

# Blue Ridge Community College

2019-2020 Catalog  
Volume 44

Henderson County Campus  
180 West Campus Drive  
Flat Rock, North Carolina 28731  
(828) 694-1700

Transylvania County Campus  
45 Oak Park Drive  
Brevard, North Carolina 28712  
(828) 883-2520 or (828) 694-1900

Health Sciences Center  
805 6<sup>th</sup> Avenue West  
Hendersonville, North Carolina 28739  
(828) 694-1700

[blueridge.edu](http://blueridge.edu)

Blue Ridge Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Engineering (A.E.), the Associate in Fine Arts Degree (A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Applied Science Degree (A.A.S.). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Blue Ridge Community College.

Blue Ridge Community College is an equal opportunity college.

## Notices

Blue Ridge Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The College disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Blue Ridge Community College is an equal educational opportunity institution, which makes no distinction in the admission of students or in any activities on the basis of race, color, religion, gender, national origin, disability (as defined by law), or sexual orientation.

Blue Ridge Community College supports the protection available to members of its community under all applicable federal laws, including Titles VI and VII of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972, the Public Health Service Act (as amended by the Nurse Training Amendment Act of 1971), the Age Discrimination Act of 1975, the Age Discrimination Act of 1967 (as amended), the Equal Pay Act of 1963, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Executive Order 11246 of 1965 (as amended), and other related federal and state legislation pertaining to equal employment opportunity.

Inquiries concerning federal Title IX, Section 1681, and related laws may be addressed to:

Vice President for Student Services/Title IX Coordinator  
Blue Ridge Community College  
180 West Campus Drive  
Flat Rock, NC 28731  
Telephone (828) 694-1804

## Frequently Called Numbers

### Henderson County Campus

180 West Campus Drive, Flat Rock, NC, 28731  
(828) 694-1700

### Health Sciences Center

805 6<sup>th</sup> Avenue West, Hendersonville, NC, 28739  
(828) 694-1700

### Transylvania County Campus

45 Oak Park Drive, Brevard, NC, 28742  
(828) 883-2520

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e-mail: [information@blueridge.edu](mailto:information@blueridge.edu)  
[blueridge.edu](http://blueridge.edu)

# 2019-20 Academic Calendar for Curriculum Students

## Fall 2019 Semester

Registration .....	July 15-August 8
FAFSA File Complete deadline..... (students whose FA file is NOT complete by this date must be prepared to self-pay)	August 2
Payment deadline in person (Office support not available after 1 p.m.) .....	August 9
Payment deadline online (Payment plan turns off at midnight) .....	August 11
Final registration days.....	August 13-14
Classes Begin.....	August 15
Add/drop days.....	August 15-19
Payment deadline for add/drop in person.....	August 19
Payment deadline for add/drop online (Payment plan turns off at midnight) .....	August 19
Labor Day Holiday .....	September 2
Fall Break .....	October 11-14
Veterans Day Holiday .....	November 11
Thanksgiving Break .....	November 27-December 1
Last day of classes for Fall Semester.....	December 11
Graduation .....	December 17

## Spring 2020 Semester

Registration .....	October 28-December 20
FAFSA File Complete deadline..... (students whose FA file is NOT complete by this date must be prepared to self-pay)	December 13
Payment deadline in person (Office support not available after 11 a.m.) .....	December 21
Payment deadline online (Payment plan turns off at midnight) .....	January 1
Final registration days.....	January 3 & 6
Classes Begin.....	January 7
Add/drop days.....	January 7-9
Payment deadline for add/drop in person.....	January 9
Payment deadline for add/drop online (Payment plan turns off at midnight) .....	January 9
Payment deadline in person (Office support not available after 11. a.m.) .....	January 9
Martin Luther King Holiday .....	January 20
Winter Break .....	Feb 27- 29
Easter Holiday .....	April 10
Spring Break.....	April 13-17
Last day of classes for Spring Semester .....	May 6
Graduation .....	May 9

## Summer 2020 Term

Registration .....	March 16-May 7
FAFSA File Complete deadline..... (students whose FA file is NOT complete by this date must be prepared to self-pay)	May 1
Payment deadline in person (Office support not available after 11 a.m.) .....	May 10
Payment deadline online .....	May 12
Final registration days.....	May 14-15
Classes Begin.....	May 18
Add/drop days.....	May 18-20
Payment deadline for add/drop in person.....	May 20
Payment deadline for add/drop online.....	May 20
Payment deadline in person (Office support not available after 11. a.m.) .....	May 20
Memorial Day Holiday.....	May 25
Independence Day Holiday.....	July 3
Last day of classes for Summer Term .....	July 27

**\*\*Note** - Blue Ridge will be closed on Fridays during the Summer Term

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## President's Message

Welcome to Blue Ridge Community College. I am delighted that you have chosen Blue Ridge to pursue your associate degree, career/technical certificate, transfer preparation, or attainment of college readiness skills. You have made a smart investment in your future.



Once you are here, you will see how Blue Ridge elevates your educational experience and prepares you for 21st century success in the workforce or at four-year colleges and universities. Our talented faculty develop and teach challenging programs that offer real-life practice, meet the needs of local employers, and lead to well-paying careers. With accessible campuses in Henderson and Transylvania Counties, and online courses, our smaller class sizes and customized training opportunities provide you with a more supportive, engaging learning environment that encourages critical thinking and problem solving.

