	Humanities/Fine Arts Core Elect.	3	0	0	0	3
	Social/Beh. Sciences Elective (Select options below)	0	0	0	0	3
Major Core Courses						
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
	Chemistry Elective I	3	3	0	0	4
-	Chemistry Elective II	3	3	0	0	4
*BTC 150	Bioethics	3	0	0	0	3
*BTC 181	Basic Lab Techniques	3	3	0	0	4
	Microbiology	3	3	0	0	4
	Genetics Elective	3	0-3	0	0	3-4
*BTC 285	Cell Culture	2	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
ACA 122	Transfer and Career Success	0	2	0	0	1
	Major Hours Electives (See Below)					**12**
Total credit hours						**68-70**

Recommended Electives:

Microbiology Electives (pick one):

BIO 275 Microbiology

*BTC 275 Industrial Microbiology

Chemistry Elective I (pick one):

*CHM 131 Introduction to Chemistry AND CHM 131A Introduction to Chemistry Lab

or
CHM 151 General Chemistry I
Chemistry Elective II (pick one):
*CHM 132 Organic and Biochemistry
CHM 152 General Chemistry II

Genetics Electives (pick one):
*BTC 250 Principles of Genetics
BIO 250 Genetics

Mathematics Electives (pick one):
MAT 171 Precalculus Algebra
MAT 143 Quantitative Literacy

Humanities/Fine Arts Electives (pick one):
ART 111 Art Appreciation
HUM 110 Technology and Society
HUM 115 Critical Thinking
HUM 120 Cultural Studies
HUM 130 Myth in Human Culture
HUM 140 History of Architecture
HUM 160 Introduction to Film
MUS 110 Music Appreciation
PHI 240 Introduction to Ethics

Social/Behavioral Sciences Electives (pick one):
PSY 150 General Psychology
POL 120 Political Science
SOC 210 Introduction to Sociology
SOC 213 Sociology of the Family

Major Hours Electives (pick 15-17 credit hours):
*BTC 286 Immunological Techniques
*BTC 270 Recombinant DNA Technology
*BTC 287 Advanced Molecular Techniques
*BTC 281 Bioprocessing Techniques
*BTC 182 Pharma Lab Tech I
*BTC 183 Pharma Lab Tech II
*BTC 288 Biotechnology Experience
*WBL 111/WBL 112 Work Based Learning I
*CHM 263 Analytical Chemistry

Research/Forensics Lab Tech:
*BTC 270 Recombinant DNA Technology
*BTC 281 Bioprocess Techniques
*BTC 286 Immunological Techniques or *BTC 287 Advanced Molecular Techniques

Pharmaceutical/QC Lab Tech:
*CHM 263 Analytical Chemistry
*BTC 182 Pharma Tech I
*BTC 183 Pharma Tech II

*Courses with an asterisk (*) are not offered at Nash Community College and must be taken at Pitt CC.

DENTAL HYGIENE – A45260

Instructional Service Agreement with Halifax Community College

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care. Graduate of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene.

Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

- Achievement of competence in the following basic skills courses must be met:
- Students taking CHM 130 at Nash are also required to take CHM 130A (lab)
- Reading and Writing Skills - RED 090 or DRE 097
- Math Skills - MAT 070 or DMA 050
- PSY 150 and SOC 210 can be taken to substitute SOC 240

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4

BIO 175	General Microbiology	2	2	0	0	3
CHM 130	Gen, Org, & Biochemistry	3	0	0	0	3
ENG 111	Expository Writing	3	0	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	0	3
	or					
ENG 112	Writing/Research in Disciplines	3	0	0	0	3
and COM 231	Public Speaking	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
and SOC 210	Intro to Sociology	3	0	0	0	3
	or					
*SOC 240	Social Psychology	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3

Major Core Courses

*DEN 110	Orofacial Anatomy	2	2	0	0	3
*DEN 111	Infection/Hazard Control	2	0	0	0	2
*DEN 112	Dental Radiography	2	3	0	0	3
*DEN 120	Dental Hyg Preclinic Lec	2	0	0	0	2
*DEN 121	Dental Hygiene Preclin Lab	0	6	0	0	2
*DEN 123	Nutrition/Dental Health	2	0	0	0	2
*DEN 124	Periodontology	2	0	0	0	2
*DEN 125	Dental Office Emergencies	1	0	0	0	1
*DEN 130	Dental Hygiene Theory I	2	0	0	0	2
*DEN 131	Dental Hygiene Clinic I	0	0	9	0	3
*DEN 140	Dental Hygiene Theory II	1	0	0	0	1
*DEN 141	Dental Hygiene Clinic II	0	0	6	0	2
*DEN 220	Dental Hygiene Theory III	2	0	0	0	2
*DEN 221	Dental Hygiene Clinic III	0	0	12	0	4
*DEN 222	General & Oral Pathology	2	0	0	0	2
*DEN 223	Dental Pharmacology	2	0	0	0	2
*DEN 224	Materials and Procedures	1	3	0	0	2
*DEN 230	Dental Hygiene Theory IV	1	0	0	0	1
*DEN 231	Dental Hygiene Clinic IV	0	0	12	0	4
*DEN 232	Community Dental Health	2	0	3	0	3
*DEN 233	Professional Development	2	0	0	0	2
						47
Total credit hours						**73**

*Courses with an asterisk (*) are not offered at Nash Community College and must be taken at Halifax CC.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit www.halifaxcc.edu to review the requirements (click on For Students >Programs of Study > Dental Hygiene). Students must apply and be formally admitted to the program to take any DEN courses.
*Degree granted from Halifax Community College.

HEALTHCARE MANAGEMENT TECHNOLOGY – A25200

Instructional Service Agreement with Pitt Community College

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
*ACA 111	College Student Success	0	2	0	0	1
	or					
ACA 122	Transfer and Career Success	0	2	0	0	1
BUS 110	Introduction to Business	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
BUS 151	People Skills	3	0	0	0	3
ACC 120	Principles of Financial Accounting	3	2	0	0	4
ACC 121	Principles of Managerial Accounting	1	3	0	0	2
MAT 143	Quantitative Literacy	3	0	0	0	3
	or					
MAT 152	Statistical Methods I	3	0	0	0	3

	or					
MAT 171	Precalculus Algebra	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	or					
SOC 210	Introduction to Sociology	3	0	0	0	3
	or					
ECO 251	Principles of Microeconomics	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
	or					
HUM 115	Critical Thinking	3	0	0	0	3
	or					
MUS 110	Music Appreciation	3	0	0	0	3
ACC 140		3	0	0	0	3
	or					
ACC 150		3	0	0	0	3
Major Core Courses						
*HMT 110	Introduction to Healthcare Mgmt.	3	0	0	0	3
*HMT 210	Medical Insurance	3	0	0	0	3
*HMT 212	Management of Healthcare Org.	3	0	0	0	3
*HMT 215	Legal Aspects of Healthcare Admin.	3	0	0	0	3
*HMT 220	Healthcare Financial Management	4	0	0	0	4
*HMT 225	Practice Management Simulation	2	2	0	0	3
*MED 121	Medical Terminology I	3	0	0	0	3
	and					
*MED 122	Medical Terminology II	3	0	0	0	3
*BUS 153	Human Resource Management	3	0	0	0	3
*WBL 110	World of Work	1	0	0	0	1
*WBL 112	Work Based Learning I	0	0	0	20	2
Total credit hours						**66**

*Courses with an asterisk (*) are not offered at Nash Community College and must be taken at Pitt Community College.

Students must apply and be formally admitted to the Healthcare Mgt. Technology program to take any HMT courses.
Degree granted from Pitt Community College.

MEDICAL SONOGRAPHY– A45440

Instructional Service Agreement with Pitt Community College

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

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

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

				Hrs Clin	Work Exp	Credits
		Class	Lab			
General Education						
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Argument-Based Research	3	0	0	0	3
PHY 110	Conceptual Physics	3	0	0	0	3
	Humanities Elective	3	0	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	0	3
PSY 150	General Psychology	3	0	3	0	3

Humanities Elective: HUM 115 or PHI 240

*SON 110	Introduction to Sonography	1	3	3	0	3
*SON 111	Sonographic Physics	3	3	0	0	4
*SON 120	SON Clinical Education I	0	0	15	0	5
*SON 121	SON Clinical Education II	0	0	15	0	5
*SON 130	Abdominal Sonography I	2	3	0	0	3
*SON 131	Abdominal Sonography II	1	3	0	0	2
*SON 140	Gynecologic Sonography	2	0	0	0	2
*SON 220	SON Clinical Education III	0	0	24	0	8
*SON 221	SON Clinical Education IV	0	0	24	0	8
*SON 222	Selected SON Clinical Ed	0	0	6	0	2
*SON 225	Case Studies	0	3	0	0	1
*SON 241	Obstetrical Sonography I	2	0	0	0	2
*SON 242	Obstetrical Sonography II	2	0	0	0	2

*SON 250	Vascular Sonography	1	3	0	0	2
*SON 289	Sonographic Topics	2	0	0	0	2

Other Required Courses

*ACA 111	College Student Success	0	2	0	0	1
	or					
ACA 122	Transfer and Career Success	0	2	0	0	1
						1
Total credit hours						**75**

*Courses with an asterisk (*) are not offered at Nash Community College.
Degree granted from Pitt Community College.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit www.pittcc.edu to review the requirements (click on Health Sciences > Admissions). Students must apply and be formally admitted to the program to take SON courses.

Degree granted from Pitt Community College.

NUCLEAR MEDICINE TECHNOLOGY– A45460

Instructional Service Agreement with Pitt Community College

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level nuclear medicine technologists. Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

		Class	Lab	Hrs Clin	Work Exp	Credits
General Education						
ACA 111	College Student Success	0	2	0	0	1
	or					
ACA 122	Transfer and Career Success	0	2	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Argument-Based Research	3	0	0	0	3
MAT 121	Algebra/Trigonometry	2	2	0	0	3
PSY 150	General Psychology	3	0	3	0	3

	Biology Elective	See Options Below
	Humanities Elective	See Options Below
*HSC 110	Orientation to Health Careers	

Biology Electives: BIO 163 or [BIO 168 & BIO 169];
Humanities Elective: HUM 115 or PHI 240

Major Core Courses

*NMT 110	Intro to Nuclear Medicine	2	0	0	0	2
*NMT 110A	Intro Nuclear Medicine Lab	0	3	0	0	1
*NMT 126	Nuclear Physics	2	0	0	0	2
*NMT 132	Overview-Clinical Nuclear Med	2	0	6	0	4
*NMT 134	Nuclear Pharmacy	2	0	0	0	2
*NMT 136	Health Physics	2	0	0	0	2
*NMT 211	NMT Clinical Practice I	0	0	21	0	7
*NMT 212	Procedures for Nuclear Med I	2	0	0	0	2
*NMT 212A	Procedures for Nuclear Med Lab	0	3	0	0	1
*NMT 214	Radiobiology	2	0	0	0	2
*NMT 215	Non-Imaging Instrument	1	3	0	0	2
*NMT 218	Computers in Nuclear Med	2	0	0	0	2
*NMT 221	NMT Clinical Practice II	0	0	21	0	7
*NMT 222	Procedures for Nuclear Med II	2	0	0	0	2
*NMT 222A	Procedures for Nuclear Med Lab	0	3	0	0	1
*NMT 289	Nuclear Med Tech Topics	2	3	0	0	3
*PET 110	Intro to PET	2	0	0	0	2
*PET 235	Cross Sectional Anatomy	3	0	0	0	3
Total credit hours						**68**

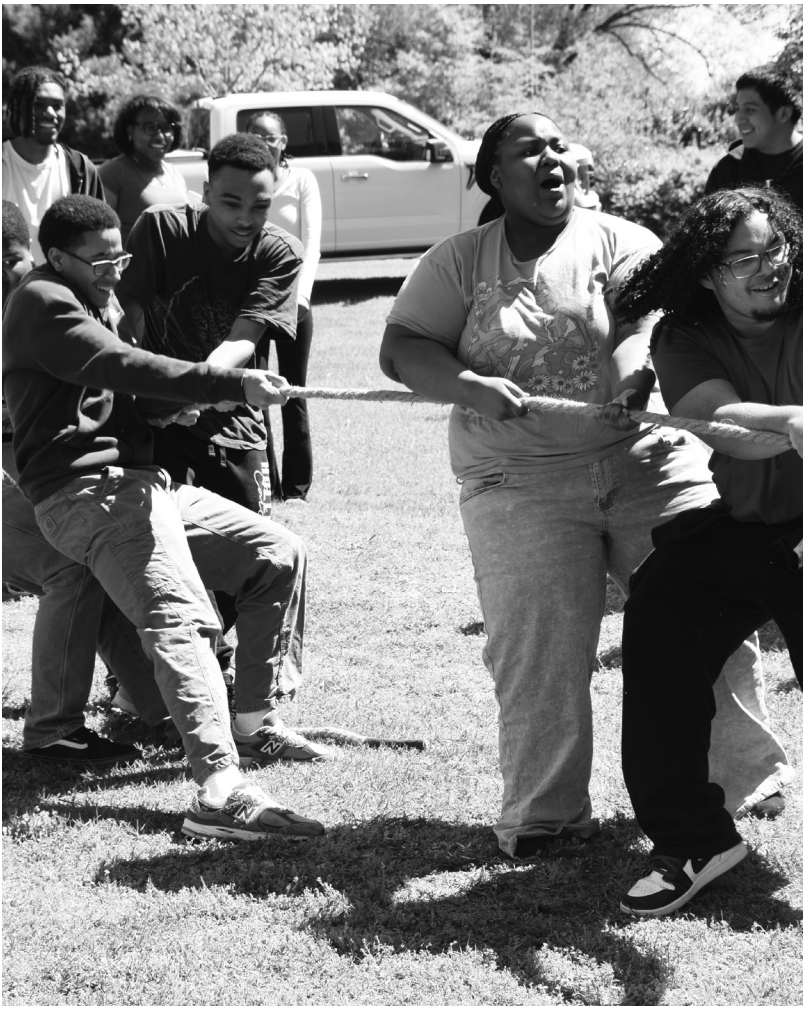
*Courses with an asterisk (*) are not offered at Nash Community College.

This program has special admissions requirements. These requirements are in addition to those completed for the College. Please visit www.pittcc.edu to review the requirements (click on Health Sciences > Admissions). Students must apply and be formally admitted to the Medical Sonography program to take any NMT and PET courses.

Degree granted from Pitt Community College.

Nash Community College

Career & College Promise



DUAL ENROLLMENT PATHWAYS (CAREER AND COLLEGE PROMISE)

Nash Community College offers several dual enrollment pathways for eligible high school students. Current high school students interested in dual enrollment pathways should contact their high school counselor for additional details and to review admissions requirements.

Associate in Arts CCP Pathway- P1012C

The Associate in Arts CCP Pathway offers students a portion of the classes needed for an Associate in Arts Degree.

Associate in Arts CCP Pathway P1012C = 32-33 Credits

Associate in Arts Degree = 60 Credits (CCP Pathway + 27-28 Additional Credits)

Students must complete the CCP Pathway in its entirety before taking additional courses towards the Associate's Degree.

		Class	Lab	Hrs Clin	Work Exp		Credits
English Composition (6 Credits)							
ENG 111	Writing and Inquiry		3	0	0	0	3
ENG 112	Writing and Research Across the Disciplines		3	0	0	0	3
Humanities/Fine Arts (9 Credits from Two Different Subject Areas)							
ART 111	Art Appreciation		3	0	0	0	3
ART 114	Art History Survey I		3	0	0	0	3
ART 115	Art History Survey II		3	0	0	0	3
COM 120	Interpersonal Communication		3	0	0	0	3
	or						
COM 231	Public Speaking		3	0	0	0	3
DRA 111	Theatre Appreciation		3	0	0	0	3
ENG 231	American Literature I		3	0	0	0	3
ENG 232	American Literature II		3	0	0	0	3
ENG 241	British Literature I		3	0	0	0	3
ENG 242	British Literature II		3	0	0	0	3
MUS 110	Music Appreciation		3	0	0	0	3
MUS 112	Introduction to Jazz		3	0	0	0	3
PHI 215	Philosophical Issues		3	0	0	0	3
PHI 240	Introduction to Ethics		3	0	0	0	3
Social/Behavioral Science (9 Credits from Two Different Subject Areas)							
ECO 251	Principles of Microeconomics		3	0	0	0	3
ECO 252	Principles of Macroeconomics		3	0	0	0	3
HIS 111	World Civilizations I		3	0	0	0	3
HIS 112	World Civilizations II		3	0	0	0	3

HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3

Math (Minimum of 3 Credits)

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

Natural Science (4 Credits)

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

Other Required Courses (1 Credit)

ACA 122	Transfer and Career Success	0	2	0	0	1

Associate in Engineering CCP Pathway- P1052C

The Associate in Engineering CCP Pathway offers students a portion of the classes needed for an Associate in Engineering Degree.

Associate in Engineering CCP Pathway P1052C = 34 Credits

Associate in Engineering Degree = 60-61 Credits (CCP Pathway + 26-27 Additional Credits)

Students must complete the CCP Pathway in its entirety before taking additional courses towards the Associate's Degree.

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 Credits)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing and Research Across the Disciplines	3	0	0	0	3

Humanities/Fine Arts (3 Credits)

ART 111	Art Appreciation	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (3 Credits)

ECO 251	Principles of Microeconomics	3	0	0	0	3

Math (8 Credits)

MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4

Natural Science (8 Credits)

CHM 151	General Chemistry I	3	3	0	0	4
PHY 251	General Physics I	3	3	0	0	4
PHY 252	General Physics II	3	3	0	0	4

Other Required Courses (1 Credit)

ACA 122	Transfer and Career Success	0	2	0	0	1

Engineering (5 Credits)

EGR 150	Introduction to Engineering	1	2	0	0	2
DFT 170	Engineering Graphics	2	2	0	0	3

Associate in Nursing CCP Pathway- P1032C

The Associate in Nursing CCP Pathway offers students a portion of the classes needed for an Associate in Nursing Degree.

Associate in Nursing CCP Pathway P1032C = 24 Credits

Associate in Nursing Degree = 74-75 Credits (CCP Pathway + 50-51 Additional Credits)

Students must complete the CCP Pathway in its entirety before taking additional courses towards the Associate's Degree.

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 Credits)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing and Research Across the Disciplines	3	0	0	0	3
	or					
ENG 114	Professional Research and Reporting	3	0	0	0	3

Humanities/Fine Arts (3 Credits)

ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 Credits)

PSY 150	General Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3

Natural Science (8 Credits)

BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4

Other Required Courses (1 Credit)

ACA 122	Transfer and Career Success	0	2	0	0	1

Associate in Science CCP Pathway- P1042C

The Associate in Science CCP Pathway offers students a portion of the classes needed for an Associate in Science Degree.

Associate in Science CCP Pathway P1042C = 35 Credits

Associate in Science Degree = 60 Credits (CCP Pathway + 25 Additional Credits)

Students must complete the CCP Pathway in its entirety before taking additional courses towards the Associate's Degree.

		Class	Lab	Hrs Clin	Work Exp	Credits
English Composition (6 Credits)						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing and Research Across the Disciplines	3	0	0	0	3
Humanities/Fine Arts (6 Credits from Two Different Subject Areas)						
ART 111	Art Appreciation	3	0	0	0	3
ART 114	Art History Survey I	3	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	3
COM 120	Interpersonal Communication	3	0	0	0	3
	or					
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
ENG 241	British Literature I	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
MUS 112	Introduction to Jazz	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 Credits from Two Different Subject Areas)

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

Math (8 Credits)

MAT 171	Precalculus Algebra	3	2	0	0	4
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MAT 263	Brief Calculus	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4

Natural Science (8 Credits)

BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
PHY 110	Conceptual Physics I	3	3	0	0	3
PHY 110A	Conceptual Physics I Lab	0	2	0	0	1
BIO 110	Principles of Biology	3	3	0	0	4
PHY 151	College Physics I	3	2	0	0	4
PHY 152	College Physics II	3	2	0	0	4
PHY 110	Conceptual Physics I	3	0	0	0	3
PHY 110A	Conceptual Physics I Lab	0	2	0	0	1
GEL 111	Geology	3	2	0	0	4
BIO 110	Principles of Biology	3	3	0	0	4
GEL 111	Geology	3	2	0	0	4

AST 152	General Astronomy II	3	0	0	0	3
AST 152A	General Astronomy II Lab	0	2	0	0	1
Other Required Courses (1 Credit)						
ACA 122	Transfer and Career Success	0	2	0	0	1

CCP CTE Pathways

Graphic Design Certificate - C30100BH

		Class	Lab	Hrs Clin	Work Exp	Credits
GRD 141	Graphic Design I		2	4	0	0	4
GRD 151	Computer Design Basics		1	4	0	0	3
GRD 110	Typography I		2	2	0	0	3
GRD 142	Graphic Design II		2	4	0	0	4
Total Semester Hours for Certificate							**14**

Automotive Systems Engine Performance Certificate - C60160EH

		Class	Lab	Hrs Clin	Work Exp	Credits
TRN 110	Intro to Transport Tech		1	2	0	0	2
AUT 116	Engine Repair		2	3	0	0	3
AUT 181	Engine Performance I		2	3	0	0	3
AUT 181A	Engine Performance I Lab		0	3	0	0	1
AUT 183	Engine Performance II		2	6	0	0	4
Total Hours for Certificate							**13**

Automotive Systems Brakes and Suspension Certificate - C60160CH

		Class	Lab	Hrs Clin	Work Exp	Credits
AUT 116	Engine Repair		2	3	0	0	3
TRN 110	Introduction to Transport Tech		1	2	0	0	2
AUT 141	Suspension and Steering Systems		2	3	0	0	3
AUT 141A	Suspension and Steering Lab		0	3	0	0	1
AUT 151	Brake Systems		2	3	0	0	3
AUT 151A	Brake Systems Lab		0	3	0	0	1
Total Hours for Certificate							**13**

Automotive Systems Electrical Certificate - C60160DH

		Hrs	Work

		Class	Lab	Clin	Exp		Credits
TRN 120	Basic Trans. Electricity		4	3	0	0	5
AUT 163	Advanced Auto Electricity		2	3	0	0	3
AUT 163A	Advanced Auto Electricity Lab		0	3	0	0	1
TRN 145	Advanced Trans. Electronics		2	2	0	0	3
Total Hours for Certificate							**12**

Basic Electronics Certificate - C40200AH

		Class	Lab	Hrs Clin	Work Exp		Credits
ELC 131	Circuit Analysis I		3	3	0	0	4
ELC 131A	Circuit Analysis I Lab		0	3	0	0	1
ELN 131	Analog Electronics		3	3	0	0	4
ELN 133	Digital Electronics		3	3	0	0	4
Total Hours for Certificate							**13**

Business Administration Certificate - C25120CP

		Class	Lab	Hrs Clin	Work Exp		Credits
BUS 110	Introduction to Business		3	0	0	0	3
BUS 137	Principles of Management		3	0	0	0	3
BUS 151	People Skills		3	0	0	0	3
BUS 240	Business Ethics		3	0	0	0	3
Total Hours for Certificate							**12**