While you're a student at Blue Ridge, be sure to take advantage of the comprehensive array of support services that are available to you, including free tutoring and study-skill support at the Student Success Center. Also, a great "first stop" would be meeting with one of your counselors, who can answer questions about which classes or degree programs are best suited for your long-term career goals. Your counselor can help you navigate through the admission and financial aid application processes.

As the president of your community college, I believe every dream matters. I encourage you to explore our catalog and website to learn more about how Blue Ridge can help you pursue your dreams and reach your summit. You might be interested to learn that last year, Blue Ridge students received close to \$500,000 in scholarships and financial aid assistance.

I wish you all the best as you embark upon this next step in your education, career, or personal enrichment. Our faculty and staff members are dedicated to elevating your experience. Thank you for the opportunity to partner with you on your journey.

Laura B. Leatherwood, Ed.D.  
President

## General Information

### History

Blue Ridge Community College is one of 58 institutions that operate under the North Carolina State Board of Community Colleges.

The creation of Blue Ridge dates back to 1963, when the North Carolina General Assembly authorized a system of comprehensive community colleges and technical institutes in areas of the state that had a need for institutions of higher learning. A few years later, the residents of Henderson County approved a bond issue and a special tax levy to provide funds for the construction, operation, and maintenance of a school facility to serve the community. Henderson County Technical Institute opened its doors in December 1969 and the first course was offered on January 8, 1970.

The first full-time curriculum classes began the following semester on September 14, 1970. Shortly after, in October of 1970, the Board of Trustees changed the name from Henderson County Technical Institute to Blue Ridge Technical Institute. Then nine years later they renamed the school Blue Ridge Technical College. The Board of Trustees approved the current name, Blue Ridge Community College in 1987.

### Mission Statement

Blue Ridge Community College empowers individuals with knowledge and skills to enrich our communities and build a competitive workforce.

### Vision

Blue Ridge will continue to provide programs of excellence in academics and training that foster economic vitality in our community. Our College will lead by example with our partners in business, industry, and education to improve the quality of life for the people we serve by:

- Promoting instructional excellence in all program areas
- Serving the lifelong learning needs for all citizens
- Expanding and enhancing programs to meet the evolving needs of our community
- Working closely with business and industry to train a competent workforce
- Strengthening partnerships to advance the mission of the College
- Enhancing customer service to all who come our way
- Increasing the retention and success of our students
- Increasing community awareness of the programs of the College
- Infusing appropriate technologies for problem solving and enhanced program delivery
- Developing a multi-culturally competent citizenry
- Developing responsive and effective education programs

## Values

We value excellence in teaching, training, and student-centered learning.

We open our doors to all who seek knowledge and a better life through academic growth and development.

We value the diversity of all people and will make our programs accessible to all learners regardless of disabilities or physical challenges.

We believe that our faculty, staff, and administration should conduct themselves with the highest integrity in the classroom and beyond.

We will be candid and supportive with our students in the assessment of their skills and their progress on the journey toward knowledge.

We will be responsive to the changing needs of our community by providing targeted programming that improves the skills, knowledge, and economic progress of our workforce.

We will be the champions of innovation, ever vigilant for opportunities to improve the delivery and quality of instruction through changes in technology and educational research.

As a public educational institution, our faculty and staff are accountable to the people we serve to deliver the best programs possible to enrich the lives of those within our reach. Our students are accountable to their instructors to strive for improvement and demonstrate the mastery of identified, measurable educational objectives in every class attended.

These are the values of Blue Ridge Community College that guide our behavior and frame our dreams. As your community college, we pledge to demonstrate these values in all that we do and say as we work in partnership to make our community a better place in which to live and work.

## Location and Facilities

Blue Ridge Community College Henderson County Campus is located on 128 acres on College Drive, between Airport Road and South Allen Road in Flat Rock, North Carolina. The 13-building complex provides over 358,000 square feet of floor space. In addition to offices, classrooms, laboratory space and student center areas, facilities also include a distance learning center, a 66,000-square foot Applied Technology Building, a comprehensive library, an Environmental and Safety Training Center, teaching and performance auditoriums, and a state-of-the-art Technology and Education Development Center that includes virtual training, television and audio recording studios, and a 1,000-seat conference hall. The College's health care programs are housed in the Health Sciences Center, located in downtown Hendersonville adjacent to Pardee Hospital.

The Transylvania County Campus is located on nine acres on the corner of Oak Park Drive and Osborne Road in Brevard, North Carolina. The two-building complex houses instructional and office space, an Applied Technology Building completed in 2008, and the Blue Ridge Innovation Network, a 3,500 square-foot facility for small business incubation.

Situated near the Blue Ridge Mountains of North Carolina at an altitude of 2,140 feet, the College is easily accessible via Interstate 26, Highways 64, 25, 191, and 176. Commercial air service is provided by several major airlines which serve the Asheville Regional Airport located twelve miles north of Hendersonville. The location between the metropolitan areas of Asheville, North Carolina, and Greenville, South Carolina, place the College near the center of a rapid growth area in southwestern North Carolina. This location is also near several vacation/recreation destinations which include Flat Rock, the Pisgah National Forest, Brevard, Bat Cave-Chimney Rock, Biltmore House, and the Blue Ridge Parkway.

## Accreditation

Blue Ridge Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Arts Degree (A.A.), the Associate in Science Degree (A.S.), the Associate in Engineering Degree (A.E.), the Associate in Fine Arts Degree (A.F.A.), the Associate in General Education (A.G.E.), and the Associate in Applied Science Degree (A.A.S.). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Blue Ridge Community College.

Blue Ridge Community College is an accredited member of the North Carolina Community College System and all programs offered by the College have been approved by the North Carolina State Board of Community Colleges.

The Associate Degree Nursing Program is approved by the North Carolina State Board of Nursing.

The Surgical Technology Program is approved by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Hwy 19 North, Suite 158, Clearwater, FL 33763; Phone: 727-210-2350; Fax: 727-210-2354; [caahep.org](http://caahep.org) by the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; Phone: 303-694-9262; Fax: 303-741-3655; [arcstsa.org](http://arcstsa.org).

The Early Childhood and School Age Education Programs are accredited by the National Association for the Education of Young Children.

The Emergency Medical Science Program is credentialed as a North Carolina Advanced EMS Education Institution by the North Carolina Office of Emergency Medical Services.

The Emergency Medical Science Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; Phone: 727-210-2350; Fax: 727-210-2354; [caahep.org](http://caahep.org) by the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession; 8301 Lakeview Parkway, Suite 111-312, Rowlett Texas 75088; [coaemsp.org](http://coaemsp.org).

The Emergency Medical Technician—Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The Fire Protection Program is seeking accreditation by the International Fire Service Accreditation Congress.

## Blue Ridge Community College Educational Foundation, Inc.

Blue Ridge Community College Educational Foundation was founded in 1974, just five years after the institution was chartered. Today Blue Ridge Community College Educational Foundation is a separate organization affiliated with, and serving only, Blue Ridge Community College. It is governed by a Board of Directors and qualifies as a 501(c)(3) organization under the guidelines of the Internal Revenue Service. As such, the Foundation ensures to donors the tax deductibility for charitable gifts that is provided by state and federal laws. The mission of the Foundation is to aid, strengthen, and further in every proper and useful way the work and services of Blue Ridge Community College and to provide broader educational opportunities to its students, staff, faculty, and to the residents of Henderson and Transylvania Counties. In fulfilling its mission, the Foundation provides financial assistance to students through scholarships, a work-study program, and emergency loans and grants; purchases state-of-the-art equipment for use in classrooms; sponsors faculty development through special projects; enables the College to achieve its institutional effectiveness goals; provides start-up costs for new programs; and solicits monies for other College projects. Private support through the Foundation enables Blue Ridge Community College to keep pace with the educational changes occurring in its service area and in the lives of its students, faculty and staff, and the citizens it serves. For further information, contact Blue Ridge Community College Educational Foundation, 180 West Campus Drive, Flat Rock, North Carolina 28731, (828) 694-1710.

### Core Indicators of Student Success

The Performance Measures for Student Success Report is the North Carolina Community College System's 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 our 58 community colleges. The most current Performance Measures for Student Success Report is located on the College website at [blueridge.edu/about-brcc/performance-measures](http://blueridge.edu/about-brcc/performance-measures).

The report is filled with comprehensive information about the development of these measures and the performance of each community college in the system.

## Admission

### Entrance Requirements and Admissions Procedures

In keeping with the North Carolina Community College System's Open Door policy, Blue Ridge Community College enrolls students who are 18 years or older, or are high school graduates or equivalent. For admission into all degree, diploma, and certificate programs, high school graduation or equivalent is required. Applicants who have not graduated from high school or otherwise fulfilled this requirement may do so by successfully completing the High School Equivalency Diploma formerly known as the

General Educational Development (GED) Tests. Applicants without a high school diploma or a High School Equivalency Diploma may enroll in specific individual classes as a special credit student.

All applicants for admission are responsible for fulfilling the following steps:

1. Complete the Residency Determination Service (RDS) first to start the admissions process. The Application for Admission cannot be submitted without first obtaining a Residency Certification Number (RCN).
2. Complete an Application for Admission and file with the Registrar's Office.
3. Have official copies of high school transcript and/or High School Equivalency Diploma scores sent to the Registrar's Office. Official transcripts are those with the school seal and Registrar's signature and must arrive unopened from the issuing school or agency. Students whose required transcripts have not been received will be admitted on a provisional basis for one semester. Applicants to all Health Sciences programs who have a High School Equivalency Diploma or Adult High School diploma must also submit an official high school transcript if they completed ninth grade or higher. If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.), documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Vice President for Student Services. Students under the age of 18 who are high school graduates or the equivalent must provide official transcripts prior to enrolling.
4. Complete a set of Pre-Enrollment Placement Tests. The College uses EdReady's NROC for placement testing. These tests examine the individual's levels of ability in reading, math, and English so that the student can be placed in appropriate developmental level courses if necessary. These tests are not admissions tests. Placement testing may be waived under conditions outlined in the Placement Testing Waiver Policy. Students who place into the Readiness level for English and Reading will be allowed to enroll in Curriculum courses for credit only after they have received appropriate remediation through the College and Career Readiness Center. Students who test into Readiness level Mathematics, as well as Readiness level English and Reading, will be allowed to enroll in curriculum courses for credit only after they have received appropriate remediation through the College and Career Readiness Center.
5. Meet with Success Coach in Student Services.

A student is officially accepted to the College when all requirements are met and the student receives written notification from the Vice President for Student Services. Acceptance to the College does not necessarily imply admission to a specific curriculum since certain programs, such as those in the allied health area, may have additional entrance requirements.

The College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education in that State.