Case Management Certificate - C45380AH

		Class	Lab	Hrs Clin	Work Exp		Credits
HSE 110	Intro to Human Services		2	2	0	0	3
HSE 123	Interviewing Techniques for Human Services		2	2	0	0	3
HSE 223	Counseling Theories and Skills		3	0	0	0	3
PSY 150	General Psychology		3	0	0	0	3
HSE 220	Case Management		2	2	0	0	3
Total Hours for Certificate							**15**

Computer Programming Certificate - C40160BH

		Class	Lab	Hrs Clin	Work Exp		Credits
CSC 151	JAVA Programming		2	3	0	0	3
CSC 251	Adv JAVA Programming		2	3	0	0	3
CSC 143	Object-Oriented Prog.		2	3	0	0	3
CET 251	Software Eng. Principles		3	3	0	0	4

Total Hours for Certificate **13**

Cosmetology Certificate - C55140AH

		Class	Lab	Hrs Clin	Work Exp		Credits
COS 111AB	Cosmetology Concepts I		2	0	0	0	2
COS 112AB	Salon I		0	12	0	0	4
COS 111BB	Cosmetology Concepts I		2	0	0	0	2
COS 112BB	Salon I		0	12	0	0	4
COS 115	Cosmetology Concepts III		4	0	0	0	4
COS 116	Salon III		0	12	0	0	4
COS 113AB	Cosmetology Concepts II		2	0	0	0	2
COS 114AB	Salon II		0	12	0	0	4
COS 113BB	Cosmetology Concepts II		2	0	0	0	2
COS 114BB	Salon II		0	12	0	0	4
COS 223	Contemporary Hair Coloring		1	3	0	0	2
Total Hours for Certificate							**34**

Criminal Justice Certificate - C55180BH

		Class	Lab	Hrs Clin	Work Exp		Credits
CJC 111	Introduction to Criminal Justice		3	0	0	0	3
CJC 112	Criminology		3	0	0	0	3
CJC 121	Law Enforcement Operations		3	0	0	0	3
CJC 231	Constitutional Law		3	0	0	0	3
Total Hours for Certificate							**12**

Cybersecurity Certificate - C25590XH

		Class	Lab	Hrs Clin	Work Exp		Credits
CTI 120	Network & Security Foundation		2	2	0	0	3
SEC 110	Security Concepts		2	2	0	0	3
SEC 150	Secure Communications		2	2	0	0	3
SEC 210	Intrusion Detection		2	2	0	0	3
SEC 180	Info Assurance Principles		2	2	0	0	3
Total Hours for Certificate							**15**

Data Analysis & Management - C25590CH

		Class	Lab	Hrs Clin	Work Exp		Credits
CIS 110	Introduction to Computers		2	2	0	0	3
CTS 115	Info Sys Business Concepts		3	0	0	0	3

CTS 130	Secure Communications	2	2	0	0	3
DBA 110	Database Concepts	2	2	0	0	3
Total Hours for Certificate						**12**

Early Childhood CTE Certificate - C55220KH

		Class	Lab	Hrs Clin	Work Exp		Credits
EDU 119	Intro. to Early Childhood Education		4	0	0	0	4
EDU 131	Child, Family, and Community		3	0	0	0	3
EDU 146	Child Guidance		3	0	0	0	3
EDU 153	Health, Safety and Nutrition		3	0	0	0	3
Total Hours for Certificate							**13**

Electrical Wiring Certificate - C35130AH

		Class	Lab	Hrs Clin	Work Exp		Credits
ELC 131	Circuit Analysis I		3	3	0	0	4
ELC 131A	Circuit Analysis I Lab		0	3	0	0	1
ELC 113	Basic Wiring I		2	6	0	0	4
ELC 115	Industrial Wiring		2	6	0	0	4
Total Hours for Certificate							**12**

Emergency Management Certificate EM Essentials - C55460AH

		Class	Lab	Hrs Clin	Work Exp		Credits
EPT 140	Emergency Management		3	0	0	0	3
EPT 120	Sociology of Disaster		3	0	0	0	3
EPT 130	Mitigation and Preparedness		3	0	0	0	3
EPT 210	Response and Recovery		3	0	0	0	3
Total Hours for Certificate							**12**

Emergency Management Certificate - Fire Management Concentration - C55460BH

		Class	Lab	Hrs Clin	Work Exp		Credits
EPT 140	Emergency Management		3	0	0	0	3
EPT 120	Sociology of Disaster		3	0	0	0	3
FIP 120	Introduction to Fire Protection		3	0	0	0	3
FIP 124	Fire Protection and Public Ed.		3	0	0	0	3
Total Hours for Certificate							**12**

Lodging Management Certificate - C25110AH

		Class	Lab	Hrs Clin	Work Exp		Credits
HRM 110	Intro. to Hospitality/Tourism		3	0	0	0	3
HRM 120	Front Office Procedures		3	0	0	0	3
HRM 140	Legal Issues – Hospitality		3	0	0	0	3
HRM 240	Marketing for Hospitality		3	0	0	0	3
HRM 245	HRM – Hospitality		3	0	0	0	3
Total Hours for Certificate							**15**

Industrial Robotics Certificate - C35130DH

		Class	Lab	Hrs Clin	Work Exp		Credits
ELN 260	Prog Logic Controllers		3	3	0	0	4
ATR 280	Robotic Fundamentals		3	2	0	0	4
ATR 281	Automation Robotics		3	2	0	0	4
ISC 112	Industrial Safety		2	0	0	0	2
Total Hours for Certificate							**14**

IT/Software Applications Certificate - C25590AH

		Class	Lab	Hrs Clin	Work Exp		Credits
CIS 110	Introduction to Computers		2	2	0	0	3
CTI 110	IT Foundations		2	2	0	0	3
CTI 120	Network and Sec Foundations		2	2	0	0	3
CTS 130	Spreadsheet		2	2	0	0	3
DBA 110	Database Concepts		2	3	0	0	3
Total Hours for Certificate							**15**

Machine Operator Certificate - C50210AH

		Class	Lab	Hrs Clin	Work Exp		Credits
BPR 111	Print Reading		1	2	0	0	2
MAC 141	Machining Applications I		2	6	0	0	4
MAC 141A	Machining Appl I Lab		0	6	0	0	2
MAC 171	Measure/Material & Safety		0	2	0	0	1
MAC 178	CNC Turning: Operator		0	2	0	0	1
MAC 151	Machining Calculations		1	2	0	0	2
Total Hours for Certificate							**13**

Machining Maintenance Certificate - C50240CH

		Class	Lab	Hrs Clin	Work Exp		Credits

EGR 125	Appl Software for Technology	1	2	0	0	2
ELC 131	Circuit Analysis I	2	6	0	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	0	1
MAC 141	Machining Applications I	2	6	0	0	4
MNT 110	Intro to Mainetence Procedures	1	3	0	0	2
Total Hours for Certificate						**13**

Medical Assisting Certificate - C45400AH

		Class	Lab	Hrs Clin	Work Exp		Credits
OST 141	Medical Terms I		3	0	0	0	3
OST 142	Medical Terms II		3	0	0	0	3
OST 149	Medical Legal Issues		3	0	0	0	3
BIO 163	Basic Anatomy and Physiology		4	2	0	0	5
MED 110	Orientation to Medical Assisting		1	0	0	0	1
Total Hours for Certificate							**15**

Medical Office Administration Certificate - C25310CH

		Class	Lab	Hrs Clin	Work Exp		Credits
OST 141	Medical Terms I		3	0	0	0	3
OST 149	Medical Legal Issues		3	0	0	0	3
OST 142	Medical Terms II		3	0	0	0	3
OST 148	Medical Insurance and Billing		3	0	0	0	3
Total Hours for Certificate							**12**

Network Administration Certificate - C25590BH

		Class	Lab	Hrs Clin	Work Exp		Credits
NET 125	Introduction to Networks		1	4	0	0	3
NET 126	Switching and Routing		1	4	0	0	3
NET 225	Enterprise Networking		1	4	0	0	3
CTI 120	Network & Security Foundation		2	2	0	0	3
Total Hours for Certificate							**12**

PC Build & Repair Certificate - C40160CH

		Class	Lab	Hrs Clin	Work Exp		Credits
ELC 131	Circuit Analysis I		3	3	0	0	4
ELC 131A	Circuit Analysis I Lab		0	3	0	0	1
CET 111	Computer Upgrade and Repair I		2	3	0	0	3
CET 211	Computer Upgrade and Repair II		2	3	0	0	3

Total Hours for Certificate						**11**

Welding Technology Certificate - C50420FH

		Class	Lab	Hrs Clin	Work Exp		Credits
WLD 115 AB	SMAW (Stick) Plate		0	0	2	4	0
WLD 115BB	SMAW (Stick) Plate		2	9	0	0	5
WLD 121	GMAW (MIG) FCAW Plate		2	6	0	0	4
WLD 131	GTAW (TIG) Plate		2	6	0	0	4
Total Hours for Certificate							**13**

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Nash COMMUNITY COLLEGE

Course Descriptions



To enroll in college transfer courses except PED and HEA 112, students must meet the admission requirement in one of the three areas of reading, mathematics, or English.

The letters A, B, or C following a course number denote that these courses are offered in sequential parts. All parts must be completed to satisfy the course requirements.

Appearing in parenthesis after each course title are the semesters the course is most often scheduled. "Intermittently" means semester scheduling varies. Nash Community College reserves the right to alter semesters when courses are offered in accordance with curriculum sequences and need. Appearing opposite each course title are either three numerals which represent hours per week required for class, laboratory, and credit hours; or, four numerals which represent hours per week required for class, laboratory, clinical or work experience, and credit hours. All courses offered by Nash Community College are web-enhanced.

ACA 115 Success & Study Skills 0 2 1
Prerequisites: None
Corequisites: None
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 Transfer & Career Success (Fall, Spring, Summer) 0 2 1
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course.
Competencies:

1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.

3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

ACA 220 Professional Transition 1 0 1

Prerequisites: NUR 212, ENG 111 and PSY 241
Corequisites: NUR 213, ENG 114 or ENG 112, and HUM 115 or PHI 215 or PHI 240
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.

ACC 120 Principles of Financial Accounting (Fall, Spring, Summer) 3 2 4

Prerequisites: None
Corequisites: None
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 121 Principles of Managerial Accounting (Fall, Spring, Summer) 3 2 4

Prerequisites: ACC 120

Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ACC 129 Individual Income Taxes (Fall) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes (Spring) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting (Spring) 1 3 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and pre- pare accounting entries using appropriate technology.

ACC 150 Accounting Software Applications (Spring) 1 3 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting software package to solve accounting problems.

ACC 180 Practices in Bookkeeping (Spring) 3 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, pay- roll, and inventory. Upon completion, students should be able to conduct all key book- keeping functions for small businesses.

ACC 220 Intermediate Accounting I (Fall) 3 2 4
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and balance sheet components. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework under- lying financial accounting, including the application of financial standards.

ACC 221 Intermediate Accounting II (Spring) 3 2 4
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analysis, 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.

AHR 110 Introduction to Refrigeration (Fall) 2 6 5
Prerequisites: None
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle, and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 112 Heating Technology (Spring) 2 4 4
Prerequisites: None
Corequisites: None
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.

ANT 210 General Anthropology (Intermittently) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

ANT 220 Cultural Anthropology (Intermittently) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

ART 111 Art Appreciation (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in

Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 114 Art History Survey I (Fall) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 115 Art History Survey II (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved for transfer under Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/ Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

AST 111 Descriptive Astronomy (Fall) 3 0 3
Prerequisites: None
Corequisites: AST111A
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

AST 111A Descriptive Astronomy Lab (Fall) 0 2 1
Prerequisites: None
Corequisites: AST111
This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences that enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved

for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

ATR 280 Robotic Fundamentals (Fall) 3 2 4
Prerequisites: None
Corequisites: None
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.

ATR 280AB Robotic Fundamentals-AB (Fall) 1 2 2
Prerequisites: None
Corequisites: None
The first of two parts of ATR 280.

ATR 280BB Robotic Fundamentals-BB (Spring) 2 0 2
Prerequisites: ATR 280AB
Corequisites: None
A continuation of ATR 280AB and final part of ATR 280.

ATR 281 Automated Manufacturing (Spring) 3 2 4
Prerequisites: ATR 280
Corequisites: None
This course introduces the concepts and principles of automation in the manufacturing environment. Emphasis is placed on the devices used in hard and flexible automated systems, including the study of inputs, outputs, and control system integration. Upon completion, students should be able to plan, design, and implement automation to support manufacturing process.

AUT 114 Safety and Emissions (Spring) 1 2 2
Prerequisites: None
Corequisites: None
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 114A Safety and Emissions Lab (Spring) 0 2 1
Prerequisites: None

Corequisites: AUT 114
This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

AUT 116 Engine Repair (Fall) 2 3 3
Prerequisites: None
Corequisites: TRN 110
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension and Steering Systems (Spring) 2 3 3
Prerequisites: None
Corequisites: AUT 141A
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension and Steering Lab (Spring) 0 3 1
Prerequisites: None
Corequisites: AUT 141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (Spring) 2 3 3
Prerequisites: None
Corequisites: AUT 151A

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

AUT 151A Brakes Systems Lab (Spring) 0 3 1
Prerequisites: None
Corequisites: AUT 151
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163 Advanced Auto Electricity (Summer) 2 3 3
Prerequisites: None
Corequisites: None
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Advanced Auto Electricity Lab 3 0 1
Prerequisites: TRN 120
Corequisites: AUT 163
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 181 Engine Performance I (Spring) 2 3 3
Prerequisites: AUT 116
Corequisites: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/ service information.

AUT 181A Engine Performance Lab **0 3 1**

Prerequisites: AUT 116

Corequisites: AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and control systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

AUT 183 Engine Performance II (Fall) **2 6 4**

Prerequisites: AUT 181

Corequisites: None

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 212 Auto Shop Management (Summer) **3 0 3**

Prerequisites: None

Corequisites: None

This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 213 Automotive Servicing II (Spring) **1 3 2**

Prerequisites: AUT 113

Corequisites: None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transmissions/Transaxles (Fall) 2 3 3
Prerequisites: None
Corequisites: None
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, diagnose and re- pair automatic drive trains.

AUT 231 Manual Transmissions/Axles/Drive Trains (Spring) 2 3 3
Prerequisites: None
Corequisites: None
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, diagnose and repair manual drive trains.

AUT 281 Advanced Engine Performance (Spring) 2 2 3
Prerequisites: AUT 183
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

BAS 150 Intro to Analytical Program 3 0 3
Prerequisites: CTS 130
Corequisites: None
This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis. Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics.

BIO 110 Principles of Biology (Fall, Spring, Summer) 3 3 4

Prerequisites: None
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to every- day life. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 111 General Biology I (Fall, Spring, Summer) 3 3 4
Prerequisites: None
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 112 General Biology II (Fall, Spring, Summer) 3 3 4
Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

BIO 155 Nutrition (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA and ICAA as a premajor and /or elective course requirement.

BIO 163 Basic Anatomy & Physiology (Fall, Spring, Summer) **4 2 5**

Prerequisites: None
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I (Fall, Spring, Summer) **3 3 4**

Prerequisites: None
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the in- tegumentary, skeletal, muscular, nervous, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 169 Anatomy and Physiology II (Fall, Spring, Summer) **3 3 4**

Prerequisites: BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid- base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 175 General Microbiology (Fall, Spring, Summer) **2 2 3**

Prerequisites: BIO 110 or BIO 111 or BIO 163 or BIO 168
Corequisites: None

This course covers the principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical micro- biology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of micro- organisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BIO 275 Microbiology (Fall, Spring) **3 3 4**

Prerequisites: BIO 110 or BIO 111 or BIO 163 or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

BPR 111 Print Reading (Fall) **1 2 2**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, ortho- graphic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part.

BPT 110 Media Evolution **3 0 3**

Prerequisites: None

Corequisites: None

This course introduces media in the United States. Emphasis is placed on industry development, media ethics, governmental oversight, technological advancements, revenue models, and audience shifts and trends. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structures, revenue sources, historical development, and on-going operation in media related industries.

BPT 112 Media Writing **3 2 4**

Prerequisites: None

Corequisites: None

This course introduces the principles for writing for media. Emphasis is placed on understanding target audiences and demographics, while shaping the message to meet the specificity of the content platform. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.

BPT 121 Media Speech Techniques 2 3 3

Prerequisites: None

Corequisites: None

This course covers basic preparation and speaking performance. Emphasis is placed on proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection, and phrasing for media talent. Upon completion, students should be able demonstrate effective communication to a target audience.

BPT 131 Audio Production I 2 4 4

Prerequisites: None

Corequisites: None

This course covers the creation, development, production, and presentation of audio programming elements for various formats and platforms. Emphasis is placed on the operation of professional audio equipment, microphones, and recording devices. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 132 Audio Production II 2 4 4

Prerequisites: BPT 131

Corequisites: None

This course is designed to advance the skills learned in BPT 131 Audio Production I and covers creation, development, production, and presentation of audio programming elements for various formats and platforms. Emphasis is placed on the operation of professional audio equipment, microphones, and recording devices. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 135 Audio Performance I 0 4 2

Prerequisites: None

Corequisites: None

This course covers the basics for audio performance and audio content creation. Emphasis is placed on diction, scripting, recording, ad-libbing, microphone techniques, articulation, pronunciation, and presentation of audio broadcasting

elements for broadcast and/or other electronic media applications. Upon completion, students should be able to demonstrate competency in audio communications.

BPT 136 Audio Performance II **0 4 2**
Prerequisites: BPT 135
Corequisites: None
This course is designed to advance skills learned in BPT 135 Audio Performance I and focuses on audio performance and audio content creation. Emphasis is placed on diction, scripting, recording, ad-libbing, microphone techniques, articulation, pronunciation, and presentation of audio broadcasting elements for broadcast and/or other electronic media applications. Upon completion, students should be able to demonstrate competency in audio communications.

BPT 231 Video Production I **2 6 4**
Prerequisites: None
Corequisites: None
This course is designed to develop technical abilities and a creative eye for producing effective videos. Emphasis is placed on fundamental techniques and aesthetics of planning, shooting, lighting, sound design, and editing. Upon completion, students should be able to create professional video productions in a team environment.

BPT 232 Video Production II **2 6 4**
Prerequisites: BPT 231
Corequisites: None
This course is designed to advance the study of video production learned in BPT 231 Video Production I and is designed to develop technical abilities and a creative eye for producing effective videos. Emphasis is placed on fundamental techniques and aesthetics of planning, shooting, lighting, sound design, and editing. Upon completion, students should be able to create professional video productions in a team environment.

BPT 235 Video Performance I **0 6 2**
Prerequisites: None
Corequisites: None
This course provides hands-on experience in the operation of video equipment. Emphasis is placed on the application of skills through direct participation in the production or distribution of video. Upon completion, students should be able to demonstrate competence in creating video content.

BPT 236 Video Performance II **0 6 2**

Prerequisites: BPT 235
Corequisites: None
This course is designed to advance the skills learned in BPT 235 Video Performance I and provides hands-on experience in the operation of video equipment. Emphasis is placed on the application of skills through direct participation in the production or distribution of video. Upon completion, students should be able to demonstrate competence in creating video content.

BPT 241 Multimedia Journalism I (Fall) 3 2 4
Prerequisites: None
Corequisites: None
This course introduces the gathering, writing, delivery, editing, and production of news stories and reports. Emphasis is placed on proper news writing skills. Upon completion, students should be able to write news scripts and produce news content.

BUS 110 Introduction to Business (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

Student Learning Outcomes
1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

BUS 115 Business Law I (Fall, Spring) 3 0 3
Prerequisites: DRE 097 or ENG 002 Tier 1
Corequisites: None
This course introduces the ethics and legal framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

Student Learning Outcomes
1. Identify the elements of a contract.
2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

BUS 125 Personal Finance (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 Principles of Management (Fall, Spring) 3 0 3
Prerequisites: BUS 110 or CTS 115
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

Student Learning Outcomes
1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

BUS 151 People Skills (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: None
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 225 Business Finance (Fall, Spring) 2 2 3

Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 238 Integrated Management (Spring) 3 0 3
Prerequisites: ACC 120, BUS 137, ECO 251 or ECO 252
Corequisites: None
This course provides a management simulation exercise in which students make critical managerial decisions based upon the situations that arise in operating competitive business enterprises. Topics include operations management, forecasting, budgeting, purchasing, facility layout, aggregate planning, and work improvement techniques. Upon completion, students should be able to perform the variety of analytical and decision-making requirements that will be faced in a business.

BUS 240 Business Ethics (Fall, Summer) 3 0 3
Prerequisites: BUS 110
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication (Spring) 3 0 3
Prerequisites: ENG 110 or ENG 111
Corequisites: None
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.

CET 111 Computer Upgrade/Repair I (Spring) 2 3 3
Prerequisites: None
Corequisites: None
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk sub- systems, hardware/software installation/configuration,

common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 130 Operating System Prin (Summer) 2 3 3
Prerequisites: EGR-125
Corequisites: None
This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

CET 211 Computer Upgrade/Repair II (Fall) 2 3 3
Prerequisites: CET 111
Corequisites: None
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 245 Internet Servers (Spring) 2 3 3
Prerequisites: ELN 237
Corequisites: None
This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers.

CET 251 Software Engineering Principles (Spring) 3 3 4
Prerequisites: CSC 143
Corequisites: None
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.

CHM 130 General Organic & Biochemistry (Fall, Spring, Summer) 3 0 3

Prerequisites: MAT 025 or MAT 035
Corequisites: CHM 130A
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CHM 130A General Organic & Biochemistry Lab (Fall, Spring, Summer) **0 2 1**
Prerequisites: None
Corequisites: CHM 130
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM
130. This course has been approved for transfer under the CAA and ICAA as a premajor and/ or elective course requirement.

CHM 151 General Chemistry I (Fall, Spring, Summer) **3 3 4**
Prerequisites: MAT 025 or MAT 035
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

CHM 152 General Chemistry II (Fall, Spring, Summer) **3 3 4**
Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions, Upon completion, students should be able to demonstrate an under- standing of chemical concepts as needed to pursue further study in chemistry and related professional fields. This

course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

CHM 251 Organic Chemistry I (Fall) 3 3 4
Prerequisites: CHM 152
Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CHM 252 Organic Chemistry II (Spring) 3 3 4
Prerequisites: CHM 251
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, re- actions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CIS 110 Introduction to Computers (Fall, Spring, Summer) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).

LET 110 Basic Law Enforcement Training (Fall, Spring) 10 30 20
Prerequisites: Sponsorship letter required from a Public Law Enforcement Agency which must be maintained throughout the course.

Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

CJC 111 Introduction to Criminal Justice (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 112 Criminology (Fall) 3 0 3
Prerequisites: None
Corequisites: None
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CJC 113 Juvenile Justice (Fall) 3 0 3
Prerequisites: None
Corequisites: None
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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 114 Investigative Photography (Summer) 1 2 2
Prerequisites: None

Corequisites: None
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

CJC 120 Interviews/Interrogations (Intermittently) 1 2 2
Prerequisites: None
Corequisites: None
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 (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the con- temporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 122 Community Policing (Summer) 3 0 3
Prerequisites: None
Corequisites: None
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 (Spring) 3 0 3
Prerequisites: None
Corequisites: None

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 and Evidence (Fall) 3 0 3

Prerequisites: None

Corequisites: None

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 (Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CJC 144 Crime Scene Processing (Spring) 2 3 3

Prerequisites: None

Corequisites: None

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.

CJC 145 Crime Scene CAD (Summer) 2 3 3

Prerequisites: None

Corequisites: None
This course introduces the student to CAD software for crime scenes. Topics include drawing, editing, file management and drafting theory and practices. Upon completion, the students should be able to produce and plot a crime scene drawing.

CJC 146 Trace Evidence (Fall) 2 3 3
Prerequisites: None
Corequisites: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.

CJC 212 Ethics and Community Relations (Spring) 3 0 3
Prerequisites: None
Corequisites: None
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. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CJC 213 Substance Abuse (Spring) 3 0 3
Prerequisites: None
Corequisites: None
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 (Fall) 3 0 3
Prerequisites: None
Corequisites: None
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 and Administration (Fall) 3 0 3
Prerequisites: None
Corequisites: None
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 (Spring) 3 2 4
Prerequisites: None
Corequisites: None
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 court- room presentation.

CJC 222 Criminalistics (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigation 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 (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/of- fender 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 (Fall) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 241 Community-Based Corrections (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 245 Friction Ridge Analysis (Fall) 2 3 3
Prerequisites: None
Corequisites: None
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.

CJC 246 Advanced Friction Ridge Analysis (Spring) 2 3 3
Prerequisites: CJC 245
Corequisites: None
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must

show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.

CJC 250 Forensic Biology I (Spring) 2 2 3

Prerequisites: None
Corequisites: None
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.

COM 110 Introduction to Communication (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal, group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Communication.

COM 120 Intro Interpersonal Communication (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.

COM 140 Intro Intercultural Communication (Intermittently) 3 0 3

Prerequisites: None
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to be- come effective in communicating outside one's primary culture. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general elective course in Communication.

COM 231 Public Speaking (Fall, Spring, Summer) 3 0 3

Prerequisites: DRE 097, ENG 002 Tier 1, ENG 025
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.

COS 111 Cosmetology Concepts I (Fall, Spring) 4 0 4

Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 111AB Cosmetology Concepts I-AB (Fall) 2 0 2

Prerequisites: None
Corequisites: COS 112AB The first of two parts of COS 111.

COS 111BB Cosmetology Concepts I-BB (Spring) 2 0 2

Prerequisites: COS 111AB

Corequisites: COS 112BB
A continuation of COS 111AB and final part of COS 111.

COS 112 Salon I (Fall, Spring) 0 24 8
Prerequisites: None
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 112AB Salon I-AB (Fall) 0 12 4
Prerequisites: None
Corequisites: COS 111AB The first of two parts of COS 112.

COS 112AB Salon I-BB (Fall, Spring) 0 12 4
Prerequisites: COS 112AB
Corequisites: COS 111BB
A continuation of COS 112AB and final part of COS 112.

COS 113 Cosmetology Concepts II (Fall, Spring) 4 0 4
Prerequisites: COS 111, COS 112
Corequisites: None
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 113AB Cosmetology Concepts II-AB (Fall, Spring) 2 0 2
Prerequisites: COS 111, COS 112
Corequisites: None
The first of two parts of COS 113.

COS 113BB Cosmetology Concepts II-BB (Fall, Spring) 2 0 2
Prerequisites: COS 111, COS 112
Corequisites: None
A continuation of COS 113AB and final part of COS 113.

COS 114 Salon II (Fall, Spring) 0 24 8
Prerequisites: COS 111, COS 112
Corequisites: None

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 114AB Salon II-AB (Fall, Spring) 0 12 4
Prerequisites: COS 111, COS 112
Corequisites: None
The first of two parts of COS 114

COS 114BB Salon II-BB (Spring) 0 12 4
Prerequisites: COS 111, COS 112
Corequisites: None
A continuation of COS 114AB and final part of COS 114.

COS 115 Cosmetology Concepts III (Fall, Spring, Summer) 4 0 4
Prerequisites: COS 111, COS 112
Corequisites: None
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 115AB Cosmetology Concepts III-AB (Fall, Spring) 2 0 2
Prerequisites: COS 111, COS 112
Corequisites: None
The first of two parts of COS 115.

COS 115BB Cosmetology Concepts III-BB (Spring) 2 0 2
Prerequisites: COS 111, COS 112
Corequisites: None
A continuation of COS 115AB and final part of COS 115.

COS 116 Salon III (Fall, Spring, Summer) 0 12 4
Prerequisites: COS 111, COS 112
Corequisites: None
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and

other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (Fall, Spring) 2 0 2
Prerequisites: COS 111, COS 112
Corequisites: None
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (Fall, Spring) 0 21 7
Prerequisites: COS 111, COS 112
Corequisites: None
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 118AB Salon IV-AB (Fall) 0 9 3
Prerequisites: COS 111, COS 112
Corequisites: None
The first of two parts of COS 118.

COS 118BB Salon IV-BB (Spring) 0 12 4
Prerequisites: COS 111, COS 112
Corequisites: None
A continuation of COS 118AB and final part of COS 118. The courses are not required to be taken in sequential order.

COS 223 Contemporary Hair Coloring (Fall, Spring) 1 3 2
Prerequisites: COS 111, COS 112
Corequisites: None
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.

CSC 121 Python Programming (Spring) **2 3 3**
Prerequisites: CTI 110
Corequisites: None
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 221 Advanced Python Programming **2 3 3**
Prerequisites: CSC 121
Corequisites: None
This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

CSC 134 C++ Programming (Fall) **2 3 3**
Prerequisites: None
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CSC 143 Object-Oriented Programming (Fall) **2 3 3**
Prerequisites: CSC 251 or CSC 151
Corequisites: None
This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

CSC 151 Java Programming (Fall and Spring) **2 3 3**
Prerequisites: None
Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CSC 251 Advanced Java Programming (Summer) 2 3 3

Prerequisites: CSC 151

Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.

CTI 110 IT Foundations (Fall, Spring) 2 2 3

Prerequisites: None

Corequisites: None

This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.

CTI 120 Network & Sec Foundation (Fall, Spring) 2 2 3

Prerequisites: None

Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 141 Cloud & Storage Concepts (Fall) 1 4 3

Prerequisites: NOS 130

Corequisites: None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access

control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI 240 Virtualization Admin I (Spring) 1 4 3
Prerequisites: NOS 130
Corequisites: None
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

CTS 115 Info System Business Concepts (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support (Fall, Spring) 2 3 3
Prerequisites: None
Corequisites: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet (Fall, Spring, Summer) 2 2 3
Prerequisites: None Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 220 Advanced Hardware/Software Support (Fall, Spring) 2 3 3

Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic net- working on personal computers.

CTS 289 System Support Project (Fall, Spring) 1 4 3

Prerequisites: CTS 115, CTI 110, CTI 120 and Instructor Permission
Corequisites: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CUL 110 Sanitation and Safety (Fall, Spring) 2 0 2

Prerequisites: None
Corequisites: None
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. Students must pass the course with a grade of C or better and must pass the ServSafe Food Safety exam with a 70% or better during the course in order to receive credit toward graduation and satisfy the CUL 110 prerequisite for culinary courses.

CUL 112 Nutrition for Foodservice (Summer) 3 0 3

Prerequisites: None
Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques, and marketing nutrition in a foodservice operation. Upon

completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 130 Menu Design (Fall, Spring) 2 0 2
Prerequisites: None
Corequisites: None
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers, and trends. Upon completion, students should be able to design, create, and produce menus for a variety of foodservice settings.

CUL 135 Food and Beverage Service (Fall, Spring) 2 0 2
Prerequisites: None
Corequisites: CUL 135A
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles, and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 135A Food and Beverage Service Lab (Fall, Spring) 0 2 1
Prerequisites: None
Corequisites: CUL 135
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles, and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

CUL 140 Culinary Skills I (Fall, Spring) 2 6 5
Prerequisites: DMA 010, DMA 020, DMA 030, or MAT025
Corequisites: CUL 110
This course introduces the fundamental concepts, skills, and techniques in basic cookery, and moist, dry, and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 142 Fundamentals of Food (Intermittently) 2 6 5
Prerequisites: None
Corequisites: CUL 110
This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations.

CUL 160 Baking I (Fall) 1 4 3
Prerequisites: DMA 010, DMA 020, DMA 030, or MAT 025
Corequisites: CUL 110
This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes, and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 Garde Manger I (Fall) 1 4 3
Prerequisites: CUL 240
Corequisites: CUL 110
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230 Global Cuisines (Fall) 1 8 5
Prerequisites: CUL 110, CUL 140, CUL 240
Corequisites: None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240 Culinary Skills II (Spring, Summer) 1 8 5
Prerequisites: CUL 110, and CUL 140 or CUL 110, CUL 142 and 170
Corequisites: None

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery, and cooking techniques/methods, appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250 Classical Cuisine (Spring) 1 8 5
Prerequisites: CUL 110, CUL 140, and CUL 240
Corequisites: None
This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260 Baking II (Spring) 1 4 3
Prerequisites: CUL 110, CUL 160
Corequisites: None
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology, and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating, and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

DBA 110 Database Concepts (Fall, Spring, Summer) 2 3 3
Prerequisites: None
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115 Database Applications (Fall) 2 2 3
Prerequisites: DBA 110
Corequisites: None
This course applies concepts learned in DBA 110 to a specific DBMS. 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.

DDT 110 Intellectual/Dev Disabilities (Spring) **3 0 3**
Prerequisites: None
Corequisites: None
This course covers intellectual and developmental disabilities. Emphasis is placed on causes of intellectual/developmental disabilities, service provision, and advocacy. Upon completion, students should be able to demonstrate a general knowledge of serving individuals with intellectual/developmental disabilities.

DFT 119 Basic CAD (Summer) **1 2 2**
Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting software for specific technologies to non- drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 CAD I (Summer) **2 3 3**
Prerequisites: CIS 110, CIS 113, or EGR 125
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 170 Engineering Graphics (Spring) **2 2 3**
Prerequisites: None
Corequisites: None
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DRA 111 Theatre Appreciation (Fall, Spring) **3 0 3**
Prerequisites: None
Corequisites: None
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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

DRA 170 Play Production I (Intermittently) 0 9 3

Prerequisites: None
Corequisites: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a premajor and/or elective course requirement.

DRA 171 Play Production II (Intermittently) 0 9 3

Prerequisites: DRA 170
Corequisites: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a premajor and/or elective course requirement.

ECO 251 Principles of Microeconomics (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ECO 252 Principles of Macroeconomics (Fall, Spring, Summer)

3 0 3

Prerequisites: None
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 119 Introduction to Early Child Education (Fall, Spring, Summer) **4 0 4**

Prerequisites: None
Corequisites: None
This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 131 Child, Family and Community (Fall, Spring) **3 0 3**

Prerequisites: None
Corequisites: None
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of

communication skills including appropriate use of technology to support every child.

EDU 144 Child Development I (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 145 Child Development II (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

EDU 146 Child Guidance (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive

behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU 151 Creative Activities (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven, culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 Health, Safety and Nutrition (Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 184 Early Child Intro. Pract. (Fall, Spring) 1 3 2
Prerequisites: EDU-119
Corequisites: None
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children, assisting in the implementation of developmentally appropriate, culturally responsive, equitable, and ability diverse activities in indoor/outdoor environments for young children, supporting/engaging families, and modeling reflective/professional practices based on national/state guidelines. Upon completion, students should be able to implement respectful/reciprocal relationships with children and families, design, implement, and adapt developmentally appropriate activities, plans, and daily routines that align with NC Foundations for Early Learning and Development and

demonstrate ethical/professional behaviors as indicated by assignments and on-site/virtual faculty assessments.

EDU 187 Teaching and Learning for All (Fall) 3 3 4

Prerequisites: None

Corequisites: None

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, education planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216 Foundations of Education (Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 221 Children with Exceptionalities (Fall, Spring) 3 0 3

Prerequisites: EDU-144 and EDU-145, or PSY-244 and PSY-245

Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support

children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

EDU 234 Infants, Toddlers and Twos (Fall, Spring) 3 0 3

Prerequisites: EDU-114

Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 250 Teacher Licensure Preparation (Fall) 3 0 3

Prerequisites: ENG 111 and MAT 143, or ENG 111 and MAT 152, or ENG 111 and MAT 171

Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher educational programs, the process to become a licensed teacher in North Carolina, and professionalism and expectation within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU 259 Curriculum Planning (Fall) 3 0 3

Prerequisites: EDU-119

Corequisites: None

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.

EDU 261 Early Childhood Administration I (Fall) 3 0 3

Prerequisites: None

Corequisites: EDU 119

This course provides an overview of essential administrative components for managing early childhood programs, including child development, program frameworks, North Carolina child care rules and regulations, effective leadership practices, reflective supervision, and the NAEYC Code of Ethical Conduct. Emphasis is placed on personnel management, financial planning, reflective supervision strategies, child development principles, ethical decision-making, and ensuring compliance with state regulations to maintain high-quality learning environments. Upon completion, students should be able to apply program standards, manage staffing and budgets, implement reflective supervision to support professional growth, integrate child development knowledge into program planning, uphold ethical responsibilities following the NAEYC Code of Ethical Conduct, and navigate regulatory requirements to support successful early childhood program operations

EDU 262 Early Childhood Administration II (Spring) 3 0 3

Prerequisites: EDU 119 & EDU 261

Corequisites: none

This course is designed to prepare students for leadership roles in licensed child care facilities in North Carolina by focusing on curriculum development, program assessment, and resource management for centers and families. Emphasis is placed on best practices in early childhood curriculum, quality improvement strategies, advocacy, and leadership in early learning environments. Upon completion, students should be able to implement developmentally appropriate curriculum, assess program effectiveness, support families with relevant resources, and advocate for policies that enhance early childhood education and program quality.

EDU 279 Literacy Develop and Instruct (Spring) 3 3 4

Prerequisites: None

Corequisites: None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon

completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 Language and Literacy Experiences (Fall, Spring) 3 0 3
Prerequisites: EDU 119
Corequisites: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 282 Early Childhood Literature (Spring) 3 0 3
Prerequisites: EDU 119
Corequisites: None
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 for children who are culturally, linguistically, and ability diverse.

EDU 284 Early Child Capstone Prac (Fall, Spring) 1 9 4
Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151, EDU 184
Corequisites: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

EGR 125 Appl Software for Tech (Fall, Spring, Summer) 1 2 2
Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats.

EGR 150 Introduction to Engineering (Fall, Spring) 1 2 2
Prerequisites: None
Corequisites: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EGR 220 Engineering Statics (Spring) 3 0 3
Prerequisites: PHY 251
Corequisites: MAT 272
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

ELC 111 Introduction to Electricity (Fall, Spring, Summer) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to non- electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 113 Residential Wiring I (Fall) 2 6 4
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical 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 113AB Residential Wiring I-AB (Fall) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of ELC 113.

ELC 113BB Residential Wiring I-BB (Spring) 1 3 2
Prerequisites: ELC 113AB
Corequisites: None
A continuation of ELC 113AB and final part of ELC 113.

ELC 115 Industrial Wiring (Spring) 2 6 4
Prerequisites: ELC 111 or ELC 113 or ELC 131
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls (Fall, Spring) 2 6 4
Prerequisites: ELC 111 or ELC 112 or ELC 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 117AB Motors and Controls-AB (Fall) 1 3 2
Prerequisites: ELC 111, ELC 112, or ELC 131
Corequisites: None
The first of two parts of ELC 117.

ELC 117BB Motors and Controls-BB (Spring) 1 3 2
Prerequisites: ELC 117AB
Corequisites: None
A continuation of ELC 117A and final part of ELC 117.

ELC 126 Electrical Computations (Fall, Spring, Summer) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems.

ELC 131 Circuit Analysis I (Fall, Spring) 3 3 4
Prerequisites: None
Corequisites: ELC 131A
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.

ELC 131AB Circuit Analysis-AB (Fall) 1 3 2
Prerequisites: None
Corequisites: ELC 131A
The first of two parts of ELC 131.

ELC 131BB Circuit Analysis-BB (Spring) 3 0 3
Prerequisites: ELC 131AB
Corequisites: ELC 131A
A continuation of ELC 131AB and final part of ELC 131.

ELC 131A Circuit Analysis I Lab (Fall, Spring) 0 3 1
Prerequisites: None
Corequisites: ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/ AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 213 Instrumentation (Spring) 3 2 4
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228 PLC Applications (Fall) 2 6 4
Prerequisites: ELC 128 or ELN 260
Corequisites: None
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC 228AB PLC Applications-AB (Fall) 1 3 2
Prerequisites: ELC 128 or ELN 260
Corequisites: None
The first of two parts of ELC 228.

ELC 228BB PLC Applications-BB (Spring) 1 3 2
Prerequisites: ELC 228AB
Corequisites: None
A continuation of ELC 228AB and final part of ELC 228.

ELC 231 Electric Power Systems (Spring) 3 2 4
Prerequisites: ELC 111 or ELC 112 or ELC 131
Corequisites: None
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

ELC 233 Energy Management (Fall) 2 2 3
Prerequisites: ELC 111 or ELC 112 or ELC 231
Corequisites: None
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and

peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

ELN 131 Analog Electronics I (Spring) 3 3 4
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 131AB Analog Electronics I - AB (Fall) 1 3 2
Prerequisites: ELC 112 or ELC 131
Corequisites: None
The first of two parts of ELN 131.

ELN 131BB Analog Electronics I - BB (Spring) 2 0 2
Prerequisites: ELN 131AB
Corequisites: None
A continuation of ELN 131AB and final part of ELN 131.

ELN 133 Digital Electronics (Fall) 3 3 4
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI), analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 133AB Digital Electronics - AB (Fall) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of ELN 133.

ELN 133BB Digital Electronics - BB (Spring) 2 0 2

Prerequisites: ELN 133AB
Corequisites: None
A continuation of ELN 133AB and final part of ELN 133.

ELN 232 Introduction to Microprocessors (Spring) 3 3 4
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 235 Data Communication Systems (Fall, Spring) 3 3 4
Prerequisites: None
Corequisites: None
This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

ELN 235AB Data Communication Systems-AB (Fall) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of ELN 235.

ELN 235BB Data Communication Systems-BB (Spring) 2 0 2
Prerequisites: ELN 235AB
Corequisites: None
A continuation of ELN 235AB and final part of ELN 235.

ELN 237 Local Area Networks (Fall) 2 3 3
Prerequisites: ELN 235
Corequisites: None
This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

ELN 238 Advanced LANs (Spring) 2 3 3

Prerequisites: ELN 237
Corequisites: None
This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multiplatform integration, and other related
topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

ELN 260 Prog Logic Controllers (Spring, Summer) 3 3 4
Prerequisites: None
Corequisites: None
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

ELT 111 Intro. to Electric Line Construction (Fall, Spring) 2 0 2
Prerequisites: None
Corequisites: None
This course introduces basic principles of electricity, tools, and materials. Topics include electrical distribution systems and components and line installation and maintenance applications. Upon completion, students should be able to identify tools and explain their use in electrical distribution systems.

ELT 111A Intro. to Electric Line Construction Lab (Fall, Spring) 0 6 2
Prerequisites: None
Corequisites: ELT 111
This course provides a laboratory setting to enhance basic electric lineman skills. Emphasis is placed on integrating classroom learning with hands-on experience. Upon completion, students should be able to demonstrate employability and work-related skills required for electric line construction.

ELT 112 National Electrical Safety Code (Spring) 2 2 3
Prerequisites: None
Corequisites: None

This course covers the use of the current National Electrical Safety Code. Topics include terms, systems, meters, overhead and underground construction and maintenance procedures. Upon completion, students should be able to apply principles of the NESC.

ELT 112AB National Electrical Safety Code-AB (Spring) 2 0 2
Prerequisites: None
Corequisites: None
The First of two parts of ELT 112.

ELT 112BB National Electrical Safety Code-BB (Spring) 0 2 1
Prerequisites: None
Corequisites: None
A continuation of ELT 112 AB and the final part of ELT 112. The courses are not required to be taken in sequential order.

ELT 114 Overhead Line Construction I (Fall, Spring) 2 0 2
Prerequisites: ELT 111
Corequisites: None
This course introduces the basics of Power Line Construction. Topics include safe work habits, protective equipment, and pole climbing techniques. Upon completion, students should be able to identify, inspect, and use equipment and demonstrate climbing techniques.

ELT 115 Overhead Line Construction II (Spring) 2 0 2
Prerequisites: ELT 114
Corequisites: None
This course introduces line maintenance, construction, and framing. Topics include safe working practices and procedures of working off a pole using hooks. Upon completion, students should be able to construct a line and perform routine maintenance to specifications.

ELT 116 Overhead Line Construction III (Spring) 2 0 2
Prerequisites: ELT 115
Corequisites: None
This course introduces the phase of energized line work. Topics include the use of aerial lifts and the application of rubber protective equipment. Upon completion, students will be able to delineate proper techniques of energized line work.

ELT 117 Overhead Line Construction IV (Spring) 2 0 2
Prerequisites: ELT 116
Corequisites: None

This course introduces regulators, reclosures, and fuse coordination. Topics include these concepts as applied to substation operation. Upon completion, students should be able to explain the operation of bypass, reclosures, and regulators in distribution substation.

ELT 117AB Overhead Line Construction IV-AB (Spring) 1 0 1
Prerequisites: ELT 116
Corequisites: None
The first of two parts of ELT 117

ELT 117BB Overhead Line Construction IV-BB (Spring) 1 0 1
Prerequisites: ELT 116
Corequisites: None
A continuation of ELT 117 AB and the final part of ELT 117 The courses are not required to be taken in sequential order.

ELT 211 Underground Line Construction I (Fall, Spring) 2 0 2
Prerequisites: None
Corequisites: None
This course introduces grounding an underground distribution system. Topics include terminators, elbows, and transformers; underground installation, safety practices. Upon completion, students should be able to relate safety practices associated with URD systems and delineate proper underground system makeup.

ELT 212 Underground Line Construction II (Spring) 2 0 2
Prerequisites: ELT 211
Corequisites: None
This course covers underground troubleshooting and associated equipment. Topics include fault locating, single and three-phase enclosures, and URD procedures. Upon completion, students should be able to install enclosures and recognize and utilize equipment used in URD troubleshooting.

ELT 221 Advanced Line Construction (Spring) 2 0 2
Prerequisites: ELT 117 and ELT 212
Corequisites: None
This course introduces advanced concepts in line construction. Topics include required OSHA training in trenching and excavations, digital paneling for regulators and reclosure, and lightning protection. Upon completion, students should be able to identify lightning, trenching, and/or excavation safety practices and explain the use of digital panels.

ELT 221AB Advanced Line Construction-AB (Spring) 1 0 1

Prerequisites: ELT 117 and ELT 212
Corequisites: None
The first of two parts of ELT 221

ELT 221BB Advanced Line Construction-BB (Spring) 1 0 1
Prerequisites: ELT 117 and ELT 212
Corequisites: None
A continuation of ELT 221 AB and the final part of ELT 221. The courses are not required to be taken in sequential order.