The College reserves the right to refuse admission to any applicant during any period of time that a student is suspended or expelled from another college or educational entity due to non-academic disciplinary reasons.

When a student self-reports on the College application (or it otherwise comes to the College's attention) that he/she is currently expelled or suspended from another college or university, the following actions will be taken:

1. The student must complete and sign a "Statement of Confidential Information Form" and submit to each college or university formerly attended. The student's signed release on this form permits the college to inform Blue Ridge of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any.
2. After Blue Ridge receives the completed Statement of Confidential Information Form from all previously attended colleges, the Vice President for Student Services will review the information regarding any active suspension or expulsion and make the determination if the student should be provisionally admitted or denied admission.

The decision of the Vice President for Student Services is final.

## Pre-Enrollment Placement Testing Waiver Policy

Students may waive the placement testing requirements under the following conditions:

1. Documentation of acceptable SAT or ACT scores. To be enrolled directly into first level curriculum English or math course, students would need to have a score of 500 on the applicable (Writing or Critical Reading, and/or Math) if taken before March 2016; a score of 480 on the Evidence Based Reading and Writing and a score of 530 on the Math portion of the SAT if taken after March 2016, or a minimum of 18 on ACT English or 22 on ACT Reading, or a minimum of 22 on ACT Mathematics. SAT and ACT examinations must have been taken within the last five years.
2. Results of NC DAP or NROC placement tests taken at another North Carolina Community College System institution, which have been taken within the preceding five years and meet Blue Ridge Community College scores, or equivalent, will also waive placement testing.
3. Transfer credit (grade C or better) received from a regionally accredited institution for first-level curriculum English or math courses will be accepted in lieu of placement testing. Developmental level courses may be considered for transfer credit if taken at a North Carolina Community College. The student must submit an official transcript to receive transfer credit and to officially waive the need for placement testing. A maximum of 75% of the Total Semester Credit Hours in any program can be accepted in transfer.
4. Students who have graduated from a North Carolina high school within the past five years, and who have an unweighted HS GPA of 2.6 or higher, and who have completed four high school math courses as outlined in Eligible 4th High School Math Courses for Multiple

Measures, will be waived from placement testing. Students who use this method to waive developmental prerequisites for ENG 111 or any curriculum level math course and who subsequently receive a grade other than A, B, or C, will be allowed to take the placement exam for the appropriate subject, and based on the results of the placement exam, will be allowed to add appropriate developmental coursework to their program of study for financial aid purposes. Regardless of meeting the above requirements, a student may opt to be placed using NC DAP. A student may speak with an appropriate advisor, and if the advisor and student agrees, the student will be allowed to take the appropriate placement exam, the results of which will be used to determine which developmental courses a student may take as part of their program for financial aid purposes. All other financial aid policies, including those related to academic progress, continue to apply.

5. For certificate programs without developmental prerequisites, testing will be waived. For certificate programs that have developmental prerequisites and/or courses with developmental prerequisites, NROC placement testing is required, unless the testing is waived based on one of the above conditions.

## Pre-Enrollment Placement Testing Retesting Guidelines

In general, the NROC placement test provides a reasonable assessment of a student's abilities in English, reading, and math skills. In some cases, however, students may question their placement in one or more of these areas.

Retesting: A student wishing to retake any part of the College's official placement test for any reason is allowed one retest attempt in each developmental module per semester. Students requesting a retest in a particular unit will be charged a fee for each unit in which a retest is desired. Fees are set annually by the College Trustees. Once the student has paid for the retest, he or she may receive a retest during a regularly scheduled official placement test session. Students will be placed in a course according to the better of the two test scores. Students are not allowed to retest to attempt to place out of a developmental class in which they are currently enrolled after the add/drop period has ended.

## Associate Degree Nursing Admission Procedures

### Phase I

1. Complete the RDS (Residency Determination Service) first to start your Admissions process. The Application for Admission cannot be submitted without first obtaining your RCN (Residency Certification Number).
2. Submit Blue Ridge Community College Associate Degree Nursing Application for Admission. This application is generally available in April of each year. Submit official transcripts of all previous education. Transcripts must verify the following coursework and grades:  
 High school biology - "C" average or above  
 High school chemistry - "C" average or above  
 If an applicant earned a High School Equivalency

Diploma, requirements will be met with the following:

Biology - A standard score of 150 or above on the Science Test

Chemistry - No High School Equivalency Diploma equivalent

If an applicant earned a GED, requirements will be met with the following:

Biology - Standard score of 450 or above on Natural Science Test

Chemistry - No High School Equivalency Diploma equivalent

Students who have not met all of these prerequisites may do so by taking BIO 090 Foundations of Biology and CHM 092 Fundamentals of Chemistry. Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

3. Complete the Pre-Enrollment Placement Test. The following course work must be exempted or completed with a grade of "P."
  - DMA 010 – Operations with Integers
  - DMA 020 – Fractions and Decimals
  - DMA 030 – Proportion/Ratios/Rates/Percents
  - DMA 040 – Expressions, Linear Equations, Linear Inequalities
  - DMA 050 – Graphs and Equations of Lines
  - DRE 097 – Integrated Reading Writing II
  - DRE 098 – Integrated Reading Writing III
4. Placement testing is waived for applicants with a bachelor's degree or college-level English and Math with a 'C' grade or above, or applicants with acceptable SAT or ACT scores taken within the last five years. Acceptable scores are a SAT score of 500 or above on Writing or Critical Reading and 500 or above on Mathematics if taken before March 2016; a score of 480 or higher on Evidence Based Reading and Writing and a score of 530 on Mathematics if the SAT is taken after March 2016; or a minimum of 18 on ACT English or 22 on ACT Reading, or a minimum of 22 on ACT Mathematics.
5. Attend a Nursing Information Session. Dates will be posted in the application packet. Applicants who complete all steps of Phase I by the deadline listed in the application packet will receive a letter acknowledging their eligibility to pick up Phase II packets during the time frame published in the application packet.
6. Complete the Test of Essential Academic Skills (TEAS). A minimum composite score of 68 on the TEAS is required. The RIBN program requires a minimum composite score of 70.