EMS 110 Emergency Medical Technical 6 6 3 0 9
Prerequisite: None
Corequisite: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification

EMS 122 EMS Practicum I 0 0 3 0 1
Prerequisite: EMS 110
Corequisite: None
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 130 Pharmacology 3 3 0 0 4
Prerequisite: EMS 110
Corequisite: None
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management 1 2 0 0 2
Prerequisite: EMS 110
Corequisite: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management **1 3 0 0 2**
Prerequisite: None
Corequisite: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, 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 160 Cardiology I **2 3 0 0 3**
Prerequisite: EMS -110
Corequisite: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 220 Cardiology II **2 3 0 0 3**
Prerequisite: EMS-122, EMS 130, and EMS 160
Corequisite: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 EMS Clinical Practicum II **0 0 6 0 2**
Prerequisite: EMS 121 or EMS 122
Corequisite: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Practicum III **0 0 9 0 3**
Prerequisite: EMS 221
Corequisite: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management **2 0 0 0 2**
Prerequisite: None
Corequisite: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients with Special Challenges **1 2 0 0 2**
Prerequisite: EMS 122 and EMS 130
Corequisite: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV **0 0 12 0 4**
Prerequisite: EMS 231
Corequisite: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies **3 3 0 0 4**
Prerequisite: EMS 122 and EMS 130
Corequisite: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as

toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies **1 3 0 0 2**
Prerequisite: EMS 122 and EMS 130
Corequisite: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Lifespan Emergencies **3 3 0 0 4**
Prerequisite: EMS 122 and EMS 130
Corequisite: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridge Course **2 2 0 0 3**
Prerequisite: None
Corequisite: None
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.

EMS 285 EMS Capstone **1 3 0 0 2**
Prerequisite: EMS 220, EMS 250, and EMS 260
Corequisite: None
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.

ENG 025 College English Skills (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset

ENG 110 Workplace Writing Essentials (Fall, Spring) 3 0 3
Prerequisites: DRE 097, or ENG 002 Tier 1, or ENG 025
Corequisites: None
This course is designed to equip students with the essential writing skills and strategies
required to excel in the workplace. Emphasis is placed on the development of written communication expertise specifically tailored to the needs of the business and industrial sectors. Upon completion, students should be able to produce a variety of professional documents appropriate for the workplace, such as forms of correspondence, business reports, proposals, resumes, cover letters, and other workplace documents, while adhering to industry standards and best practices.

ENG 111 Writing and Inquiry (Fall, Spring, Summer) 3 0 3
Prerequisites: BSP-4002, or ENG 090 and RED 090, or ENG 095, or ENG 002 or DRE 098, or ENG 025
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 112 Writing/Research in the Disciplines (Fall, Spring, Summer) 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 114 Professional Research and Reporting (Fall, Spring) 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 125 Creative Writing I (Intermittently) 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) or ICAA as a premajor and/or elective course requirement.

ENG 231 American Literature I (Fall) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 232 American Literature II (Spring) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 241 British Literature I (Fall) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 242 British Literature II (Spring) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved for transfer under Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 261 World Literature I (Fall) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century.

Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

ENG 262 World Literature II (Spring) 3 0 3
Prerequisites: ENG 112 or ENG 113 or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical back- ground, 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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

EPT 120 Sociology of Disaster 3 0 3
Prerequisites: None
Corequisites: None
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long- term disaster impact on communities, disasters warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster- related human behavior.

EPT 130 Mitigation and Preparedness 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

EPT 140 Emergency Management 3 0 3
Prerequisites: None
Corequisites: None
This course covers the four phases of emergency management: mitigation, prepared- ness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and

the roles of government agencies at all levels. Upon completion, student should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 Incident Management 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

EPT 210 Response and Recovery 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster response and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

EPT 220 Terrorism and Emergency Management 3 0 3
Prerequisites: None
Corequisites: None
This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 275 Emergency Operations Center Management 3 0 3
Prerequisites: None Corequisites: None
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate and EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

ETR 210 Introduction to Entrepreneurship (Intermittently)

3 0 3

Prerequisites: None
Corequisites: None
This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, deter- mining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an under- standing of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

FIP 120 Introduction to Fire Protection **3 0 3**

Prerequisites: None
Corequisites: None
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Protection & Public Ed. **3 0 3**

Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in the NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128 Detection & Investigation **3 0 3**

Prerequisites: None
Corequisites: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132 Building Construction **3 0 3**

Prerequisites: None
Corequisites: None

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include they development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 136 Inspection and Codes **3 0 3**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 152 Fire Protection Law **3 0 3**

Prerequisites: None

Corequisites: None

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 176 HazMat: Operations **4 0 4**

Prerequisites: None

Corequisites: None

This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

FIP 220 Fire Fighting Strategies **3 0 3**

Prerequisites: None

Corequisites: None

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system related to operations involving various emergencies in fire/non-fire situations, meeting NFPA 1021.

FIP 228 Local Government Finance 3 0 3

Prerequisites: None

Corequisites: None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 240 Fire Service Supervision 3 0 3

Prerequisites: None

Corequisites: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the fire service supervisor, meeting elements of NFPA 1021.

FIP 248 Fire Services Personnel Admin 3 0 3

Prerequisites: None

Corequisites: None

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

FIP 260 Fire Protection Planning 3 0 3

Prerequisites: None

Corequisites: None

This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

FIP 276 Managing Fire Services 3 0 3

Prerequisites: None
Corequisites: None
This course covers an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

GEL 111 Geology (Fall, Spring, Summer) 3 2 4
Prerequisites: None
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial process, geological history, plate tectonics, glaciers, coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the Earth. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a General Education Transfer Component (UGETC) course.

GEO 111 World Regional Geography (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the regional concept that 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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

GRD 110 Typography I (Spring) 2 3 3
Prerequisites: None
Corequisites: None
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 (Fall) 1 3 2
Prerequisites: None
Corequisites: None

This course introduces skills using basic drawing techniques and media in graphic design. Emphasis is placed on using design principles, media applications, spatial considerations, and drawing styles. Upon completion, students should be able to use drawing for conceptualization, visual communication, and graphic simplification.

GRD 131 Illustration I (Spring) **1 4 3**
Prerequisites: GRD 121 or GRD 141 or GRD 151
Corequisites: None
This course introduces the application of rendering techniques to create illustrations in traditional and/or digital media. Emphasis is placed on appropriate media selection and using various techniques and methods to solve design problems. Upon completion, students should be able to produce illustrations from conception through finished artwork.

GRD 141 Graphic Design I (Fall) **2 4 4**
Prerequisites: None
Corequisites: None
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 to projects.

GRD 142 Graphic Design II (Spring) **2 4 4**
Prerequisites: GRD 141 or GRD 151
Corequisites: None
This course covers the application of graphic design principles. Topics include creation of various designs, such as branding, advertisements, and publication design. Upon completion, students should be able to apply design principles and develop design solutions.

GRD 151 Computer Design Basics (Fall) **1 4 3**
Prerequisites: None
Corequisites: None
This course introduces software applications for graphic design. Emphasis is placed on utilizing digital tools to generate design solutions. Upon completion, students should be able to use industry-standard software as a creative tool.

GRD 152 Computer Design Technology (Spring) **1 4 3**
Prerequisites: GRD 151
Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate industry-standard software.

GRD 160 Photo Fundamentals I (Fall) 1 4 3
Prerequisites: None
Corequisites: None
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 241 Graphic Design III (Fall) 2 4 4
Prerequisites: GRD 142
Corequisites: None
This course is an advanced exploration of various techniques and media for graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 265 Digital Print Production (Spring) 1 4 3
Prerequisites: GRD 142
Corequisites: None
This course covers preparation of digital files for output and reproduction. Emphasis is placed on preflighting, output options, cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 280 Portfolio Design (Spring) 2 4 4
Prerequisites: GRD 142
Corequisites: None
This course covers the organization and presentation of a design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present a portfolio and related self-promotional materials.

GRD 281 Design of Advertising (Fall) 1 3 2
Prerequisites: GRD 142

Corequisites: None
This course covers the development of advertising. Emphasis is placed on the development and production of advertising structure campaigns and materials using design principles. Upon completion, students should be able to produce advertising for targeted audiences.

GRD 285 Client/Media Relations (Spring) 1 3 2
Prerequisites: GRD 142 and GRA 121 or GRA 152 or GRD 152
Corequisites: None
This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' design, advertising, branding, or marketing needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships.

GRO 120 Introduction to Gerontology (Fall) 3 0 3
Prerequisites: None
Corequisites: None
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.

GRO 220 Social Aspects of Aging (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course provides an in-depth exploration of the social aspects of aging. Topics include family dynamics, employment and retirement, community involvement, grief and loss, and stereotypes. Upon completion, students should be able to advocate for the social needs of aging adults.

HEA 110 Personal Health/Wellness (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

HEA 112 First Aid and CPR (Fall, Spring) 1 2 2

Prerequisites: None

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HIS 111 World Civilizations I (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 112 World Civilizations II (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Trans- fer Component (UGETC) course.

HIS 131 American History I (Fall, Spring, Summer) 3 0 3

Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved for

transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 132 American History II (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 145 The Second World War (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. This course has been approved for transfer under The Comprehensive Articulation Agreement (CAA) and the ICAA as a pre-major and/or elective course requirement.

HIS 226 The Civil War (Intermittently) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a premajor and/or elective course requirement.

HIS 236 North Carolina History (Intermittently) 3 0 3
Prerequisites: ENG 025

Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a premajor and/or elective course requirement.

HRM 110 Introduction to Hospitality and Tourism (Fall, Spring) 3 0 3

Prerequisites: None
Corequisites: None
This course covers the growth and progress of the hospitality industry. Topics include tour- ism, lodging, resorts, gaming, restaurants, foodservice, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

HRM 120 Front Office Procedures (Spring) 3 0 3

Prerequisites: None
Corequisites: None
This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 130 Bed and Breakfast Management (Spring) 3 0 3

Prerequisites: None
Corequisites: None
This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry.

HRM 140 Legal Issues-Hospitality (Fall) 3 0 3

Prerequisites: None
Corequisites: None

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, relevant torts, and con- tracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

HRM 210 Meetings and Event Planning (Fall) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

HRM 220 Cost Control - Food and Beverage (Spring) 3 0 3

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, MAT 025

Corequisites: None

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls, and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operating troubleshooting and problem solving.

HRM 225 Beverage Management (Fall) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the management of beverages served in hospitality operations, Topics include history and trends; service, procurement, and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.

HRM 240 Marketing for Hospitality (Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target

marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

HRM 245 Human Resource Management - Hospitality (Fall) 3 0 3

Prerequisites: None
Corequisites: None
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees, and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

HRM 280 Management Problems - Hospitality (Spring) 3 0 3

Prerequisites: HRM 110
Corequisites: None
This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

HSE 110 Intro to Human Services (Fall) 2 2 0 3

Prerequisites: None
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, and 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 123 Interviewing Techniques for Human Services (Fall) 2 2 0 3

Prerequisites: None
Corequisites: None
This course covers the purpose, structure, focus, and techniques utilized in effective interviewing. Emphasis is placed on observing, attending, listening,

responding, summarizing and documenting with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to facilitate the helping relationship

HSE 210 Diversity Ethics and Trends (Fall) 3 0 0 3

Prerequisites: None

Corequisites: None

This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field."

HSE 212 Group Dymanics (Spring) 3 0 0 3

Prerequisites: None

Corerequisites: None

This course introduces the concepts of group processes and dynamics. Emphasis is placed on essential tools for understanding, participating in, and contributing to group processes. Upon completion, students should be able to identify and explain how people are influenced by their interactions in group settings and facilitate various groups.

HSE 220 Case Management (Spring) 2 2 0 3

Prerequisites: None

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include needs assessment, service planning, referral procedures, documentation, and follow up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 223 Counseling Theories and Skills (Spring) 3 0 3

Prerequisites: None

Corerequisites: None

This course provides an in-depth exploration of foundation theories and practical techniques essential for those working in diverse human services settings. Emphasis isplaced on self-awareness, problem-solving, decision-making, and personal growth. Upon completion, students should be able to apply these theories to real-life scenarios, and develop professional skills crucial for fostering supportive relationships in various settings.

HSE 225 Crisis and Intervention Principles (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the types of crises and the principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.

HSE 227 Children & Adolescents in Crisis (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, mental health challenges, suicide, problematic family dynamics, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major crises affecting children and adolescents.

HUM 110 Technology and Society (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

HUM 115 Critical Thinking (Fall, Spring, Summer) 3 0 3
Take one set: Set 1: DRE 098; Set 2: ENG 002; Set 3: BSP 4002; Set 4: ENG 111, or ENG 025
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in the Humanities/Fine Arts.

HUM 120 Cultural Studies (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, his- tory, 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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

HUM 130 Myth in Human Culture (Intermittently) 3 0 3

Prerequisites: None

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film (Intermittently) 2 2 3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

HUM 180 International Cultural Exploration (Intermittently) 2 3 3

Prerequisites: None

Corequisites: None

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course has been approved for transfer under The Comprehensive Articulation Agreement (CAA) and the ICAA as a pre-major and/or elective course requirement.

HYD 110 Hydraulics/Pneumatics I (Fall) 2 3 3

Prerequisites: DMA 010, DMA 020, DMA 030, MAT 035, MAT 060 and MAT 003
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

HYD 110AB Hydraulics/Pneumatics I-AB (Fall) 2 0 2
Prerequisites: DMA 010, DMA 020 and DMA 030, and DMA 040
Corequisites: None
The first of two parts of HYD 110.

HYD 110BB Hydraulics/Pneumatics I-BB (Spring) 0 3 1
Prerequisites: HYD 110AB
Corequisites: None
A continuation of HYD 110AB and final part of HYD 110.

INT 110 International Business (Spring) 3 0 3
Prerequisites: DRE 097, ENG 002 and RED 090
Corequisites: None
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

Student Learning Outcomes
1. Describe the foundation of international business.
2. Describe the international organizations and multinational corporations..
3. Define forms of foreign involvement.
4. Discuss international trade theory.

ISC 112 Industrial Safety (Fall, Spring) 2 0 2
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment

and OSHA compliance. This course meets the OSHA requirement for the 30 hour general industry outreach training and students are eligible to receive an OSHA-issued completion card.

LOG 110 Introduction to Logistics (Intermittently) 3 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

MAC 122 CNC Turning (Fall) 1 3 2
Prerequisites: None
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling (Spring) 1 3 2
Prerequisites: MAC 121
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part
production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 141 Machining Applications I (Fall) 2 6 4
Prerequisites: None
Corequisites: None
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process specific machining equipment, measurement devices, setup and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 141AB Machining Applications I-AB 1 3 2
Prerequisites: None

Corequisites: None
The first of two parts of MAC 141.

MAC 141BB Machining Applications I-BB 1 3 2
Prerequisites: MAC 141AB
Corequisites: None
A continuation of MAC 141AB and second part of MAC 141.

MAC 141A Machining Applications I Lab (Fall) 0 6 2
Prerequisites: None
Corequisites: MAC 141
This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process- specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 142 Machining Applications II (Spring) 2 6 4
Prerequisites: MAC 141
Corequisites: None
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 142A Machining Applications II Lab (Spring) 0 6 2
Prerequisites: MAC 141
Corequisites: MAC 142
This course provides laboratory instruction in the wide variety of processes associated with machining. Topics include safety, equipment setup, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 143 Machining Applications III (Summer) 2 6 4
Prerequisites: MAC 142 and MAC 142A
Corequisites: None

This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

MAC 151 Machining Calculations (Fall) 1 2 2
Prerequisites: None
Corequisites: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Advanced Machining Calculations (Spring) 1 2 2
Prerequisites: MAC 151
Corequisites: None
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 171 Measure/Material & Safety (Fall) 0 2 1
Prerequisites: None
Corequisites: None
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

MAC 178 CNC Turning: Operator (Fall) 0 2 1
Prerequisites: None
Corerequisites: None
This course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled lathe. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting tools, holding devices and parts inspection. Upon completion, students should be able to safely demonstrate the operation of a CNC lathe.

MAC 179 CNC Milling: Operator (Spring) 0 2 1
Prerequisites: None
Corerequisites: None
This course introduces the operation of a qualified computer numerical controlled (CNC) program on a CNC controlled milling machine. Topics include blueprints, tool offsets, speed and feed adjustment, G and M codes, program execution, cutting inspection. Upon completion, students should be able to safely demonstrate the safe operation of a CNC milling machine.

MAC 222 Advanced CNC Turning (Spring) 1 3 2
Prerequisites: MAC 122
Corequisites: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling (Fall) 1 3 2
Prerequisites: MAC 124
Corequisites: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 234 Advanced Multi-Axis Machining (Spring) 2 3 3
Prerequisites: MAC 224 and MEC 231
Corequisites: None
This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup and operation of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

MAC 241 Jigs and Fixtures I (Fall) 2 6 4
Prerequisites: MAC 142
Corequisites: None
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 241AB Jigs and Fixtures I-AB (Fall) **1 3 2**
Prerequisites: MAC 142
Corequisites: None
The first of two parts of MAC 241.

MAC 241BB Jigs and Fixtures I-BB (Spring) **1 3 2**
Prerequisites: MAC 241AB
Corequisites: None
A continuation of MAC 241AB and final part of MAC 241.

MAC 247 Production Tooling (Spring) **2 0 2**
Prerequisites: MAC 141
Corequisites: None
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide-tooling problems.

MAC 248 Production Procedures (Spring) **1 2 2**
Prerequisites: MAC 122, MAC 124, and MEC 231
Corequisites: None
This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

MAT 025 Concepts of Essential Math/Sta **3 0 3**
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

MAT 035 Concepts of Algebra **3 0 3**
Prerequisites: None

Corequisites: None
This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

MAT 121 Algebra/Trigonometry I (Fall, Spring) 2 2 3
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060 or DMA 025, DMA 045, DMA 060, or MAT 003 with a grade of P3, or MAT 035, or MAC 152
Corequisites: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem solving, analyzing and communicating results.

MAT 143 Quantitative Literacy (Fall, Spring, Summer) 2 2 3
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and DRE 098, or DMA 025, DMA 045, DRE 098, or MAT 003 with a grade of P2, or MAT 025
Corequisites: None
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 152 Statistical Methods I (Fall, Spring, Summer) 3 2 4
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, and DRE 098, or DMA 025, DMA 045, DRE 098 , or MAT 003 with a grade of P2, or MAT 025

Corequisites: None
This course provides a project-based approach to introductory statistics with emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 171 Precalculus Algebra (Fall, Spring, Summer) 3 2 4
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; or MAT 121, or DMA 025, DMA 045, DMA 065, or MAT 003 with a grade of P3, or MAT 035, or MAC 152
Corequisites: None
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra- related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 172 Precalculus Trigonometry (Fall, Spring, Summer) 3 2 4
Prerequisites: MAT 171
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 263 Brief Calculus (Fall, Spring) 3 2 4

Prerequisites: MAT 171
Corequisites: None
This course is designed to introduce concepts of differentiation and integration and their application to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 271 Calculus I (Fall, Spring, Summer) 3 2 4
Prerequisites: MAT 172
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 272 Calculus II (Fall, Spring) 3 2 4
Prerequisites: MAT 271
Corequisites: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 Calculus III (Fall, Summer) 3 2 4
Prerequisites: MAT 272
Corequisites: None
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration,

solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.

MAT 280 Linear Algebra (Fall) 2 2 3

Prerequisites: MAT 271

Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

MAT 285 Differential Equations (Spring) 2 2 3

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first- order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

MEC 231 Computer-Aided Manufacturing I (Fall) 1 4 3

Prerequisites: DFT 119

Corequisites: None

This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/ CAM applications.

MEC 231AB Computer-Aided Manufacturing I-AB (Fall) 1 2 2

Prerequisites: DFT 119
Corequisites: None
The first of two parts of MEC 231.

MEC 231BB Computer-Aided Manufacturing I-BB (Spring) 0 2 1
Prerequisites: MEC 231AB
Corequisites: None
A continuation of MEC 231AB and final part of MEC 231.

MEC 232 Computer-Aided Manufacturing II (Spring) 1 4 3
Prerequisites: MEC 231
Corequisites: None
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing soft- ware. Upon completion, students should be able to manufacture complex parts using CAM software.

MEC 232AB Computer-Aided Manufacturing II-AB (Fall) 1 2 2
Prerequisites: MEC 231
Corequisites: None
The first of two parts of MEC 232.

MEC 232BB Computer-Aided Manufacturing II-BB (Spring) 0 2 1
Prerequisites: MEC 232AB
Corequisites: None
A continuation of MEC 232AB and final part of MEC 232.

MED 110 Orientation to Medical Assist (Fall) 1 0 1
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 130 Administrative Office Procedures I (Fall) 1 2 2
Prerequisites: Admission to MA Program
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records,

patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II (Fall) 1 2 2
Prerequisites: Admission to the MA Program, MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I (Spring) 3 4 5
Prerequisites: Admissions to MA Program, BIO 163
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I (Spring) 3 4 5
Prerequisites: Admission to the MA Program, BIO 163, ENG 111
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 240 Exam Room Procedures II (Fall) 3 4 5
Prerequisites: Admission to MA Program, MED 140
Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 MED Clinical Practicum (Summer) 0 0 15 5
Prerequisites: Admissions to MA Program, OST 142, OST 149, PSY 150, ACA 122
Corequisites: MED 262

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives (Summer) 1 0 1
Prerequisites: Admission to MA Program
Corequisites: None
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 270 Symptomatology (Fall) 2 2 3
Prerequisites: Admission to MA Program
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy (Spring) 3 0 3
Prerequisites: Admission to MA Program
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 274 Diet Therapy / Nutrition (Spring) 3 0 3
Prerequisites: Admission to MA Program
Corequisites: None
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

MHA 140 Intro to Mental Health (Fall) **3 0 3**

Prerequisites: None

Corequisites: None

This course provides a comprehensive overview of mental health and wellness and the roles, duties, and ethical aspects of providing mental health services. Topics include the history of mental health services, common mental health challenges, professional qualifications, and current trends. Upon completion, students should be able to discuss the impact of mental health, examine various treatment settings, and analyze the requirements for providing mental health services in public, private, nonprofit, and community environments.

MKT 120 Principles of Marketing (Fall) **3 0 3**

Prerequisites: None

Corequisites: None

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.

Student Learning Outcomes

1. Define the role of marketing in business
2. Explain the role of selling, customer relations and product management in marketing.
3. Describe marketing.
4. Define pricing and channel management strategies.

MKT 123 Fundamentals of Selling (Spring) **3 0 3**

Prerequisites: None

Corequisites: None

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.

Student Learning Outcomes

1. Identify appropriate sales techniques for various selling situations.
2. Describe sales techniques.
3. Explain the necessity of selling skills in modern business environment.

MNT 110 Introduction to Maintenance Procedures (Spring) **1 3 2**

Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MUS 110 Music Appreciation (Fall, Spring, Summer) 3 0 3
Prerequisites: None
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 112 Introduction to Jazz (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

NET 125 Introduction to Networks (Fall) 1 4 3
Prerequisites: None
Corequisites: None
This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.

NET 126 Switching and Routing (Spring) 1 4 3

Prerequisites: NET 125

Corequisites: None

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NET 225 Enterprise Networking 1 4 3

Prerequisites: NET 126

Corequisites: None

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NOS 120 Linux/UNIX Single User (Fall, Spring) 2 2 3

Prerequisites: None

Corequisites: None

This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.

NOS 130 Windows Single User (Fall, Spring, Summer) 2 2 3

Prerequisites: None

Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system

configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I (Fall) 2 2 3
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

NUR 101 Practical Nursing I (Fall) 7 6 6 11
Prerequisites: Admission to the Practical Nursing Program
Corequisites: BIO 168, MAT 171
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, student should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 Practical Nursing II (Spring) 7 0 9 10
Prerequisites: BIO 168, MAT 171 and NUR 101
Corequisites: BIO 169
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 Practical Nursing III (Summer) 6 0 9 9
Prerequisites: BIO 169 and NUR 102
Corequisites: ENG 111
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to

demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 Introduction to Health Concepts (Fall) 4 6 6 8
Prerequisites: Admission to the Associate Degree Nursing Program
Corequisites: BIO 168 and CHM 130/CHM 130A
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence- based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts (Spring) 3 0 6 5
Prerequisites: NUR 111, BIO 168, and CHM 130/CHM 130A
Corequisites: BIO 169 and PSY 150
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts (Summer) 3 0 6 5
Prerequisites: NUR 114 or NUR 214, BIO 169 and PSY 150
Corequisites: MAT 171
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health- wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts (Spring) 3 0 6 5
Prerequisites: NUR 112, BIO 168, and CHM 130/CHM 130A
Corequisites: BIO 169, PSY 150
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should

be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 Health Care Concepts (Fall) 3 0 6 5
Prerequisites: NUR 113 and MAT 171
Corequisites: ENG 111, PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts (Fall) 3 0 6 5
Prerequisites: NUR 211 and MAT 171
Corequisites: ENG 111, PSY 241
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts (Spring) 4 3 15 10
Prerequisites: NUR 212, ENG 111, and PSY 241
Corequisites: ENG 112 or ENG 114 and HUM 115 or PHI 215 or PHI 240
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 Nursing Transition Concepts (Spring) 3 0 3 4
Prerequisites: Admission to Associate Degree Nursing Transition Program, Licensed Practical Nurse, and NUR 101, NUR 102, NUR 103, BIO 168, CHM 130/CHM 130A
Corequisites: BIO 169 and PSY 150
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based

practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

OST 122 Office Computations (Spring) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces fundamental mathematical and computational skills necessary for success in an office environment. Emphasis will be placed on practical applications of mathematics in office-related tasks such as payroll calculations, inventory calculations, discounts, and markups, as well as financial calculations. Upon completion, students should be able to solve a wide variety of mathematical problems encountered in an office.

OST 132 Keyboard Skill Building (Fall, Spring) 1 2 2
Prerequisites: None
Corequisites: None
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry and Formatting (Spring) 2 2 3
Prerequisites: OST 132
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 136 Word Processing (Fall, Spring) 2 2 3
Prerequisites: None
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 138 Office Applications II (Spring) 2 2 3
Prerequisites: CIS 110, CIS 111 or OST 137
Corequisites: None

This course is designed to improve utilization and proficiency of software applications used in offices through a hands-on approach. Topics include mastery of the skills required to design documents that can be customized using the latest software applications. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 141 Med Office Terms I (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that re- late to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Office Terms II (Fall, Spring) 3 0 3

Prerequisites: OST 141 or MED 121

Corequisites: None

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Med Ins & Billing (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149 Medical Legal Issues (Fall, Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students

should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164 Office Editing (Spring) 3 0 3
Prerequisites: DRE 097 or ENG 025
Corequisites: None
This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and documents for the workplace.

OST 233 Office Publications (Fall) 2 2 3
Prerequisites: OST 136
Corequisites: None
This course provides foundational skills in utilizing a variety of desktop publishing programs. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical aspects of software use. Upon completion, students should be proficient in designing and producing professional documents and publications used in an office environment.

OST 236 Advanced Word Processing (Spring) 2 2 3
Prerequisites: OST 136
Corequisites: None
This course focuses on enhancing students' proficiency in utilizing advanced features of word processing software. Emphasis is placed on the mastery of advanced functions to create a range of complex business documents. Upon completion, students should be able to produce a variety of complex business documents effectively and be prepared to take a nationally accredited certified exam.

OST 247 Procedure Coding (Fall, Spring) 2 2 3
Prerequisites: MED 121 or OST 141
Corequisites: MED 122 or OST 142
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 Diagnostic Coding (Fall, Spring) 2 2 3
Prerequisites: MED 121 or OST 141
Corequisites: MED 122 or OST 142
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 249 Med Coding Certification Prep (Spring) 2 3 3
Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 260 Adv Coding Methodologies (Spring) 2 2 3
Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

OST 263 Healthcare Customer Relations (Fall) 3 0 3
Prerequisites: OST 148
Corequisites: None
This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

OST 264 Medical Auditing (Spring) 3 0 3
Prerequisites: OST 247 and OST 248
Corequisites: None
This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit.

OST 265 Healthcare Comp & Reg 2 2 3
Prerequisites: OST 264
Corequisites: None

This course provides instruction in the areas of healthcare regulations, medical necessity, health and privacy laws, and compliance practices. Emphasis is placed on regulatory control and compliance issues as well as Medicare regulations related to billing. Upon completion, students should be able to abstract the medical documentation for the purpose of medical necessity and apply regulations that are important in the medical auditing process.

OST 266 Adv Medical Auditing 2 2 3

Prerequisites: OST 264

Corequisites: None

This course provides instruction on finalizing the audit report, determining trends of a healthcare facility, and communicating the audit report. Emphasis is placed on determining the audit report contents, analyzing the coding trends, compiling a formal report of findings, and delivering the audit results. Upon completion, students should be able to develop and present an audit report to the healthcare facility.

OST 280 Electronic Health Records (Fall) 2 2 3

Prerequisites: CIS 110, CIS111, OST 137

Corequisites: None

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software task following a patent visit from start to finish.

OST 286 Professional Development (Fall) 3 0 3

Prerequisites: Course Instructor Permission

Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 288 Medical Office Admin Capstone (Spring) 2 2 3

Prerequisites: OST 148 and Instructor permission

Corequisites: None

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management,

electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

OST 289 Administrative Office Management (Spring) 2 2 3
Prerequisites: OST 164 and OST 134 or OST 136
Faculty approval and assignment.
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

PCI 264 Process Control with PLCs (Spring) 3 3 4
Prerequisites: ELC 228
Corequisites: None
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an under- standing of advanced applications of process control and instrumentation systems with PLC-based devices.

PED 110 Fit and Well for Life (Fall, Spring, Summer) 1 2 2
Prerequisites: None
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective requirement.

PHI 215 Philosophical Issues (Fall, Spring) 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

This course has been approved for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHI 240 Introduction to Ethics (Fall, Spring, Summer) 3 0 3
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgements and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHY 110 Conceptual Physics (Fall, Spring) 3 0 3
Prerequisites: None
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles stud- ied. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 110A Conceptual Physics Lab (Fall, Spring) 0 2 1
Prerequisites: None
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 151 College Physics I (Fall) 3 2 4
Prerequisites: MAT 171 or MAT 271
Corequisites: None

This course uses algebra – and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 152 College Physics II (Spring) 3 2 4

Prerequisites: PHY 151

Corequisites: None

This course uses algebra-and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 251 General Physics I (Fall, Spring) 3 3 4

Prerequisites: MAT 271

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem- solving ability for the topics covered. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 252 General Physics II (Spring, Summer) 3 3 4

Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic

forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

POL 110 Introduction to Political Science (Intermittently) 3 0 3

Prerequisites: None
Corequisites: None
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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/ Behavioral Sciences.

POL 120 American Government (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy 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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSY 150 General Psychology (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under Comprehensive Articulation Agreement (CAA) and

ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSY 241 Developmental Psychology (Fall, Spring, Summer) 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

PSY 263 Educational Psychology (Intermittently) 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an under- standing of the application of psychological theory to educational practice. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a premajor and/or elective course requirement.

PSY 281 Abnormal Psychology (Fall, Spring) 3 0 3
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

PTA 110 Introduction to Physical Therapy (Spring) 2 3 0 3
Prerequisites: Admission to the Physical Therapist Assistant Program, MAT 171, BIO 168, ENG 111, PSY 150, ACA 122, and CIS 110

Corequisites: BIO 169, COM 231, HUM/FA
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 125 Gross and Functional Anatomy (Spring) 3 6 0 5
Prerequisites: PTA 110, MAT 171, BIO 168, ENG 111, ACA 122, and CIS 110
Corequisites: BIO 169, HUM/FA, COM 231
This course provides an in-depth, clinically oriented survey of gross and functional anatomy. Emphasis is placed on musculoskeletal and nervous systems and clinical biomechanics, including goniometry, basic manual muscle testing, and components of normal gait. Upon completion, students should be able to identify specific anatomical structures and describe, observe, and measure musculoskeletal posture and function.

PTA 135 Pathology (Summer) 4 0 0 4
Prerequisites: PTA 125, BIO 169, COM 231 and HUM/FA
Corequisites: PTA 225, PTA 222
This course introduces principles of pathology, processes of and normal responses to injury and disease, and changes related to aging. Emphasis is placed on conditions most commonly treated in physical therapy. Upon completion, students should be able to discuss basic pathological processes and identify etiology, signs, symptoms, complications, treatment options, and prognoses of specific orthopedic conditions.

PTA 145 Therapeutic Procedures (Spring) 2 6 0 4
Prerequisites: PTA 155 and PTA 245
Corequisites: PTA 212
This course provides a detailed study of specific treatment procedures and the physiological principles and techniques involved. Emphasis is placed on the correct application of superficial heat and cold, massage and soft tissue mobilization, ultrasound, diathermy, traction, and electrical stimulation. Upon completion, students should be able to demonstrate competence in the application of these modalities and explain the indications, contraindications, effects, and precautions for each.

PTA 155 PTA Clinical I (Fall) 0 0 6 2
Prerequisites: PTA 215 and PTA 235

Corequisites: PTA 245
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.

PTA 185 PTA Clinical II (Spring) 0 0 9 3
Prerequisites: PTA 145 and PTA 212
Corequisites: PTA 255
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.

PTA 212 Health Care/Resources (Spring) 2 0 0 2
Prerequisites: PTA 155 and PTA 245
Corequisites: PTA 145
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 215 Therapeutic Exercise (Fall) 2 3 0 3
Prerequisites: PTA 135, PTA 222, and PTA 225
Corequisites: PTA 235
This course introduces basic concepts of strengthening, endurance, and flexibility exercise and balance, gait, and posture training. Emphasis is placed on applying techniques to the treatment of orthopedic conditions. Upon completion, students should be able to safely and effectively execute basic exercise programs and balance, gait, and posture training.

PTA 222 Professional Interactions (Summer) 2 0 0 2
Prerequisites: PTA 125, BIO 169, COM 231 and HUM/FA
Corequisites: PTA 135 and PTA 225
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 225 Introduction to Rehabilitation (Summer) 3 3 0 4
Prerequisites: PTA 125, BIO 169, COM 231 and HUM/FA
Corequisites: PTA 135 and PTA 222
This course covers cardiovascular, pulmonary, and integumentary conditions, as well as causes and treatment of amputations. Emphasis is placed upon pathological processes as well as comprehensive treatment of the various conditions studied. Upon completion, students should be able to discuss etiology, signs, symptoms, complications, and prognoses of various conditions and implement components of a comprehensive treatment program.

PTA 235 Neurological Rehabilitation (Fall) 3 6 0 5
Prerequisites: PTA 135, PTA 222, and PTA 225
Corequisites: PTA 215
This course covers neurological and neuromuscular conditions experienced throughout the life span. Topics include the pathology of selected conditions and the methods and rationales of various treatment approaches. Upon completion, students should be able to discuss etiology, signs, symptoms, complications, and prognoses of various conditions and implement components of a comprehensive treatment program.

PTA 245 PTA Clinical III (Fall) 0 0 12 4
Prerequisites: PTA 215 and PTA 235
Corequisites: PTA 155
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.

PTA 255 PTA Clinical IV (Spring) 0 0 12 4
Prerequisites: PTA 145 and PTA 212
Corequisites: PTA 185
This course provides the opportunity to gain clinical experience and apply academic skills and knowledge to patient care. Emphasis is placed on performing patient care skills, observation and measurement, and professional and patient interaction. Upon completion, students should be able to demonstrate safe and effective clinical practice as measured by a standardized performance evaluation.

REL 110 World Religions (Fall, Spring, Summer) 3 0 3

Prerequisites: None
Corequisites: None
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 for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

REL 211 Introduction to Old Testament (Fall) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/ Fine Arts.

REL 212 Introduction to New Testament (Spring) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural con- text of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

SAB 110 Intro to Addiction and Recovery (Fall) 3 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on society members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the origins of substance abuse, addiction, prevention, treatment, and recovery.

SAB 120 Intake and Assessment (Spring) 3 0 3

Prerequisites: None
Corequisites: None
This course covers processes for rapport building and procedures used to identify and evaluate individuals' strengths and weaknesses. Topics included diagnostic evaluation and placement, effective interviewing and communication techniques, and use of assessment tools. Upon completion, students should be able to establish rapport with individuals, recognize disorders, and obtain information for referrals and placement.

SAB 135 Addictive Process (Fall) 3 0 3
Prerequisites: None
Corequisites: None
This course covers the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on disorders related to addictions to alcohol, drugs, food, sex, work, gambling, internet, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 Addiction and Recovery Counseling (Spring) 2 2 3
Prerequisites: None
Corequisites: None
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 240 Diversity, Ethics and Trends in Addiction and Recovery (Fall) 3 0 3
Prerequisites: None
Corequisites: None
This course introduces systems of diversity, ethics, and trends in addiction and recovery. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural service provision. Upon completion, students should be able to apply and discuss multiple diversity and ethical scenarios applicable to addiction and recovery services.

SEC 110 Security Concepts (Fall, Spring, Summer) 2 2 3
Prerequisites: None

Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150 Secure Communications (Fall) 2 2 3
Prerequisites: SEC 110
Corequisites: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

SEC 180 Info Assurance Principles (Spring) 2 2 3
Prerequisites: SEC 110
Corequisites: None
This course introduces students to the concepts of layered and comprehensive Information Assurance best practices. Topics include user defensive measures, edge defensive measures, along with confidentiality, integrity and availability of enterprise data with the business continuity concepts of: redundancy, disaster recovery, incident handling, compliance and auditing. Upon completion, students should be able to plan effective information assurance strategies.

SEC 210 Intrusion Detection (Spring) 2 2 3
Prerequisites: SEC 110
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

SGD 111 Intro. to Simulation and Game Development (Fall) 2 3 3
Prerequisites: None
Corequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design,

interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 SGD Design (Fall) 2 3 3
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 SGD Programming I (Spring) 2 3 3
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 116 Graphic Design Tools (Spring) 2 3 3
Prerequisites: None
Corequisites: None
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

SGD 162 SG 3D Animation (Fall) 2 3 3
Prerequisites: SGD 116
Corequisites: None
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 165 SGD Character Development (Fall) 2 3 3
Prerequisites: None
Corequisites: None

This course introduces the concepts needed to create fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

SGD 174 SGD Level Design I (Spring) 2 3 3
Prerequisites: SGD 162
Corequisites: None
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

SGD 212 SGD Design II (Spring) 2 3 3
Prerequisites: SGD 112
Corequisites: None
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 289 SGD Project (Spring) 2 3 3
Prerequisites: SGD 212, SGD 213, SGD 214 or SGD 285
Corequisites: None
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOC 210 Introduction to Sociology (Fall, Spring, Summer) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/ Behavioral Sciences. This is a Universal General Education Trans- fer Component (UGETC) course.

SOC 213 Sociology of the Family (Fall, Spring, Summer) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems (Intermittently) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity (Fall, Spring) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

SOC 240 Social Psychology (Intermittently) 3 0 3
Prerequisites: ENG 025
Corequisites: None
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that

influence the individual in a society. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Social/Behavioral Sciences.

SPA 111 Elementary Spanish I (Fall, Spring, Summer) 3 0 3
Prerequisites: DRE 097 or ENG 002 Tier 1 or ENG 025
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

SPA 112 Elementary Spanish II (Fall, Spring) 3 0 3
Prerequisites: SPA 111
Corequisites: None
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 Span- ish and demonstrate further cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

SPA 120 Spanish for the Workplace (Spring) 3 0 3
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. The course will incorporate development of cultural awareness through the cultural context of the Spanish language.

SPA 211 Intermediate Spanish I (Fall) 3 0 3
Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/ Fine Arts.

SPA 212 Intermediate Spanish II (Spring) 3 0 3

Prerequisites: SPA 211

Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the Comprehensive Articulation Agreement (CAA) and ICAA as a general education course in Humanities/Fine Arts.

SST 140 Green Bldg & Design Concepts (Fall) 3 0 3

Prerequisites: None Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

SWK 110 Intro to Social Work (Spring) 3 0 3

Prerequisites: None

Corequisites: None

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental and behavioral health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 Cultural Competency and Diversity (Fall) 3 0 3

Prerequisites: None

Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of various cultures and diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural social services practice. Upon 463 Course Descriptions completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

TRN 110 Intro to Transport Tech (Fall) **1 2 2**
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transport Electricity (Fall) **4 3 5**
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and, diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 140 Transport Climate Control (Spring) **1 2 2**
Prerequisites: None
Corequisites: TRN 140A
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/ recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A Transport Climate Cont Lab (Spring) **1 2 2**
Prerequisites: None
Corequisites: TRN 140

This course provides experiences for enhancing student skills in the diagnosis and re- pair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 Advanced Transport Electronics (Fall) 2 3 3
Prerequisites: TRN 120
Corequisites: None
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high volt- age systems.

VET 110 Animal Breeds and Husbandry 2 2 0 3
Prerequisites: Admission to VMT
Corequisites: ACA 122, ENG 110 or ENG 111, CHM 130/130A, VET 121, VET 123
This course provides a study of the individual breed characteristics and management techniques of the canine, feline, equine, bovine, porcine, ovine, caprine, and laboratory animals. Topics include physiological data, animal health management, and basic care and handling of animals. Upon completion, students should be able to identify breeds of domestic and laboratory animals, list physiological data, and outline basic care, handling, and management techniques.

VET 120 Vet Anatomy and Physiology 3 3 0 4
Prerequisites: ACA 122, ENG 110 or ENG 111, CHM 130/130A, VET 110, VET 121, VET 123
Corequisites: MAT 171, PSY 150, VET 131, VET 133
This course covers the structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Emphasis is placed on the structure and function of the major physiological systems of domestic, laboratory, and zoo animals. Upon completion, students should be able to identify relevant anatomical structure and describe basic physiological processes for the major body systems.

VET 121 Veterinary Medical Terminology 3 0 0 3
Prerequisites: Admission to VMT
Corequisites: ACA 122, ENG 110 or ENG 111, CHM 130/130A, VET 110, VET 123

This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine.

VET 123 Veterinary Parasitology 2 3 0 3
Prerequisites: Admission to VMT
Corequisites: ACA 122, ENG 110 or ENG 111, CHM 130/130A, VET 110, VET 121
This course covers the common internal and external parasites of companion animals, livestock, selected zoo animals, and wild animals. Emphasis is placed on laboratory diagnosis of the most common forms of the parasite through fecal, urine, skin, and blood exams. Upon completion, students should be able to identify common parasites and discuss life-cycles, treatment and prevention strategies, and public health aspects of veterinary parasitology.

VET 125 Veterinary Diseases I 2 0 0 2
Prerequisites: MAT 171, PSY 150, VET 120, VET 131, VET 133
Corequisites: COM elective (110, 120, or 231), VET 137
This course introduces basic immunology, fundamentals of disease processes including inflammation, and common infectious diseases of animals and their prevention through immunization. Topics include fundamental disease processes, principles of medical therapy, immunologic processes, infections and zoonotic diseases of domestic animals, and prevention of disease. Upon completion, students should be able to describe basic disease and immunological processes, recognize infections and zoonotic diseases, and discuss prevention strategies.

VET 126 Veterinary Diseases II 1 3 0 2
Prerequisites: COM elective (110,120,231), VET 125, VET 137
Corequisites: HUM/FA elective, VET 211, VET 213, VET 215, WBL 112AB
This course is the study of basic disease processes and fundamentals of pathology, and other selected topics of veterinary medicine. Topics include histopathology, pathologic changes associated with common diseases of animals, necropsy procedures, and specimen handling. Upon completion, students should be able to describe basic pathologic changes associated with disease, recognize histopathologic changes, and properly perform collection and submission of necropsy specimens.

VET 131 Veterinary Laboratory Techniques I 2 3 0 3
Prerequisites: ACA 122, ENG 110 or 111, CHM 130/130A, VET 110, VET 121, VET 123
Corequisites: MAT 171, PSY 150, VET 120, VET 133

This course includes the fundamental study of hematology, hemostasis, and urinalysis. Emphasis is placed on basic hematology and urinalysis techniques, manual skill development, instrumentation, quality control, and applications to veterinary science. Upon completion, students should be able to perform manual and automated CBCs, hemostatic assays, and complete urinalyses and maintain laboratory equipment and quality control.

VET 133 Veterinary Clinical Practice I 2 3 0 3
Prerequisites: ACA 122, ENG 110 or 111, CHM 130/130A, VET 110, VET 121 VET 123,
Corequisites: MAT 171, PSY 150, VET 120, VET 131
This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields for dogs, cats, and laboratory animals. Topics include physical exam, husbandry, housing, sanitation, restraint and handling, administration of medications, anesthesia and euthanasia techniques, grooming, and dentistry. Upon completion, students should be able to properly restrain, medicate, examine, groom, and maintain each of the species studied.

VET 137 Veterinary Office Practices 1 2 0 2
Prerequisites: MAT 171, PSY 150, VET 120, VET 131, VET 133
Corequisites: COM elective (110, 120, or 231), VET 125
This course is designed to teach basic administrative techniques, client communication skills, and regulations pertaining to veterinary medicine. Topics include record keeping, telephone techniques, professional liability, office procedures, state and national regulatory laws, human relations, and animal welfare. Upon completion, students should be able to demonstrate effective communication techniques, office procedures, and knowledge of regulatory laws and issues relating to animal welfare.

VET 211 Veterinary Laboratory Techniques II 2 3 0 3
Prerequisites: COM elective (110, 120, or 231), VET 125, VET 137
Corequisites: HUM/FA elective, VET 126, VET 213, VET 215, WBL 112AB
This course covers advanced hematology, serology, immunology, and clinical chemistry. Topics include advanced hematologic, serologic, and immunologic test procedures: manual and automated clinical chemistry procedures: laboratory safety: and quality control. Upon completion, students should be able to collect, prepare, and analyze serum and plasma samples and outline quality control and safety procedures.

VET 212 Veterinary Laboratory Techniques III 2 3 0 3
Prerequisites:
Corequisites: VET 214, VET 217, VET 237, WBL 112AB

This course introduces the basic principles of microbiology, histology, and cytology. Emphasis is placed on collection of microbiological samples for culture and sensitivity and collection and preparation of samples for histological and cytological examination. Upon completion, students should be able to perform microbiological culture and sensitivity and evaluate cytology and histology specimens.