### Phase II

Applicants who complete Phase I will be contacted by letter to pick up Phase II materials. Applicants will be required to sign that they have received the packet and instructions.

To complete the Phase II application process, the candidate will be required to submit the following items to the Director of Nursing.

1. An acknowledgement of applicant's ability to provide safe nursing care to the public. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative of their ability to provide safe care to the public.
2. Completion of the form noting education endeavors (specific course work), accomplishments (certifications, degree, etc.), and work/volunteer activities.
  - a. Official transcripts must be on file in the Registrar's office.
  - b. Photocopy of certification, degree and or diploma enclosed in packet.

Points are awarded for grades in specific courses and the applicants TEAS score. Details of the point value system are listed in the application packet.

After the deadline for Phase II applications, each applicant's file will be evaluated. Points will be based on documentation provided and evaluation of transcripts. The applicants with the highest points will be accepted until the 54 available spaces are filled. The next 15 will be designated as alternates.

Notification of provisional acceptance or acceptance will be mailed by mid-April.

Full acceptance into the program will be pending the following requirements:

1. Successful completion of a North Carolina approved Certified Nurse Aide I Program AND current listing on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. The Certified Nurse Aide I Training Program must include theory, lab, and clinical components.
2. If an applicant has taken the Certified Nurse Aide Program in a state other than North Carolina, the applicant will be considered on an individual basis if the student is listed on the North Carolina Nurse Aide I Registry with no substantiated finding of resident abuse, resident neglect, or misappropriation of resident property in a Nursing Facility. It will be the responsibility of this applicant to show documentation that the course they took contained a theory, clinical, and lab component.
3. A medical form verifying acceptable levels of immunization, physical, and mental health will be required prior to entering the nursing core classes in the fall.
4. Verification of current and continued American Heart Association Cardiopulmonary Resuscitation for a healthcare provider.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of "C" or better in each required course in the major to remain in the program.

## Associate Degree Nursing Regionally Increasing Baccalaureate Nurses (RIBN) Option

The RIBN option is a dual enrollment program offered in collaboration with Western Carolina University (WCU). Students are accepted into and take courses at both Blue Ridge Community College and WCU during enrollment in the RIBN option.

Students are required to complete the following:

1. By June of Year II, Provide documentation of successful completion of a North Carolina approved Certified Nurse Aide I Program which includes theory, lab, and clinical components. A copy of a college transcript or a notarized course completion certificate will be acceptable documentation.
2. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry and the Division of Health Service Regulation.
3. For retention in RIBN, students must take and pass with a grade of "C" or better in all required courses in sequence and a cumulative G.P.A. of 2.25 for progression in the program and the student must demonstrate professional and safe nursing practice
4. RIBN is a four-year program. Year I students enroll in general education courses at Blue Ridge and WCU as advised by the RIBN Nursing Student Advisor. Year II and III students apply to enroll in the Associate Degree Nursing program at Blue Ridge and continue enrollment in WCU courses as advised by the RIBN Nursing Student Advisor. After graduation from the ADN program, Year IV classes are taken at WCU to complete the BSN program.
5. Successfully pass NCLEX - RN to progress to Year IV.
6. See the RIBN nursing advisor for the recommended course sequence.

## Basic Law Enforcement Training Admission Procedures

Applicants for admission to the Basic Law Enforcement Training (BLET) Program must:

1. Have graduated from high school or have an Adult High School Diploma or have passed the High School Equivalency Diploma with an equivalency certificate that meets the minimum requirements set by the State of North Carolina.
2. Pass a reading test with a 10 grade level or higher score (administered by staff prior to admission).
3. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and /or the NC Sheriffs' Education and Training Standards Commission which include:
4. Be a citizen of the United States;
5. Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old); and

6. Be of good moral character;
7. Be free of any convictions of any serious crimes, civilian or military; recent convictions of driving while impaired or under the influence; or major motor vehicle law infractions
8. Be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of law enforcement officer.
9. Have not ever committed or been convicted of any of the following:
  - a. A felony;
  - b. A crime for which the punishment could have been imprisonment for more than two years;
  - c. A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years
  - d. Four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
  - e. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
6. Complete a Reading Test and score at a 10th grade reading level or higher. This test will be administered by staff prior to admission.
7. Possess a valid North Carolina driver's license.

Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission are met.

Prior to enrollment in the BLET program an accepted applicant must provide the BLET Coordinator with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination Report must include a Cholesterol Screening Report and Medical Release Form for Basic Law Enforcement Training. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

### PROCEDURES FOR ADMISSION:

1. Obtain a BLET application packet from the program webpage and schedule a Reading Test with a law enforcement program area staff member.
2. Complete the Application for Admission.
3. Schedule an appointment with the BLET Coordinator, named on the face of the application. At this interview, the applicant will submit the application.