VET 213 Veterinary Clinical Practice II 1 9 0 4
Prerequisites: COM elective (110, 120, or 231), VET 125, VET 137
Corequisites: HUM/FA elective, VET 126, VET 211, VET 215, WBL 112AB
This course covers basic radiography, anesthesia techniques, dentistry, sample collection and handling, surgical assistance and instrumentation, sterile techniques, and patient record keeping. Topics include basic radiography, injectable and gas anesthesia, dentistry, instrument identification and care, sterile surgical technique, specimen collection and processing, and maintenance of patient records. Upon completion, students should be able to take and process radiographs, administer and monitor anesthesia, assist in surgical procedures, collect specimens, and maintain surgical records.

VET 214 Veterinary Clinical Practice III 1 9 0 4
Prerequisites:
Corequisites: VET 212, VET 217, VET 237, WBL 112AB
This course covers advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Topics include induction and maintenance of anesthesia, radiographic contrast studies, advanced dentistry, external coaptation, intensive care procedures, and advanced sample collection techniques. Upon completion, students should be able to demonstrate proficiency in sample collection, radiology, anesthesia, critical care and emergency procedures, and dentistry.

VET 215 Veterinary Pharmacology 3 0 0 3
Prerequisites: COM elective (110, 120, or 231), VET 125, VET 137
Corequisites: HUM/FA elective, VET 126, VET 211, VET 213, WBL 112AB
This course introduces drugs and other substances utilized in veterinary medicine. Emphasis is placed on drug classification and methods of action, administration, effects and side effects, storing and handling of drugs, and dosage calculations. Upon completion, students should be able to properly calculate and administer medications, recognize adverse reactions, and maintain pharmaceutical inventory and administration records.

VET 217 Large Animal Clinical Practice 2 3 0 3
Prerequisites:

Corequisites: VET 212, VET 214, VET 237, WBL 112AB
This course covers topics relevant to the medical and surgical techniques for the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics. Upon completion, students should be able to safely perform restraint, examination, and sample collection; assist surgical, obstetrical, and emergency procedures; and discuss herd health.

VET 237 Animal Nutrition **3 0 0 3**
Prerequisites:
Corequisites: VET 212, VET 214, VET 217, WBL 112BB
This course covers the principles of nutrition and their application to feeding practices of domestic, farm, and companion animals. Topics include basic nutrients and nutritional needs of individual species, proximate analysis, interpretation of food and feed labels, types of animal foods, and ration formulation. Upon completion, students should be able to select appropriate diets for animals in various stages of health and disease, analyze nutrition labels, and identify foods.

WBL 111 Work-Based Learning I (Fall, Spring, Summer)
0 0 10 1
Prerequisites: For Social and Human Services/Substance Abuse– Instructor Permission Required
For Information Technologies – Instructor Permission Required
For Advertising and Graphic Design – Instructor Permission Required
For Medical Office Administration – Instructor Permission Required
For Office Administration – Instructor Permission Required
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily per- form work-related competencies.

WBL 112 Work-Based Learning I (Fall, Spring) **0 0 20 2**
Prerequisites: For Veterinary Medical Technology, faculty approval and assignment.
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate

employability skills, and satisfactorily per- form work-related competencies. Appropriate departmental faculty/department chair will monitor student progress and attendance.

WBL 114 Work-Based Learning I (Fall, Spring) 0 0 40 4
Prerequisites: For Electric Line Construction, completion of 9 semester credit hours and one major core course.
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily per- form work-related competencies. The Vice President of Corporate and Economic Development will assign appropriate personnel to monitor student progress and attendance.

WBL 115 Work-Based Learning Seminar I 1 0 0 1
Prerequisites: None
Corequisites: WBL 111
This course is designed to be taken during the same semester as WBL 111 to allow students to reflect on what they are learning during their co-op work experience and to make connections between academic concepts and their application in the field. Emphasis is placed on integrating classroom learning with related work experience. Appropriate departmental faculty will monitor student progress and attendance.

WBL 121 Work-Based Learning II (Fall, Spring, Summer) 0 0 10 1
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily per- form work-related competencies.

WBL 124 Work-Based Learning II (Fall, Spring) 0 0 40 4
Prerequisites: For Electric Lineman Technology (ELT), WBL 114
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon

completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily per- form work-related competencies. The Vice President of Corporate and Economic Development will assign appropriate personnel to monitor student progress and attendance.

WBL 131 Work-Based Learning II 0 10 1
Prerequisites: For Hospitality Management, Instructor Permission required and Culinary Arts, CUL 240 and instructor permission required
Corerequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 134 Work Based Learning III (Fall, Spring) 0 0 40 4
Prerequisites: For Electric Lineman Technology (ELT), WBL 124
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily per- form work-related competencies. The Vice President of Corporate and Economic Development will assign appropriate personnel to monitor student progress and attendance.

WBL 211 Work-Based Learning IV 0 10 1
Prerequisites: None
Corerequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 111 Introduction to Web Graphics (Fall) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the creation of web graphics and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related

topics. Upon completion, students should be able to create graphics such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 125 Mobile Web Design (Fall) 2 3 3
Prerequisites: WEB 210
Corequisites: None
This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 140 Web Development Tools (Spring) 2 3 3
Prerequisites: None
Corequisites: None
This course provides an introduction to web development tools.Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.

WEB 151 Mobile Application Dev I (Spring) 2 3 3
Prerequisites: WEB 210
Corequisites: None
This course introduces students to programming technologies, design, and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.

WLD 110 Cutting Processes (Fall) 1 3 2
Prerequisites: None
Corequisites: None
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 (Spring) 1 3 2
Prerequisites: None
Corequisites: None

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.

WLD 115 SMAW (Stick) Plate (Fall) 2 9 5
Prerequisites: None
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 115AB SMAW (Stick) Plate-AB (Fall) 2 4 3
Prerequisites: None
Corequisites: None
This first of two parts of WLD 115.

WLD 115BB SMAW (Stick) Plate-BB (Spring) 0 5 2
Prerequisites: WLD 115AC
Corequisites: None
A continuation of WLD 115AB and second part of WLD 115.

WLD 116 SMAW (Stick) Plate/Pipe (Spring) 1 9 4
Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal art (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 116AB SMAW (Stick) Plate/Pipe-AC (Spring) 1 4 2
Prerequisites: WLD 115
Corequisites: None
The first of two parts of WLD 116.

WLD 116BB SMAW (Stick) Plate/Pipe-BC (Fall) 0 5 2
Prerequisites: WLD 116AB
Corequisites: None
A continuation of WLD 116AB and second part of WLD 116.

WLD 121 GMAW (MIG) FCAW/Plate (Fall) 2 6 4
Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 121AB GMAW (MIG) FCAW/Plate-AB (Fall) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of WLD 121.

WLD 121BB GMAW (MIG) FCAW/Plate-BB (Spring) 1 3 2
Prerequisites: WLD 121AB
Corequisites: None
A continuation of WLD 121AB and final part of WLD 121.

WLD 122 GMAW (MIG) Plate/Pipe (Spring) 1 6 3
Prerequisites: WLD 121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 122AB GMAW (MIG) Plate/Pipe-AB (Spring) 1 3 2
Prerequisites: WLD 121
Corequisites: None
The first of two parts of WLD 122.

WLD 122BB GMAW (MIG) Plate/Pipe-BB (Fall) 0 3 1
Prerequisites: WLD 122AB
Corequisites: None
A continuation of WLD 122AB and final part of WLD 122.

WLD 131 GTAW (TIG) Plate (Spring) 2 6 4
Prerequisites: None
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis

placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 131AB GTAW (TIG) Plate-AB (Spring) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of WLD 131.

WLD 131BB GTAW (MIG) Plate-BB (Fall) 1 3 2
Prerequisites: WLD 131AB
Corequisites: None
A continuation of WLD 131AB and final part of WLD 131.

WLD 132 GTAW (TIG) Plate/Pipe (Summer) 1 6 3
Prerequisites: WLD 131
Corequisites: None
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 132AB GTAW (TIG) Plate/Pipe-AB (Summer) 1 3 2
Prerequisites: None
Corequisites: None
The first of two parts of WLD 132.

WLD 132BB GTAW (TIG) Plate/Pipe-BB (Fall) 0 3 1
Prerequisites: WLD 132AB
Corequisites: None
A continuation of WLD 132AB and final part of WLD 132.

WLD 141 Symbols and Specifications (Summer) 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151 Fabrication I (Fall) 2 6 4

Prerequisites: DFT 119 or DFT 151
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 151AB Fabrication I-AB (Fall) **1 3 1**
Prerequisites: DFT 119 or DFT 151
Corequisites: None
The first of two parts of WLD 151.

WLD 151BB Fabrication I-BB (Spring) **1 3 2**
Prerequisites: WLD 151AB
Corequisites: None
A continuation of WLD 151AB and final part of WLD 151.

WLD 215 SMAW (Stick) Pipe **1 9 4**
Prerequisites: WLD 151 or WLD 116
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) Pipe **1 6 3**
Prerequisites: WLD 132
Corequisites: None
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

WLD 251 Fabrication II (Spring) **1 6 3**
Prerequisites: WLD 151
Corequisites: None
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

WLD 251AB Fabrication II-AB (Fall) **1 3 2**
Prerequisites: WLD 151
Corequisites: None
The first of two parts of WLD 251.

WLD 251BB Fabrication II-BB (Spring) **0 3 1**
Prerequisites: WLD 251AB
Corequisites: None
A continuation of WLD 251AB and final part of WLD 251.

WLD 261 Certification Practices (Spring) **1 3 2**
Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection and Testing (Spring) **2 2 3**
Prerequisites: None
Corequisites: None
This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WLD 265 Automated Welding/Cutting (Fall) **2 6 4**
Prerequisites: DFT-119, WLD-110, and WLD-121
Corequisites: None
This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment. Has been approved for transfer under the CAA and ICAA as a premajor and/or elective requirement.

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Nash COMMUNITY COLLEGE

Continuing Education



Purpose Statement

The Continuing Education Department's purpose is to provide adults with quality and convenient learning opportunities consistent with identified student needs. These opportunities are accessible to all adults regardless of age, sex, socioeconomic status, ethnicity, race, religion, or disability. Educational and training programs are designed to enhance the personal, social, and economic potential of the individual and to produce measurable benefits to the community and the state. The Continuing Education Department fulfills this purpose statement by providing the following:

Occupational programs and courses for students desiring to prepare for skilled professions or to upgrade their job skills;

Programs and courses to meet certification, recertification, or continuing education requirements of the individual or the employer;

Occupational training and programs for businesses, industries, and agencies to support economic development;

Programs and courses in Adult Basic Education (ABE), English as a Second Language (ESL), and High School Equivalency (HSE) to enhance personal and professional goals;

Counseling and career guidance, job search services and other programs essential to developing the potential of individual students;

Programs, services, and lifelong learning opportunities to improve the quality of life for an ever-changing diverse community;

Effective and cooperative relationships, which foster partnerships with schools, government agencies, businesses, industries, and other employers, and;

Sound management practices and systematic planning to allocate the resources required to achieve the stated objectives of the Continuing Education Department.

Admission

Individuals 16 years of age or older may register for a Continuing Education class subject to course requirements.

Fees

A registration fee and local fees are charged for each Continuing Education course and are posted on the College website and in the published class schedule. All fees, when charged, are due and payable at registration. Books and supplies are available through the Campus Store. Students who are fire department personnel, law enforcement officers, telecommunicators, and rescue squad personnel may be exempt from the registration fee based on their organization's training needs and affiliation. Students enrolled in College and Career Readiness Program and Human Resources Development classes may be exempt from the registration fee. Elementary and secondary school employees are exempt from the registration fee in CPR or first aid courses. All students will be required to pay a fee for self- supporting classes. No refunds are given for self-supporting classes.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 80% student attendance in each course, including excused absences for religious observances, is required in order for a student to receive a satisfactory completion certificate. Some classes have additional attendance requirements to receive a satisfactory completion certificate and will be outlined in the course syllabus.

Permanent Records

Permanent records are kept on all students who participate in a Continuing Education course. The College also awards the Continuing Education Unit (CEU) as a measure of non- credit for those courses that are approved for CEUs.

Transcripts

Please refer to the "transcripts" section of this catalog, for details on requesting Continuing Education transcripts.

Weapons on Campus

As provided by North Carolina General Statute §14-269.2, all weapons, knives, firearms, dangerous chemicals, or instrumentalities/articles that might be injurious to persons or property are prohibited on Nash Community College's campus.

Exceptions allow for Nash Community College's Police Department, sworn North Carolina and federal law enforcement personnel, law enforcement training courses or clinics, Nash Community College faculty supervised course sessions as part of the regular, approved curriculum, College sanctioned ceremonial events and those exceptions allowed under N.C.G.S §14-269(a.2). This statute provides that a handgun may be brought on campus by an individual who has a valid "concealed handgun permit" and such handgun remains either (1) in a closed compartment or container within such permit holder's locked vehicle, or (2) within a locked container securely affixed to such permit holder's vehicle.

Classes requiring the use of firearms are held in the Continuing Education Building located on the South Campus Connector. All students enrolled in classes requiring the use of firearms must park in the reserved Firing Range Parking Lot designated as P12. Sworn law enforcement personnel are asked to use the South lot, but may also use other parking as necessary.

Occupational Skills Training Areas

Nash Community College, through the Continuing Education Department, offers specifically directed short courses to assist individuals entering certain jobs as well as upgrading skills in existing jobs. Examples are as follows:

Alive at 25
DDC (Defensive Driving)
Computer for Beginners
Income Maintenance Caseworker - NC Fast
Microsoft Office
QuickBooks
Social Media
Web Design

Professional In-Service and Certificate Programs

Nash Community College sponsors and promotes a number of educational services which contribute to the needs of business, industry, and the people of Nash County. These programs are intended to improve and update the skills of workers on both a professional and sub-professional level for better job placement and to encourage labor mobility. Examples are as follows:

A+ Certification
Basic Electrical Wiring
Basic Welding Processes
Cisco
Cosmetology Instructor Training
CPR & First Aid
Cybersecurity
Detention Officer
EKG Technician
Electrical License Renewal
EMT, Advanced EMT, Paramedic
Emergency Dispatch Academy
Emergency Dispatch (EMD) (EFD) (EPD)
Firefighter Level I & II

Heating, Venting & Air Conditioning (HVAC)
Industrial Safety
Industrial Wiring
Law Enforcement Telecommunicator
Law Enforcement Instructor
Nail Technician
Natural Hair Care Specialist
Networking
Notary Public
Nurse Aide Level I & II
Nurse Aide Level I Fast Track
Nurse Aid Refresher
Operating Systems Support
OBD II Emissions
Pharmacy Technician
Phlebotomy
Residential Wiring
ServSafe (food handling course)
Truck Driver (CDL) Training
Underground Electric Line
Vehicle Escort Operator
Vehicle Safety Inspection
Veterinary Assistant

Go to www.nashcc.edu to view additional courses offered.

Emergency Management Services

Fire and Rescue Training

Nash Community College's Fire Service Training program is designed to provide individuals and firefighters with the information and skills needed for modern firefighting through a variety of learning experiences and training scenarios. The classes are taken directly to firefighters through training sessions held in local departments and at training sites throughout the community. Nash Community College offers training and certifications in the following categories, as well as others.

Arson Detection
Driver Operator
Emergency Response Scuba Diver
Fire Instructor
Fire Officer
Fire & Life Safety Educator
Firefighter
Rapid Intervention Crew
Recruit Firefighter Training Academy
Hazardous Materials
Incident Command System (ICS) Training
Industrial Fire Brigade and Safety Training
National Fire Academy Courses
National Incident Management System(NIMS)
Technical Rescuer (TR)

For more information about the Fire & Rescue Programs, please visit Nash Community College's Fire & Health Services website at www.nashcc.edu/fire.

Emergency Management

The Emergency Management curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency

services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning. Classes will Include:

FAA Part 107 Drone Certification
NIMS 300 & 400
Public Information Basics (L-105)
Aquatic Incident Management (AIM-100)
SARTOPO
Managing Inland Search
Emergency Operations Center

Emergency Medical Services

Nash Community College's Emergency Medical Services program is a comprehensive approach to the delivery of emergency medical care to the critically ill and injured. There are many key components that make up this system including transportation, communication, manpower and training, organization, evaluation, standard record keeping, and public education.

The focus of Nash Community College is to meet the training needs of each component for the overall growth and development of a successful EMS system. Nash Community College offers American Heart Association (AHA) and EMS training in the following categories:

Advanced Cardiac Life Support (ACLS)
Advanced Emergency Medical Tech. (AEMT)
AHA Cardiopulmonary Resuscitation (CPR)
AHA First Aid
AHA Instructor Certification
Brain Trauma Foundation – Provider
Emergency Dispatch Academy
EMS Instructor Training
Emergency Medical Dispatcher (EMD)
Electrocardiography Technician
Emergency Medical Tech. (EMT)
First Responder
International Trauma Life Support (ITLS)
Medical Responder
Paramedic
Pediatric Advanced Life Support (PALS)

For more information about the EMS and AHA Programs, please visit Nash Community College's Fire and Health Services website at www.nashcc.edu/ems.

Nurse Aide I

(Blended and Traditional): Prerequisite: Completed English 111 and Math DMA 050, have a 2 or 4 year degree within 5 years, or reading and math TABE placement tests with a minimum score of 8.0 on both portions, or have a silver Career Readiness Certificate (CRC) within the past 2 years. The TABE will be administered

a maximum of 3 attempts. After the second attempt, remediation will be done by the Testing Center. Transcripts are required. Nash Community College's Nurse Aide I course offers basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP). This examination is necessary for listing on the North Carolina Nurse Aide I Registry.

Nurse Aide I Refresher

Prerequisite: Listing on Nurse Aide I Registry within the past five years. The Nurse Aide I Refresher course prepares students who have been on the NAI registry within the past five years, but have allowed their certification to expire, to take the state mandated National Nurse Aide Assessment Program (NNAAP). This examination is necessary for re-listing on the North Carolina Nurse Aide I Registry. Students must have attended a state-approved NAI program previously.

Nurse Aide I Blended Fast Track

Prerequisite: Completed English 111 & Math DMA 050, have a 2 or 4 year degree within 5 years, or reading and math TABE placement tests with a minimum score of 12.0 on both portions, or have a silver CRC Certificate within the past 2 years. The TABE will be administered a maximum of 3 attempts. After the second attempt, remediation will be done by the Testing Center. Transcripts are required. Nurse Aide I Hybrid Fast Track is an accelerated course that allows students to complete the Nurse Aide I course in an accelerated time of online instruction, offered concurrently with class and clinical time. Hybrid indicates the lecture (theory) portion of the class is online. This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP). This examination is necessary for listing on the North Carolina Nurse Aide I Registry.

Nurse Aide II

(Blended and Traditional) Prerequisite: High School Diploma or HSE, certification from a state-approved Nurse Aide I course and current listing on the NC Nurse Aide I Registry with no substantiated charges of resident abuse, neglect, or misappropriation of resident's property. The Nurse Aide II course prepares students to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency.

The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the student is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide II Registry. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel.

Medication Aide

Prerequisite: High School Diploma or High School Equivalency, certification from a state-approved Nurse Aide I course and current listing on the NC Nurse Aide I Registry. Nash Community College's Medication Aide course prepares students to pass medication in skilled nursing facilities. 100% attendance is required for successful completion of the course. Upon successful completion of the course, the student is eligible to make application for the state mandated Medication Aide Exam. This examination is necessary for listing on the North Carolina Medication Aide Registry.

Law Enforcement Training

Criminal Justice In-Service Training

Continuous and comprehensive training is essential for those individuals employed in a Criminal Justice occupation. Nash Community College provides an assortment of programs designed to meet the needs of this demanding profession. Examples are as follows:

Annual Mandated In-Service Training
Arrest, Search & Seizure
ASP Training
Civil Liabilities
Defensive Driving
Firearms In-Service Training
Firearms – Tactical & Combat Courses
Gang Investigation
Instructor Training
K-9 Handler Training
Officer Survival
RADAR/LIDAR
Certification /Recertification
Telecommunicator Certification Couse

For an up-to-date training calendar and contact information, please refer to the Nash Community College website at nashcc.edu/academics/continuing-education-programs/criminal-justice-in-service-training/.

Detention Officer Certification Course

The Detention Officer Certification Course is designed to train qualified participants to function as detention officers. The course is governed by the North Carolina Sheriffs' Education and Training Standards Commission and the North Carolina Criminal Justice Education and Training Standards Commission.

Customized Industry Training

The Customized Training Program provides customized training assistance in support of full-time production and direct customer service positions for new and existing businesses and industries to remain productive, profitable, and within the State. Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Classes are taught at Nash Community College or the employer work site.

Small Business Center

The Nash Community College Small Business Center is part of the North Carolina Community College System's Small Business Center Network. The Small Business Center provides assistance to entrepreneurs with ideas for business ownership, and current business owners, through counseling, training and educational programs. Nash Community College is committed to the concept that education and business can become partners to help continue the growth and success of the Nash County business community.

The Small Business Center delivers technical and managerial assistance to small business owners and prospective owners by providing: (1) information, (2) no cost education and training, (3) no cost counseling and referral, and (4) other technical/managerial assistance as appropriate. The range of service includes:

- Entrepreneurship Programs
- Business Training
- One-on-One Counseling (In-person & virtual)
- Library Resource Center
- Networking Opportunities with like-minded Entrepreneurs
- Small Business Development Seminars and Webinars

Teacher Renewal Program

Teachers are constantly seeking opportunities for professional growth through in-service education. Nash Community College cooperates with local school agencies, senior colleges, and universities in providing short courses, workshops, and non-credit courses for certificate renewal and professional growth. Examples are as follows:

Praxis Core Preparation
Classroom Technology
Counseling for College Prep
Teaching Adult Learners
Survival Kit for New Teachers

Personal Enrichment Program

Community Service Program is provided to help adults develop basic skills, discover and develop new talents, or refine active talents. Courses are designed to encourage wise use of leisure time and to provide skills for supplementary income.

Advanced Culinary Boot Camp
Cooking
Culinary Boot Camp
Enhance your handgun skills
Health/Fitness
Knitting and Crocheting
Line Dancing
NC Concealed Carry Handgun Course
Numerous Online Classes
Painting
Quilting Made Easy
Stained Glass
Summer Camps

Human Resources Development (HRD)

Nash Community College's Human Resources Development Program (HRD) is an innovative program that provides training for all adults who are seeking gainful employment, transitioning back into the workforce, or redefining their professional goals. The various classes, workshops labs, and seminars are designed to address the current needs and trends in the constantly changing job market. These training opportunities are fee waived for students who meet the eligibility criteria. Some of the courses offered included, but are not limited to:

Basic Computer and Keyboarding
Career Readiness Certification (CRC) Preparation
Digital Literacy: Northstart (English & Spanish)
Document Prep for the Job Search
Human Services Exploration: DSS Caseworker
Introduction to Heavy Equipment Operator
Internet and Email for the World of Work
Personal Finance
Preparing for the Job Search
Working Smart
Pathway to Cosmetology
Pathway to Health Care

College and Career Readiness

The mission of the College and Career Readiness Program is to prepare adults to earn a high school diploma or equivalency and to prepare for the transition to post-secondary education or employment through career pathways.