### ADMISSION INTERVIEW

Each applicant is interviewed by the BLET Coordinator. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any serious crimes, civilian or military; recent convictions of driving while impaired or under the

influence; and major motor vehicle law infractions and to determine the disposition of such charges. At the interview, the applicant will be given additional information relative to details of the schedule, total cost of the program, attendance policy, etc. The applicant will be required to sign waivers which allow the applicant to participate in the training.

### Early Childhood and School-Age Education Practicum Requirements

To register for the practicum courses in the early childhood or school-age programs, students will be required to sign that they have received the practicum packet and successfully complete the following process with the lead instructor of either the school-age or early childhood program.

1. Complete the RDS (Residency Determination Service) first to start your Admissions process. The Application for Admission cannot be submitted without first obtaining your RCN (Residency Certification Number).
2. Submit a completed practicum application form.
3. Complete an acknowledgement of applicant's ability to provide safe care of children. The applicant will sign a statement that she/he understands they must demonstrate a level of physical and emotional health that is indicative to their ability to provide safe care of children.
4. Effective January 1, 1996, anyone working, or wanting to work, in child care must complete a criminal records background check. For compliance with North Carolina Division of Child Development regulations, a criminal background check is a search of local, state, and/or federal records to determine if a person has been convicted of a crime. The results of the background check are used to decide if the person's experience is fitting to care for children.
5. Sites hosting Blue Ridge Community College students in practicum experiences may require a criminal background check, a medical release, or additional requirements.

### Emergency Medical Science Admission Procedures

1. Complete the RDS (Residency Determination Service) first to start your Admissions process. The Application for Admission cannot be submitted without first obtaining your RCN (Residency Certification Number).
2. Complete an application for the Associate Degree Emergency Medical Science program.
3. Meet with an academic advisor or program director from the Department for EMS Education.
4. Students Admitted to the Emergency Medical Science Program: In addition to maintaining a 2.0 GPA and earning a minimum grade of "C" in all EMS and other related curriculum courses, applicants accepted in the Emergency Medical Science program must meet the following requirements in order to enroll and continue in the EMS program.

5. Attend a program information session after completion of Emergency Medical Technician. Dates and times will be sent to applicants.
6. Complete a student Medical Form provided by the Department for EMS Education, documenting satisfactory emotional and physical health.
7. Immunizations required by clinical agencies, criminal background check, and drug screening.
8. Comply with current clinical affiliation agreements.
9. Clinical agencies reserve the right to deny a student access to the facility based on failure to meet the above requirements. If a student is denied access to any clinical agency, the student will not be allowed to continue in the Emergency Medical Science program. Detailed information regarding these agency requirements will be provided during an information session.

### High School Student Enrollment (Career and College Promise)

A North Carolina high school student may enroll in a course(s) at Blue Ridge Community College through Career and College Promise, provided that the student meets one of the following sets of criteria:

For students wishing to take Career and College Promise classes under the College Transfer Pathways (Associate in Arts, Associate in Science, Associate in Engineering, or the Associate in Nursing) the student must:

1. Be a high school junior or senior progressing toward high school graduation;
2. Have a unweighted high school GPA of 2.8 or higher **or** demonstrate college readiness in English, reading, and mathematics from an assessment or placement test.

For students wishing to take classes under one of the Career and Technical Education Pathway programs of study, the student must:

1. Be a high school junior or senior progressing toward high school graduation
2. Meet the same requirements as above for any CTE Pathway which includes a UGETC (Universal General Education Transfer Component) class. The Principal/designee waiver does not apply.
3. Have an unweighted GPA of 2.8 or higher **or** obtain a Principal/designee waiver for CTE Pathways which do **not** include a UGETC (Universal General Education Transfer Component) class.
4. Receive career pathway information outlining program requirements for completion of the certificate or diploma.

Freshmen and sophomores may enroll in select Career and Technical Education Pathways with additional academic requirements.

Tuition is waived for high school students taking courses under an approved Career and College Promise Pathway. However, high school students are responsible for fees, course supplies, textbooks, and their own transportation to and from the Blue Ridge Community College Henderson County Campus and the Transylvania County Campus.

All other applicable College regulations apply to high school students upon their admission to Blue Ridge Community College.

All other provisions of the North Carolina Administrative Code and the Manual on Cooperative Programs in North Carolina High Schools and Community Colleges apply to high school students. For further information and how to apply, contact Student Services on either campus.

## Surgical Technology Admission Procedures

### Level I: Surgical Technology Diploma Program

All Surgical Technology applicants must complete the requirements listed in steps 1-5.

1. Complete the Residency Determination Service (RDS) to obtain a Residency Certification Number (RCN) to start the admissions process. The Application for Admission cannot be submitted without an RCN.
2. Submit Blue Ridge Community College Surgical Technology Application for Admission. The application is generally available in November of each year.
3. Submit official transcripts of all previous education. Transcripts must verify the following coursework and grades a "C" average or above in high school biology.

If an applicant earned a High School Equivalency Diploma, requirements will be met with a standard score of 150 or above on the Science Test.

If an applicant earned a GED, requirements will be met with standard score of 450 or above on Natural Science Test.

Students who have not met all of these prerequisites may do so by taking BIO 090 Foundations of Biology.

Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.

4. Complete the Pre-Enrollment Placement Test or waiver of test based on Placement Test Waiver Policy cited in the Blue Ridge Community College Catalog. The following course work must be exempted or completed with a grade of "P".