NCC's College and Career Readiness staff members take a student-focused approach advising participants one-on-one before they enroll in college or seek employment. Program areas include preparation for the High School Equivalency (HSE), career pathways and enhancement of English, math, writing, and reading skills. All classes are designed to improve basic skills that enable students to be more successful in today's workplace or college. Special requirements for students under 18 years of age include a minor release packet signed by the student's parent or legal guardian. Test of Adult Basic Education (TABE) assessments are administered during a placement testing process to determine proper course placement. Following testing, students complete a course that prepares incoming CCR students to be successful in their quest for a High School Equivalency Diploma (HSE). During this course, students meet with their advisor to develop an individual educational plan.

College and Career Readiness offers individualized flexible schedules for students to achieve their credential in a timely manner. College and Career Readiness operating hours are Monday, Tuesday, Thursday from 8 a.m. – 5 p.m.; Wednesday from 8 a.m. - 8:30 p.m. and Friday from 9 a.m. – 1 p.m. Courses are offered without cost to participants.

High School Equivalency (HSE)

Students in the HSE program score at or above a 9th grade level in reading and math. After orientation, students are placed in graduated courses in math, reading, and writing. Additionally, "Fast Track" courses are offered to students who only need a refresher before testing. Once students are prepared, they take the HiSET ® exams offered through NCC Testing Center or Official PSI Testing Center.

High School Equivalency (HSE) in Spanish

Students in the HSE program score at or above a 9th grade level in reading and math. After orientation, students are placed in graduated courses in math, reading, and writing. Once students are prepared, they take the HiSET ® exams offered through NCC Testing Center or Official PSI Testing Center.

Adult Basic Skills Education (ABE)

The ABE program at Nash Community College serves students who score below a 9th grade level in reading and/or math. After completing Ready, Set, Go, students are placed in graduated reading and math courses. Students work on basic skills until they progress to the HSE level at which point they transition into higher level classes. Additionally, students in the ABE program are

eligible for expanded pathway courses which prepare them to enter either curriculum or continuing education when they complete their High School Equivalency. Pathway courses include careers in healthcare, manufacturing and computer training, and business services.

English as a Second Language

Adult English as a Second Language courses prepare adults whose native language is not English to obtain language proficiency that allows them to meet personal and professional goals. Instruction includes the development of basic skills in listening, speaking, writing, reading, and comprehending the English language, as well as cultural acclimation to American society. Advanced classes prepare students to transition to high school equivalency and post-secondary education in the United States. Classes are also offered in citizenship, career awareness and assorted workplace credentials. Students receive academic placement according to their literacy skills with regard to the English language. Preregistration is required for enrollment in the English as a Second Language program.

Testing Center

Nash Community College Testing Center administers HiSET®. Assistance with registration and test preparation is available through the College and Career Readiness Learning Lab. The testing center is located in the Science and Technology Building.

Continuing Education Instructional Calendar

Summer Semester 2026
May 16 - August 14, 2026

Fall Semester 2026
August 15 - December 31, 2026

Spring Semester 2027
January 1 - May 15, 2027

Summer Semester 2027
May 16 - August 14, 2027

Fall Semester 2027
August 15 - December 31, 2027

NCC Foundation Directors & Personnel



Nash Community College Foundation, Inc.

The Nash Community College Foundation, Inc., a non-profit organization, was founded and chartered in 1983 to encourage and develop public and private support beyond and in addition to funds provided by county, state and federal sources.

Private contributions give the College a margin of excellence not provided by public sources, and private support strengthens and deepens the ties of interest existing between the College and the community.

The membership of the Foundation Board of Directors represents a broad segment of civic and community leaders of the Nash County area which the college serves

NCC Foundation Board Of Directors

Executive Committee

President
Brian Hutson
Hedgepeth Hutson Insurance Services

Treasurer
R. Lee Currin
Currin Appraisals, Inc.

Vice President/Annual Campaign Chair
Vacant

Secretary
Lyn C. Brown
Retired, Providence Bank

Board of Directors

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Steven Pinkston
Russell L. Proctor III
Donna Reams
Elizabeth Townsend
Isabella walker
W. Craig Worthy
Dr. Robert E. Zipf, Jr.

Administration

Lew K. Hunnicutt ***President***
B.S., Animal Science, M.S.T., General Agriculture, Tarleton State University; M.S., Animal Science, New Mexico State University; M.S., Reproductive Biology, Ph.D., Animal Science, University of Wyoming

Senior Leadership Team

Wendy Cook ***Vice President, Student Services***
B.S., Middle Grades Education; M.S., Counselor Education, East Carolina University; Ph.D., Community College Leadership, Old Dominion University

Carol Dornseif ***Vice President, Finance/Chief Financial Officer***
A.A.S., Accounting, Nash Community College; B.S., Accounting, Barton College

Amy P. Harrell ***Vice President, Instruction/Chief Academic Officer***
B.S., Sociology and Criminal Justice, North Carolina State University; Master of Criminal Justice (MCJ), University of South Carolina; Ed.D., Educational Leadership, East Carolina University

Ken Lewis ***Vice President, Institutional Technology/ Chief Information Officer***
B.S., M.S., Industrial Technology, East Carolina University; Ph.D., Technology Management, Indiana State University

Wendy Marlowe ***Vice President, Continuing Education and Economic/Workforce Development***
B.S., Psychology, Barton College; M.S., Administration, Central Michigan University; Community College Leadership, Certificate, University of North Carolina - Wilmington

President's Administrative Council

Kenyon Askew, Jr. ***Director, Marketing and Strategic Engagement***
B.S., Mass Communications, Barton College; M.A., Organizational and Strategic Communications, Queens University of Charlotte; D.B.A., Business Administration, California Intercontinental University

Kara Deans ***Associate Dean, Student Engagement***
A.A.S., Business Administration, Nash Community College; B.S., Business Administration, North Carolina Wesleyan College; M.B.A., American Military University

Carla Dunston ***Dean, Continuing Education***
B.A., Business Administration, Winston-Salem State University; M.A., Training and Development, North Carolina State University; Community College Leadership, Certificate, University of North Carolina – Wilmington

June Kearney ***Associate Vice President, Instruction***
B.S., Chemistry, M.S., Chemistry, North Carolina Agricultural and Technical State University; M.S., Biological Chemistry, University of North Carolina at Chapel Hill

Marcus Lewis ***Director, Institutional Research***
B.S., Business Administration, Elizabeth City State University; M.Ed., Curriculum and Instruction and Administration and Supervision, University of Phoenix

Teresa Nelson ***Executive Director, NCC Foundation***
A.S. Gerontology, West Virginia State University; B.S., Business/Healthcare/Gerontology; M.S., Applied Gerontology, Brenau University

Kara Norris ***Director of Human Resources***
A.A.S., Office System Technology and Business Administration; B.S., Organizational Leadership, B.S., Organizational Administration, M.S., Strategic Leadership, North Carolina Wesleyan College

Ronnie Raper ***Executive Director of Facilities, Safety and Risk***
A.A.S., Fire Protection Technology, Wilson Community College; B.S., Public Safety Administration, Grand Canyon University

Ashlyn Wilson ***Associate Vice President of Advising and Onboarding***
A.S., Recreation, Health and Physical Education, Hagerstown Community College; B.S., Health and Physical Education, University of North Carolina - Pembroke; Ph.D., Organizational Leadership, Liberty University

Administrative Support Staff

Angelica Roberts ***Executive Assistant to the President/Board Liaison***
B.A. Bachelor of Arts, Marshall University

Katelynn Ward ***Assistant Director, NCC Foundation***
A.A.S., Business, Wilson Community College; B.S., Hospitality Tourism Management, Western Carolina University

Curriculum

Department Chairs

Kochi Angar ***Department Chair/Professor, Mathematics and Natural Sciences***
B.S., Mathematics, M.A., Mathematics, East Carolina University, Master Instructor for Higher Education Certification, Nash Community College

Franchesca Battle ***Department Chair, Digital Teaching & Learning/ Professor, English/Humanities***
B.A., English and Public Relations, University of North Carolina at Chapel Hill; Master of Public Administration, East Carolina University; Post Graduate Studies, East Carolina University; Master Instructor for Higher Education Certification, Nash Community College

Ryan Cox ***Department Chair, Public Services***
B.S., Criminal Justice, Western Carolina University; M.A., Criminal Justice, Keiser University; Graduate Certificate, Sociology, Appalachian State University

Nakisha Floyd ***Department Chair/Professor, Business and Information Technologies***
B.S., Business Education, M.S., Vocational Education, East Carolina University; Microsoft Office Specialist - Associate (Word, Excel, Access, PowerPoint); Microsoft Technology Associate (Database Administration Fundamentals, Introduction to Programming using HTML and CSS, Mobility and Device Fundamentals, Windows Operating Systems Fundamentals); Entrepreneurship and Small Business Certification

Kristin Harkins ***Department Chair, English, Humanities and Social Sciences***
B.A., English, Peace College; M.A., English, North Carolina State University

Andrea Milks ***Department Chair, Health Sciences (Director, PTA)***
A.S., Math/Science, Jamestown Community College; B.S., M.S., Physical Therapy, D'Youville College, Master Instructor for Higher Education Certification, Nash Community College; Post Graduate Studies, East Carolina University

Wanda Tyson ***Department Chair, Applied Engineering Technologies***
A.A.S., Electronic Engineering Technology, Nash Community College; A.A.S., Computer Engineering Technology, Nash Community College; B.S. Computer Information Systems, North Carolina Wesleyan College; M.S., Cyber Security, Liberty University; Certificates, Electrical Electronics Technology, Computer Engineering Technology, Computer Engineering Technology/Computer Programming, Nash Community College; Master Instructor for Higher Education Certification, Nash Community College

Professors

Nahel Awadallah ***Professor, Biology***
B.S., Molecular Biology, M.S., Microbiology, Long Island University; Ed.D., Community College Leadership, East Carolina University

Ashley Berry ***Professor, Communication***
B.A., Communication, North Carolina State University; M.A. Ed., Health Education, East Carolina University; Post Graduate Studies, North Carolina State University

Reggie Cobb ***Professor, Biology/Instructional Designer, Digital Teaching and Learning***
B.S., Biology, M.A. Ed., Science Education, East Carolina University, Master Instructor for Higher Education Certification, Nash Community College

Krysti Coppock ***Director/Professor, Nursing***
A.A.S., Nursing, Southeastern Community College; B.S., Nursing, University of North Carolina at Greensboro; M.S. Nursing Education, Indiana Wesleyan University; Certified Healthcare Simulation Educator

Angela Daly ***Professor, Psychology***
B.S., Psychology, Fairmont State College; M.S., Clinical Psychology, Radford University; North Carolina Licensed Psychological Associate

Amber Greer ***Director/Professor, Medical Assisting***
A.A.S., Medical Assisting, Pitt Community College; B.S., Business Administration Healthcare Management, Mount Olive College; Master Instructor for Higher Edu- cation Certification, Nash Community College; PBT (ASCP) Certification, American Society for Clinical Pathology; CMA (AAMA) Certification, American Association of Medical Assistants

Amanda P. Guy ***Professor, Sociology***
B.A., Elementary Education, East Carolina University; M.A., Executive Leadership, Gardner- Webb University, Master Instructor for Higher Education Certification, Nash Community College, Graduate Certificate - Sociology, Appalachian State University

Michael F. Hanson, II ***Professor, Mathematics***
B.S., Mathematics/Statistics, M.E., Curriculum/Instruction Supervision, University of North Carolina at Wilmington; Post Graduate Studies, East Carolina University

Mary Hyatt ***Professor, Business/Economics***
B.A., Business, B.A., Economics, North Carolina State University; M.A., Economics, Kent State University

Georges Le Chevallier ***Professor, Art***
A.A., El Camino Community College; B.F.A., Drawing and Painting, California State University of Long Beach; M.F.A., Painting, Hunter College of the City University of New York

Natasha Neal ***Professor, Graphic Design***
B.S., Graphic Design, B.A., Art, Elizabeth City State University; M.A., Art Education, University of Florida

Greg Quintard ***Professor, Hospitality Management***
B.S., Economics, Drew University, Master Instructor for Higher Education Certification, Nash Community College

Katie Robison ***Professor, English***
B.A., English and Anthropology, M.A., English, Indiana University of Pennsylvania; Master Instructor for Higher Education Certification, Nash Community College

Erika J. Simon ***Professor, Humanities***
B.A., English, Peace College; M.A., English, North Carolina State University

Amy Vester ***Professor, Information Technologies***
B.S., Computer Information Systems, North Carolina Wesleyan College; M.A. Ed., Community College Administration, Western Carolina University; Graduate Certificate, Computer Network Professional, East Carolina University; IC3 Digital Literacy Certification; Microsoft Office Specialist - Associate (Word, Excel, PowerPoint); Microsoft Technology Associate; Entrepreneurship and Small Business Certification

Faculty

Lettie Allen ***Instructor, Biology***
B.S., Biology/Psychology, North Carolina Wesleyan College; M.S., Biology, Virginia Commonwealth University

Ranathunga Ariyarathna ***Instructor, Chemistry***
B.S., Chemistry, University of Peradeniya; Ph.D., Chemistry, University of Kansas

Chelsie Batten ***Instructor, Mathematics***
B.S., Mathematics, Meredith College; M.S., Ph.D., Mathematics, North Carolina State University

Paula Boddie ***Instructor, English***
A.A., Peace College; B.A., M.A., English, North Carolina State University

Frank Bookhardt ***Instructor, Culinary***
A.A., Liberal Arts; A.A., Culinary Arts, Nash Community College; B.S., Hospitality Management, East Carolina University; Certificates, Food Service, Catering Management, ServSafe Food certified, ServSafe Alcohol certified, Nash Community College

Jason Brannan ***Instructor, Computer-Integrated Machining***
A.A.S Computer Integrated Machining, Nash Community College

Donna Brantley ***Instructor, Medical Office Administration/Office Administration***
Certificate, Medical Office Administration, A.A.S., Accounting, Nash Community College; B.S., Accounting, North Carolina Wesleyan College; Certified Coding Specialist - Physician (CCS-P)

Chad Champion ***Instructor, Electric Line Construction Technology***
OSHA 10 Certification; Electricities Leadership Skills for the Lead Crew Leader; Electricities Making a Connection: Communicate with Respect; Eaton Power and Business Worldwide Training in Overcurrent Protection in Electrical Distribution Systems

Angellettia Charles ***Instructor, Cosmetology***
Cosmetologist License, Cosmetologist Teacher License, North Carolina State Board of Cosmetic Art; Certificate, Cosmetology, Regency Beauty Institute; Certificate, Cosmetology, Paul Mitchell School of Raleigh

Gwyneth Clapp ***Instructor, English***
B.A., M.A., English, North Carolina State University

Jeff Cook ***Instructor, Automotive Systems Technologies***
A.A.S., Automotive Technology, Erie Community College

Holly Coombs ***Instructor, English***
B.A., English, B.A. Psychology, M.F.A., Creative Writing, North Carolina State University

Brandon Craft ***Instructor, Mathematics***
B.S., M.A., Mathematics, East Carolina University

Edward Daughtridge ***Instructor, Industrial Systems Technology***
Certificate, Universal Technician, State Board of Refrigeration Examiners; Certificate, Basic Principles and Practices, National Propane Gas Association; EPA Refrigerant Recovery/ Re- cycling Certification, Wilson Technical Community College, A.A.S., Industrial Systems Technology, Certificate, Industrial Systems Technology - Mechanical and Heating and Refrigeration, Nash Community College

Deepasika Dayananda ***Instructor, Physics/***
B.S., Physics, University of Peradeniya; M.S., Physics, North Carolina State University; Doctoral Studies, North Carolina State University; Ph.D, Physics, North Carolina State University

Catherine Deans ***Instructor, Veterinary Medical Technology/ Coordinator, Medical/Clinical***
B.S., Animal, Dairy and Veterinary Sciences, Clemson University; D.M.V., Veterinary Medicine, North Carolina State University; Licensure: Veterinarian

Angela Gates-Daquila ***Instructor, Nursing***
A.A., Valencia Community College; B.S., Nursing, Herzing University; Graduate Studies, Capella University

Shinese Glass ***Director, Cosmetology***
Diploma, Cosmetology, A.A.S., General Occupational Technology, Nash Community College; B.S., Educational Studies, Psychology, North Carolina Wesleyan College; Licensed Hair Stylist, Double Certification, North Carolina State Board of Cosmetic Art, Master Instructor for Higher Education Certification, Nash Community College

Erin Griswold ***Instructor, Physical Therapist Assistant***
B.S. Health Science, Arizona State University

Gregory Grogan ***Instructor, Computer Engineering Technologies***
Certificate, Computer Engineering Technology/Computer Programming A.A.S. Computer Engineering Technology; Nash Community College; B.S., Industrial Technology, East Carolina University

Gail Harrell ***Director, Veterinary Medical Technology***
A.A.S., Veterinary Medical Technology, Central Carolina Community College

Phyllis Hawkins ***Instructor, Cosmetology***
A.A.S., Cosmetology, Nash Community College, Ministerial Training Certificate, United Christian College; Bachelor of Theology, Eastern Carolina School of Theology

Jarrett Hedgepeth ***Instructor, Business and Information Technologies***
B.S., Computer Information Systems, North Carolina Wesleyan College, IC3 Digital Literacy Certification, Microsoft Office Specialist - Word, Microsoft Technology Associate

Briana Holness ***Lead Instuctor, ACA***
B.S., Agricultural Education, North Carolina A&T University; M.S., Agricultural Education, North Carolina A&T University

Elizabeth Hood ***Instructor, Psychology***
A.A., Elementary Education, Peace College; B.A. Elementary Education, University of North Carolina at Chapel Hill; M. Ed. Elementary Education, University of North Carolina at Greensboro; M. Ed. Educational Psychology, Ph.D. Educational Psychology, University of North Carolina at Chapel Hill

Vincent Hunter ***EMS Director, EMS Training***
B.A., Homeland Security and Emergency Management, Ashford University; Paramedic, Level II, North Carolina Office of Emergency Medical Services; American Heart Association- CPR, FA, ASLS Instructor Certified: M.A., Public Administration, East Carolina University

Tierra Jackson ***Instructor, Cosmetology***
Certificate, Cosmetology, Carolina Beauty College; A.S., Medical Assisting, ECPI College of Technology; B.S., Recreation Administration, North Carolina Central University

Joey Johnson ***Instructor, Information Technologies***
B.S., Computer Science, North Carolina Central University; Microsoft Office Specialist - Word, Microsoft Technology Associate; M.S., Software Engineering, East Carolina University

Melissa Jones ***Instructor, Nursing***
B.S., Nursing, East Carolina University; M.S., Nursing, Mansfield University; Board Certification Gerontological Medical Surgical Nursing, Certified Nurse Educator; Master Instructor for Higher Education Certification, Nash Community College

Nichole LaPointe ***Instructor, Accounting/Instructional Designer, Digital Teaching and Learning***
B.S., Accounting, North Carolina Wesleyan College; M.S., Accounting, East Carolina University

Jamie Lynch ***Instructor, Nursing***
A.D.N., Nursing, Nash Community College; B.S.N., Nursing, MBA, Healthcare Administration, South University; MSN, Nurse Educator, South University; DNP, Nursing/Nurse Education, Regis College

Mary Mason ***Instructor, Spanish/Co-Director, Global Scholars***
M.A.T, Universidad Nacional de Piura, Spanish Specialization, M.A.T., Spanish, The University of North Carolina at Wilmington

Timothy Mehus ***Director, Basic Law Enforcement Training***
B.A., Criminal Justice Studies, North Carolina Wesleyan College

David Mogilnicki ***Instructor, Automotive Systems Technology***
Diploma., Automotive Systems Technology, Wake Technical Community College; Certificate, Master Automobile Technician, National Institute for ASE; Certificate, Advanced Level Specialist, National Institute for ASE

Thomas Daniel Moore ***Instructor, Mathematics/Instructional Designer, Digital Teaching and Learning***

B.S., Mathematics/Religious Studies, North Carolina Wesleyan College; M.A., Mathematics, East Carolina University, Master Instructor for Higher Education Certification, Nash Community College

Zachary Morgan ***Instructor, History/Director, Global Scholars***

B.S. History and M.A. American History, Western Carolina University

Jon O'Boyle ***Instructor, Electric Line Construction Technology***

A.A.S., Electric Line Construction Technology, Nash Community College; Certificate, Electric Lineman Technology/Third Class; OSHA Authorized Construction Trainer; Manager of Environmental Safety Health Programs, Construction Certificate

Dana Pippen ***Instructor, Nursing***

A.A., A.A.S., Nursing, Nash Community College; Diploma, Respiratory Care, A.A.S., Respiratory Therapy, Edgecombe Community College; B.S., Nursing, Excelsior College; M.S.N., Family Nurse Practitioner, Duke University

Sabrina Powell ***Instructor, Medical Assisting/Phlebotomy***

A.A.S., Medical Assisting, Edgecombe Community College; B.S., Human Services/Management, University of Phoenix; CMA (AAMA) Certification, American Association of Medical Assistants

Carson Pressley ***Instructor, Mathematics***

B.A., Mathematics, University of North Carolina at Wilmington; M.A.E., Mathematics Education, East Carolina University; Licensure: Educator

Meagan Pridgen ***Instructor, Nursing***

B.S., Nursing, Barton College: M.S., Nursing, University of North Carolina at Wilmington

Carlos Quagliaroli ***Instructor, Culinary***

A.O.S, Culinary Arts, Culinary Institute of America; B.S., Hospitality Management, Florida International University

Daniel Selby ***Instructor, Welding***

Certificate, Diploma, Welding Technology, A.A.S., General Occupational Technology, Pitt Community College

Andrew Small ***Director, Instructional Media/ Instructor, Audio and Video Production Technology***
B.A., Journalism, Auburn University

Sherri Hamiel ***Instructor, Nursing***
A.D.N., Nursing, Edgecombe Community College; B.S.N., Nursing, Winston-Salem State University; M.S.N., Nursing Education, Barton College; D.N.P, Nursing, Gardner-Webb University

Deidre "Jill" Steward ***Instructor, Nursing/Clinical Coordinator***
B.S.N Nursing, University of North Carolina at Chapel Hill; M.S.N. Nursing, East Carolina University

Becky Strickland ***Instructor, Nursing***
B.S.N, M.S.N., Nursing, Barton College

Dani Tart ***Instructor, English***
B.A., English, Secondary Education, Shippensburg University; M.A., English, East Carolina University

Stephen D. Tart ***Instructor, Physical Therapist Assistant***
A.A.S, Physical Therapist Assistant, Nash Community College; B.S. Health Fitness Specialist, East Carolina University

Susan Taylor ***Instructor, Nursing/Simulation & Lab Coordinator***
Diploma, Practical Nursing, A.A.S., Nash Community College; B.S., Nursing, Winston Salem State University; M.S., Nursing, East Carolina University

Tina Treish ***Instructor, Practical Nursing***
B.S., M.S., Nursing, East Carolina University, Certified Case Manager

Michael Varnell ***Department Chair, Emergency Management Services***
A.A.S., Fire Protection Technology, Wilson Community College; B.S., Business Administration, University of Mount Olive; M.S., Executive Fire Service Leadership, Grand Canyon University, Chief Fire Officer (CFO) Designation - Center for Public Safety Excellence, Executive Fire Officer (EFO) Graduate - National Fire Academy, NC Association of Fire Chief's Executive Development Graduate, North Carolina Fire Officer II, Commission on Professional Credentialing Assessor, Strategy and Tactics for Initial Company Operations Instructor Certification, Center for Public Safety Excellence Level I Peer Assessor, Incident Management Team Certification, National Incident Management System Instructor Certification, North Carolina Fire Prevention Level I (Fire Code Enforcement Official), North Carolina Fire Instructor II, Federal Aviation Administration Remote Pilot Certification, NC State University Trusted Operator Program (TOP) Remote Pilot Certification

Jennifer Walston ***Instructor, Social and Human Services***
B.S.W, M.S.W, Social Work, East Carolina University

Beatrice White ***Instructor, Mathematics***
A.A., Halifax Community College; B.S., Middle Grades Education, M.A., Mathematics, East Carolina University

Karen Whitehead ***Instructor, Veterinary Medical Technology***
A.A.S., Veterinary Technology, Tri-County Technical College; Registered Veterinary Technician - North Carolina Veterinary Medical Board (NCVMB)

Eva Williams ***Instructor, Communication***
B.A., Communication Studies, B.A. English, University of North Carolina at Wilmington; M.S., Communication, North Carolina State University

Rebecca R. Williams ***Instructor, Chemistry***
B.S., Chemical Engineering, North Carolina State University; M.A., Teaching Secondary Science, East Carolina University; M.S., Chemistry, University of North Carolina at Wilmington

Cherie Winstead ***Instructor, Criminal Justice***
B.S., Criminal Justice Criminology, Barton College; M.A., Justice Studies, Methodist University

Jodi York ***Instructor, Early Childhood Education***
A.S., Political Science, Lincoln Land Community College; B.S., Public Administration & Service, Northern Illinois University; A.S., Early Childhood Education, Highland Community College; M.A.Ed., Early Childhood Administration, National Louis University

Administrative Services

Mary Beth Chappell ***Receptionist***
A.A., Associate in Arts, Nash Community College

Elizabeth Hodge ***Director, Payroll and Receivables***
A.A., General Studies, Cape Fear Community College; B.S., Business Administration, University of North Carolina at Wilmington

Gwen Hudson ***Assistant Manager, Café***

Yeng Huffman ***Accounting Technician, Accounts Payable***
A.A., General Education, Consumes River College; B.A. Anthropology and Sociology, UNC Charlotte.

Kyle Jackson ***Director, Budget and Disbursement***
B.B.A., Real Estate Finance, Southern Methodist University

Chris Johnson ***Event Coordinator, Business and Industry Center***

Britany Kent ***Accounting Technician/Cashier***
A.A.S, Early Childhood Education, Nash Community College; B.S, Business, University of Phoenix

Bobbi-Jo McBride ***Director, Campus Store***
A.A.S., Nash Community College; B.S., Accounting and Business Administration, North Carolina Wesleyan College

Gwen Messer ***Accounting Technician, Sponsorships***
B.S.B.A., Finance, East Carolina University

Tony Sipple ***Accounting Technician/Accounts Receivable***
A.A.S., Business Administration, College of the Albemarle

Linda Snell ***Manager, Conference Center***
Lock Haven State College

Phylicia Thomas ***Accounting Technician/Payroll***
B.S., Organization Leadership and Healthcare Administration, M.B.A., Business Administration, North Carolina Wesleyan University; Doctoral Studies, Regent University

Sara Wiggins ***Director, Campus Safety/NCC Chief of Police***
B.S., Criminal Justice, East Carolina University; Basic Law Enforcement Training Certification, Wilson Technical Community College

Continuing Education

Nevaeh Atkinson ***Registration Specialist***
A.A.S., Advertising & Graphic Design, Nash Community College

William Blatnik ***Director, CDL Training***
A.A.S., Computer Networking, Tidewater Community College; CDL; NCDMV Third Party Examiner Certified

Jonee Callahan ***Director, Workforce Continuing Education***
A.A., A.S., Nash Community College; A.A.S., Marketing and Retail Technology, Halifax Community College; B.S., Economics, North Carolina State University; Master of Accounting and Financial Management, DeVry University; Microsoft Certified Application Specialist; Global Career Development Facilitator (GCDF) Certificate; Working Smart Instructor Train- ing Certificate

Larry Carpenter ***EMS/AHA Coordinator, EMS and AHA Programs***
Paramedic, North Carolina Office of Emergency Medical Services

Andrea Giddens ***Coordinator, Community Engagement and Latino Programs***
B.A., Spanish/History, M.A.Ed., Spanish, University of North Carolina –Greensboro

Dorneeta Harper ***Coordinator, Program Performance and Recruitment***
B.S., Psychology, University of North Carolina at Chapel Hill: Master of Public Administration, East Carolina University

Raquel Hedgepeth ***Continuing Education Success Navigator***
M.B.A., Business Management, Provident University

Rhonda High ***Director, Corporate Training and Apprenticeship Programs***
B.A., Business Administration and Accounting, Sam Houston State University; M.B.A. Business Administration, Strayer University

Ruthie Holloman ***Director, Small Business Center***
A.A.S., Accounting and Business Administration, Vance-Granville Community College; B.A. Tourism and Hospitality Management, Johnson & Wales University

Joseph Parks ***Director, Fire Services***
A.A.S., Fire Protection, Wilson Technical Community College

Roslyn Pemberton ***Director, College and Career Readiness***
B.A. Elementary Education, Pfeiffer University; M.S.A School Administration, University of NorthCarolina at Pembroke

Shania Robinson ***Assistant, Small Business Center***
A.A.S., Advertising and Graphic Design, Nash Community College

Tammy Rogers ***Assistant Registrar, Continuing Education***
A.A., Liberal Arts, Edgecombe Community College; B.A., English, North Carolina Wesleyan College

Lindsey Sauls ***Director, Electric Line Programs***
A.A., Nash Community College; B.S., Business Administration and Law, Western Carolina University

Rhonda Strickland ***Registrar, Continuing Education***
A.A.S, Paralegal Technology, Durham Technical Community College

Jim Thomas ***Director, Law Enforcement In-Service Training***
A.A.S., Printing Technology, Chowan College; B.S. Criminal Justice Administration, Mount Olive University; Southern Police Institute Administrative Officers Course, University of Louisville; Certified Law Enforcement Officer, North Carolina Criminal Justice Training and Standards Commission; Certified Criminal Justice School Director; Certified Criminal Justice Instructor; Certified Instructor Trainer; Certified Explosives and Hazardous Materials Emergencies Instructor

CE Instructors

James Brake ***Instructor, CDL Training***
Certificate, CNA 1, Edgecombe Community College; Certificate, CNA 2, Certificate, CDL Training, Nash Community College

Rolande Pennington ***Instructor, CDL Training***
Diploma, McDonald's Corporation Advanced Management Course

Zelpha Richardson ***Instructor/College and Career Readiness***
B.B.A., Business Administration/Accounting, North Carolina Central University; B.S., Elementary Education, North Carolina Wesleyan University; M.S.A., School Administration, Barton College

Thomas Salter ***Instructor/Coordinator, Fire Services***
A.A.S., Emergency Management, Wayne Community College

Kelvin Smith ***Instructor, College and Career Readiness (Immured Population)***
B.A., Justice Studies, North Carolina Wesleyan College; M.A., Criminal Justice, American Public University

Tammy Wilkins ***Nurse Aide Coordinator, Nurse Aide/Medication Aide***
B.S.N., Nursing, Barton College

Curriculum Staff

Amanda S. Coggin ***Assistant Producer***
A.A.S. College Transfer, Nash Community College; A.A.S., Broadcast, Production and Technology, Nash Community College

Stephanie Cole-Hyke ***Coordinator, Curriculum Information***
A.A.S., Office Administration, Nash Community College; B.S., Legal Support and Services – Paralegal; Professional Administrative Certification of Excellence (PACE)

Kimberly Evans ***Coordinator, Health Sciences Admissions***
A.A.S Physical Therapy Assistant, Nash Community College

Reatherbell E. Johnson ***Departmental Secretary***
Diploma, Accounting; A.A.S., Medical Office Administration, A.A.S. Office Administration; Edgecombe Community College

Xavier Johnson-Graham ***Multimedia Producer***
A.A.S., Broadcast, Production and Technology, A.A., Associate in Arts, Nash Community College; B.S., Communication/Public Relations, East Carolina University; FAA-Certified UAS Pilot

Cornelia Penn ***Departmental Secretary, Humanities, Social Sciences and English, Business Information Technology, Mathematics, and Natural Sciences***
A.A., Associate in Arts, Nash Community College

Kendrick Toney ***LMS Administrator and eStudent Specialist***
B.S., Information Technology, Computer Systems Technology, North Carolina A & T University

Institutional Technology

Melinda Edwards ***Manager, Print Shop***

Jimmie Holloman ***Operations Server Analyst***
B.S., Computer Information Systems – Cyber and Network Security, ECPI University

David Leggett ***Network Administrator/Operations Lead***
B.S., Computer Science, East Carolina University; Certificate, Network Technology, Nash Community College

Jamie Oxendine ***Grants Administrator***
B.S., Music, Pembroke State University; M.M., Music and Native American Culture, Bowling Green State University

Martin Palacios Quiroz ***Computer Technician***
B.S., Computer Science, The University of North Carolina at Greensboro

Alex Slavin ***Network and End User Support Analyst***
A.A.S., Information Technology/Networking Management, Nash Community College

Melissa Turner ***Systems Administrator***
A.A.S., Data Processing and Business Administration, Albany Business College; A.S., Sciences, Nash Community College

Rachel White ***Systems Analyst***
A.E. Engineering, A.S. Science, Nash Community College

Sidney Whitley ***Computer Technician***
A.A.S., Information Technology/Cyber Security/Systems Security, Nash Community College

Student Services

Elizabeth Qua Adkins ***Academic Advisor***
B.S, Biology, Campbell University; M.P.H., Public Health, The University of North Carolina at Greensboro

Sharon Barnhill ***Single Stop Coordinator/Student Wellness Assistant***
B.S., Business Administration, North Carolina Agricultural and Technical State University

Latoya Carter ***Director, Student Wellness***
A.A.S., Human Services, Edgecombe Community College; B.S.W, Social Work, Barton College; M.S.W, Social Work, East Carolina University

David Denton ***Early College Advisor***
A.A., Associate in Arts, Nash Community College; B.A., History, M.Ed., Adult and Community College Education, North Carolina State University

Priscilla H. Dickens ***Assistant Director, Financial Aid***
A.A.S., Accounting, Nash Community College; B.S., Business Administration, North Carolina Wesleyan College

Suzan Duffee ***Assistant Registrar***
B.A., English and Literature in English, The Catholic University of Eastern Africa; M.A., International Education and Development, Oslo and Akershus University College of Applied Sciences; Graduate Diploma, Special and Inclusive Education, Institute of Education, University of London

Tymekia Evans ***Financial Aid Officer***
B.A., Speech Pathology & Audiology, North Carolina A & T State University

Cynthia Green ***Coordinator, Recruitment***
A.B.A. Business Administration and A.A.S. Accounting, Wilson Community College; B.S. Business Administration and M.B.A. Business Administration, Barton College

Brenda Hardy ***Coordinator, Curriculum and Veterans***
A.A.S., Office Administration, Nash Community College; B.S. Organizational Administration, North Carolina Wesleyan College

Charlene Harrison ***Coordinator, Testing and Support***
A.A.S., Social Service Associate, Edgecombe Community College; B.A., Sociology, Shaw University; M.S., Counseling Studies; Capella University

Robert James ***Director, Library Services***
A.A., Psychology, Broward College; B.S., Psychology, University of Florida; M.L.S., Library Science, North Carolina Central University; M.A., Public History, North Carolina State University College

Gerald Judd ***Librarian***
B.A., History, Loyola University New Orleans; M.A., History, The University of New Orleans; M.L.S., Library Science, North Carolina Central University

Tammy Lester ***Director, Financial Aid***
B.S., Business Administration, North Carolina Wesleyan College

Renee Martinez ***Executive Director, Advising Services***
A.A., English, Peace College; B.A., M.A., English, Education, East Carolina University, Community College Instruction Certificate, Student Affairs Certificate, East Carolina University; Master Instructor for Higher Education Certification, Nash Community College; M.Ed., Adult Education, East Carolina University

Keith Powell ***Academic Advisor***
BA of Arts: Saint Augustine's University, Raleigh, NC; Masters of Public Administration: Long Island University, Brooklyn NY

Cheska Pringle ***Academic Advisor***
A.A.S., Human Services Technology, Nash Community College; B.A., Human Services, Southern New Hampshire University

Tatiana Scott ***Dual Enrollment Advisor***
B.A., Psychology, North Carolina Central University

Peter Singletary ***Coordinator, Career Services***
B.S., Economics, Winston-Salem State University; M.Div., Divinity, Duke University

Gianna Smith ***Academic Advisor***
B.S., Psychology, Thomas College; Graduate Studies, University of Southern Maine

Michael Stallings ***Director, Admissions and Outreach***
A.A., A.S., College Transfer, Nash Community College; B.S., Communications, East Carolina University

Ashley Thomas ***Director, Records and Registrar***
A.A.S., Advertising and Graphic Design, Nash Community College; B.S., Organizational Administration, North Carolina Wesleyan College; M.B.A., Western Governors University

Regina Turnage ***Admissions Officer***
B.S., Child Development and Family Relations- Family and Community Services, East Carolina University

Heather Williams ***Student Services Staff Assistant***
A.A.S. Business Administration, Nash Community College

Stacey Williams ***Admissions Officer***
A.A.S., Medical Office Technology, Nash Community College

Alyssa Womble ***Director, K-12 Partnerships***
B.S., Special Education, East Carolina University; M.S. and Ed.S, School Counseling, UNC Greensboro

Child Development Center

Hofida Backman ***Lead Teacher***
Nash Community College

Destiny Dancy ***Lead Teacher***
Nash Community College

Sharon Holland ***Child Care Coordinator***
A.A.S., Early Childhood Education, Nash Community College

Jamika McWilliams ***Director***
Certificate, Early Childhood Associate/Special Education, Nash Community College; B.A., Liberal Studies, Barton College; Certificate, Teacher Certification, East Carolina University; Graduate Studies, University of Phoenix

Maxine Nicholson ***Lead Teacher***
Nash Community College

Candace Benson ***Lead Teacher***
Diploma, Medical Billing and Coding, Bryant & Stratton College

Christina Whitley ***Lead Teacher***
A.A.S., Early Childhood Education, Nash Community College; B.S., Human Development and Family Studies; University of North Carolina at Greensboro

Maintenance/Housekeeping

Gregory Deans ***Director, Facilities***
Certificate, Heavy Equipment Transport Technology, Wilson Technical Community College; Diploma, Diesel – Heavy Equipment Transport, Wilson Technical Community College; A.A.S., General Occupational Technology, Nash Community College

Maintenance

Tyler Baird ***Groundskeeper***

Randy Flowers ***Skilled Trades Technician***

Joseph Hill ***Maintenance Technician***
Certificate, Electric Lineman Technology/Third Class, Level 1 Arc Welding, Nash Community College

Gregory Latham ***Maintenance Technician***
Diploma in Air Conditioning, Heating and Refrigeration, Certificate – Heating, A/C and Refrigeration: Entry Level I and II, Certificate – Electrical/Utility Apprenticeship College of the Albemarle; Diploma, Electrical Installation and Maintenance, Coastal Carolina Community College; North Carolina Electrical Contractors License

Seth Pridgen ***Maintenance Technician***

Shawn Smith ***Maintenance Technician***

Ken White ***Master Gardener/Instructor***
B.S., Leisure Service Management, East Carolina University; Certificate, Certified Master Gardener, NC Cooperative Extension, Certified Beekeeper

Housekeeping

LaTonya Carter ***Custodian***

William Garrett ***Custodian***

Judy Henderson ***Custodian***

Zonda Smith ***Lead Custodian***

Troy Wallace ***Custodian***

Markisha Whitaker ***Custodian***

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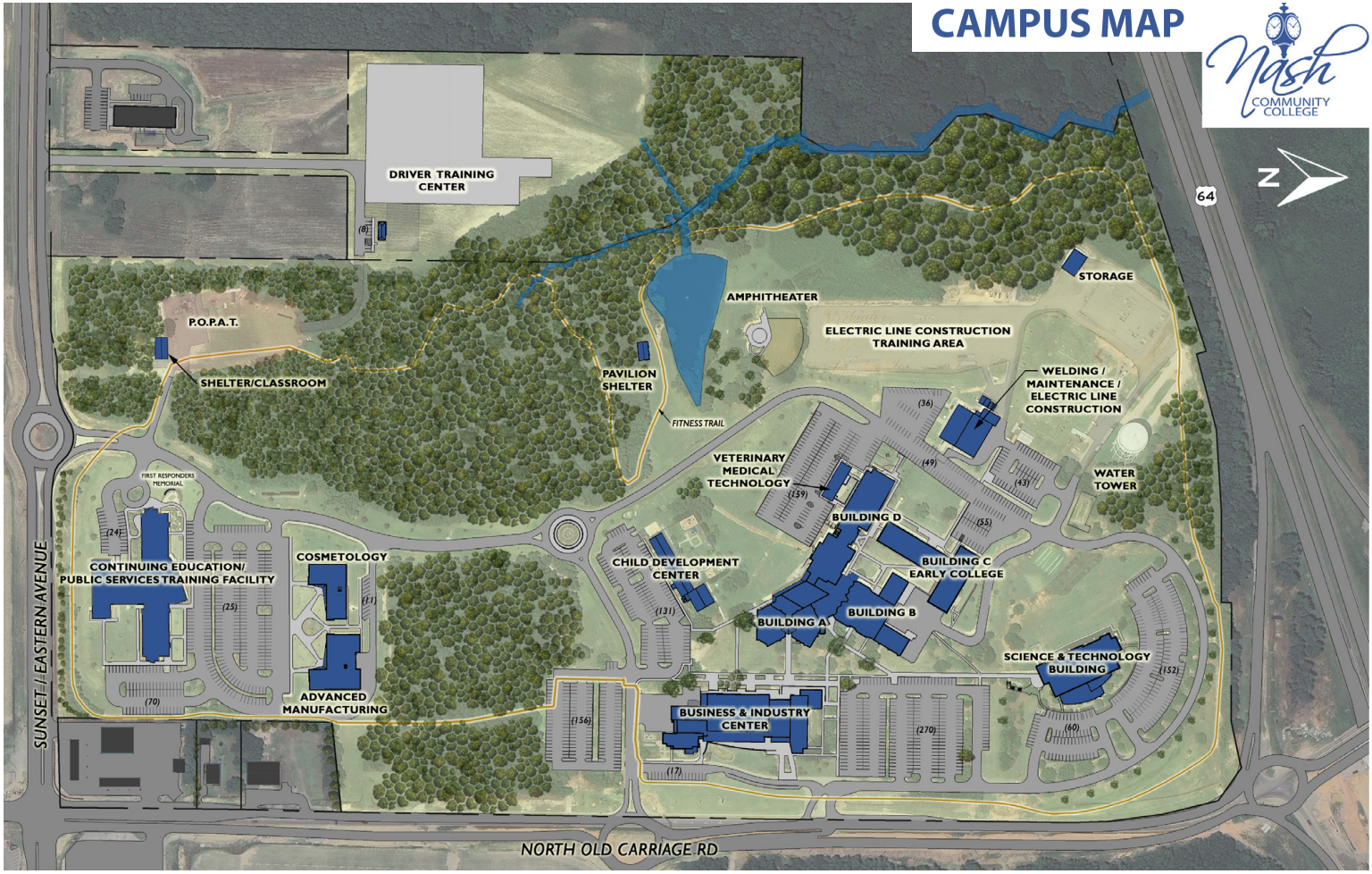
CAMPUS MAP

Nash Community College



BUILDINGS

Advanced Manufacturing *(K 100)* Classrooms & Offices

Building A *(A 2000-2200)* Student Services, Library, Information Technology Offices, Classrooms & Offices

Building B *(B 2100)* beanSweet Café, Student Lounge, Classrooms & Offices, Campus Store, Print Shop

Building C Early College High School

Building D *(D 4100-4200)* Classrooms & Offices, Nursing, Humanities

Business & Industry Center *(B&I 1000-1100)* Brown Auditorium, Cashier's Office, Administrative Offices, Classrooms, Switchboard, Studio 67, Big Bang Radio, Culinary Kitchen, Tuscan Patio, Small Business Center

Child Development Center *(F 6000)* Child Development Center, Classrooms & Offices, Early Childhood Education

Continuing Education & Public Services Building *(CE 8100-8200)* Continuing Education Classes, First Responder, Multipurpose Room, Firing Range, Truck Driving, Literacy, Industry Training

Cosmetology *(J 100)* Classrooms & Offices, Salon

POPAT Police Officer's Physical Agility Training, Burn Labratory, Public Safety Training

Science & Technology Building *(S&T 7100-7200)* Classrooms & Offices, Biology, Chemistry, Mathematics

Welding/Maintenance *(E 5000)* Maintenance, Offices, Welding, Metal Fabrication, Electric Line Construction

EDIFICIOS

Fabricación Avanzada *(K 100)* Salas de Clases y Oficinas

Edificio A *(A 2000-2220)* Servicios Estudiantiles, Biblioteca, Oficinas de Tecnología Informática, Salas de Clase y Oficinas

Edificio B *(B 2100)* Café beanSweet, Comedor, Salas de Clase y Oficinas, Libreria, Tienda de Imprenta y Copiado

Edificio C Escuela Secundaria Universitaria Temprana

Edificio D *(D 4100-4200)* Salas de Clase y Oficinas, Enfermería, Artes y Letras

Centro de Negocios e Industria *(B&I 1000-1100)* Auditorio Brown, Cajero, Oficinas Administrativas, Salas de Clase, Recepción/Conmutador, Estudio 67, Big Bang Radio, Cocina Culinaria, Patio Tuscano, Centro de Pequeñas Empresas

Centro de Desarrollo Infantil *(F 6000)* Centro de Desarrollo Infantil, Salas de Clase y Oficinas, Educación de Infancia Temprana

Educación Continua y Edificio de Servicios Públicos *(CE 8100-8200)* Clases de Educación Continua, Primeros Auxilios, Sala Multipropósito, Campo de Tiro, Conductores de Camiones, Alfabetismo, Capacitación en la Industria

Cosmetología *(J 100)* Salas de Clase y Oficinas, Salón

POPAT Entrenamiento de Agilidad Física del Oficial de Policía, Laboratorio de Incendios, Capacitación en Seguridad Pública

Ciencia y Tecnología *(S&T 7100-7200)* Salas de Clase y Oficinas, Biología, Química, Matématicas

Soldadura/Mantenimiento *(E 5000)* Mantenimiento, Oficinas, Soldadura, Fabricación de Metal, Construcción de Lineas Eléctricas