DRE 097 – Integrated Reading Writing II

DRE 098 – Integrated Reading Writing III

DMA 010 – Operations with Integers

DMA 020 – Fractions and Decimals

DMA 030 – Proportion/Ratios/Rates/Percents

DMA 040 – Expressions, Linear Equations, Linear Inequalities

DMA 050 – Graphs and Equations of Lines

Placement testing is waived for applicants with a bachelor's degree or college level English and math with a 'C' grade or above or applicants with acceptable SAT or ACT scores taken within the last five years.

Acceptable scores are a SAT score of 500 or above on Writing or Critical Reading and 500 or above on Mathematics if taken before March 2016; a score of 480 or higher on Evidence Based Reading and Writing and a score of 530 on Mathematics if the SAT is taken after March 2016; or a minimum of 18 on ACT English or 22 on ACT Reading, or a minimum of 22 on ACT Mathematics.

5. Attend a Surgical Technology information session. Dates will be posted in the application package. The first eighteen (18) applicants meeting the above requirements will receive acceptance into the program. Once eighteen applicants are accepted, a waiting list of fifteen applicants will be formulated. A medical form verifying acceptable levels of immunization, physical health, and mental health will be required prior to entering surgical technology core courses in the fall.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of "C" or better in each required course in the major to remain in the program.

### Level II: Surgical Technology - Associate Degree Program

The Advanced SUR courses are individually tailored for surgical/special areas of concentration. The applicant must complete the requirements listed in steps 1-5.

1. Make an appointment with the Surgical Technology Program Faculty.
2. Successfully pass the National Certification Exam and provide proof of current CST card.
3. Present proof of current American Heart Association Cardiopulmonary Resuscitation Healthcare Provider level certification.
4. Documentation of 500 hours or more work experience or documentation of having been the primary scrub on 125 cases or successful completion of the SUR 212 course.
5. Two references – forms will be provided by Program Faculty.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites. A student must earn a grade of "C" or better in each required course in the major to remain in the program.

## Residency Determination Service

The Residency Determination Service (RDS) was established as the centralized service for determining residency for students. This service enables a student to use one residency determination for admissions applications to multiple North Carolina public colleges and universities and to demonstrate residency for state aid programs consideration at all (public and private) North Carolina colleges and universities.

All new and returning curriculum students, who were not enrolled at Blue Ridge Community College on March 13, 2017, including CCP students, international, undocumented, and Deferred Action for Childhood Arrivals (DACA) students must complete the RDS application online at [ncresidency.org](http://ncresidency.org) prior to completing the admission application. RDS does not apply to Continuing Education students.

## International Students

The College is authorized under federal law to enroll non-immigrant alien students. Non-immigrant International students who wish to attend Blue Ridge must have a valid student visa (F-1 visa). Non-immigrant potential students must apply for either the Associate of Arts or Associate of Science programs. Blue Ridge is only approved through student and exchange visitor (SEVIS) for international

students applying to these programs. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States. The Test of English as a Foreign Language (TOEFL) with a score between 22-30 on Reading, between 22-30 on Listening, between 26-30 on Speaking, and between 24-30 on Writing except those from countries where English is the native language or those applicants with college-level English transfer credit from an accredited United States institution. Additionally, the college pre-enrollment placement test and documentation of financial support for one year's tuition and living expenses are required of all international applicants seeking a completed I-20 Form for student visa status. International applicants should contact Student Services at Blue Ridge Community College for additional information. Alien Registration Card holders are admitted under the same guidelines used for U.S. citizens.

Students who have Permanent Residency Status do not need a student visa. They may apply and attend Blue Ridge as Curriculum students. As part of the admissions process, students will need to present their permanent residency card.

## Undocumented Individuals

The College admits undocumented individuals pursuant to the State Board of Community Colleges Code 1D SBCCC 400.2 and guidelines from the North Carolina Community College System as follows:

An undocumented immigrant with a diploma from a United States public high school, private high school, home school, or Adult High School that operates in compliance with State or local law is eligible to be admitted to Blue Ridge Community College. Undocumented individuals with a High School Equivalency Diploma do not meet these criteria and are ineligible for admission.

Undocumented students are required to pay the out-of-state tuition rate (see "NC Business Sponsor Exception for In-State Tuition" below for possible exception). Although undocumented students are required to pay the out-of-state tuition rate, they are still required to submit the RDS application prior to their Application for Admission.

A student who is lawfully present in the United States will always have priority for a space or program of study over a student who is an undocumented student. Undocumented students cannot enroll into a class or program of study for which there are waiting lists and must wait until the conclusion of the last published (i.e. late) registration period to register for classes

Undocumented individuals who are high school students (public, private, or home school) in North Carolina who meet the eligibility criteria may enroll in college level courses consistent with Career and College Promise guidelines.

Undocumented students may enroll in non-college level courses or programs including High School Equivalency Diploma preparation courses, Adult Basic Education, Adult High School, English as a Second Language, and other continuing education courses less than college level.

Undocumented or battered illegal aliens who have been determined to meet one of the qualifying conditions set

forth in Federal Law, 8 USC Section 1641, are eligible for college level courses. It is the applicant's responsibility to produce sufficient documentation to satisfy the College that the applicant is eligible for post-secondary education benefits.

## Admission of Students with Deferred Action for Childhood Arrivals (DACA) Classification

The DACA Program is the recent ruling by the Federal Government that gives undocumented persons permission to live and to work in the U.S. and not be deported for a period of two years, even though they are not in the country legally.

Persons under the DACA Program have permission to work in the U.S. and are given Social Security numbers.

Persons under the DACA Program have a card, much like the Permanent Resident Card, however, the card confirms that they are allowed to work and not be deported, only for a period of two years. The card also confirms that persons under DACA have not been given a change in their legal status.

When persons under the DACA Program apply to Blue Ridge, a photocopy of their DACA card will be required.

In North Carolina, persons under the DACA program can study at Blue Ridge, but only under the same conditions as an undocumented person (Admission of Undocumented Individuals), with the exception that persons under the DACA Program can enroll with other lawfully present students during regular registration periods.

Persons under the DACA Program are not eligible for federal financial aid.

Persons under the DACA Program cannot receive in-state tuition (see "NC Business Sponsor Exception for In-State Tuition" below for possible exception).

## Out-Of-State Students

Applicants classified as out-of-state for North Carolina tuition purposes are admitted under the same regulations as North Carolina residents. See also Residency for Tuition and Residency Determination Service.

## NC Business Sponsor Exception for In-State Tuition

The General Assembly has enacted laws applicable only to community colleges that creates an exception to the general requirements for in-state tuition. The Business Sponsor Exception, as it is called, states that "when an employer other than the Armed Forces...pays tuition for an employee to attend [a community college] and the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate." The requirements to take advantage of this exception are listed below:

1. Employer that will be sponsoring the student must provide a current Form W-9
2. Employer sponsoring the student must provide a letter, on company letterhead, stating that the student they wish to sponsor is indeed an employee of the company and that the company intends to pay in full for the

student with a company check. This must be provided each semester.

3. Student must provide their two (2) most recent pay stubs from the sponsoring company. This must be provided each semester.
4. Registrar's Office must have a copy of the student's EAD (Employment Authorization Document) card with a valid date (applicable to DACA students only).
5. After verification of all the above documents by the Cashier's Office, the employer must provide a company check for payment in full of the student's tuition and fees for each semester.

## Practicum/Clinical Requirements

Sites hosting Blue Ridge Community College students in practicum/clinical experiences may require a criminal background check, a medical release, immunization records, or additional requirements.

## Provisional Students

Students applying too late to furnish pre-entrance requirements before the registration period may be permitted to enter the college as a provisional student after an interview with the Vice President for Student Services or a counselor. Once students have fulfilled all admission requirements (RDS, application, transcripts, and tests if required), they will be accepted in good standing. All students must fulfill these requirements by the end of their first semester.

**Note:** Students under the age of 18 who are high school graduates or equivalent must provide official transcripts at the time of Application for Admission.

## Readmission

Students with credit from Blue Ridge Community College who withdraw for any reason before completing the requirements for a degree, diploma, or certificate may be readmitted by completing the RDS and submitting a College application if the student is returning after an absence of two or more semesters, excluding summer term. A conference with a counselor will be required for students returning after academic probation or suspension. Programs of study are under continuous review and course requirements are subject to change as students return after an absence of two or more semesters, excluding summer term. The current academic catalog determines program requirements. See also Academic Forgiveness and Academic Probation.

## Advising and Registration

Dates for registration will be published prior to the beginning of each semester. Students are expected to register on the day or days specified for each semester. In cases of late registration, absences will be counted beginning with the student's registration.

Changes in schedules must be approved by the student's faculty advisor or appropriate Chair/Dean. The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

## Academic Advising

This institution views student advisement as one of its most important functions. Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Advisors may also refer students to other available campus resources.

First semester students will meet with Success Coaches in Student Services to be advised.

After the first semester, students are required to meet with their faculty advisor each semester for assistance in completing an Educational Plan on Blue Ridge's online myBlueRidge system. Advisors' office hours are posted on their office doors and on the College website. It is important that students realize that it is ultimately their responsibility to familiarize themselves with specific course and program requirements so that they may complete their goals while enrolled at the College.

**Note:** ACA 115 Success and Study Skills or ACA 122 College Transfer Success is a required course for all degree and diploma programs at Blue Ridge. ACA 115 is not part of the Comprehensive Articulation Agreement for transferability and should be taken only by students in programs that are not designed for transfer. ACA 122 is part of the Comprehensive Articulation Agreement for transferability and must be taken by all students in transfer programs. Students should take the proper ACA course for their program their first semester but no later than their second semester. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

## Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may also be purchased online at [blueridge.bncollege.com](http://blueridge.bncollege.com). Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at [blueridge.bncollege.com](http://blueridge.bncollege.com).

## Orientation

**New Student Orientation (NSO):** To promote rapid and sound adjustment to the educational philosophy, program, and standards of the College, new curriculum students are required to participate in an orientation program prior to registration. The New Student Orientation can be completed in a face-to-face session or accessed online via the College's online Learning Management System (LMS).

**Student Online Learning Orientation (SOLO):** All Students taking an online course will be required to complete the student online learning orientation (SOLO) prior to accessing their online course. The course only needs to be completed once to allow access to all current and future online courses. SOLO can be found within your course list located in the College's online Learning Management System (LMS).

## Prerequisites/Corequisites

**Prerequisites:** Prerequisites include developmental coursework as prescribed by placement testing, the preceding course in a sequence of courses, or a high school course. Certain programs require prerequisite courses be completed prior to fall enrollment. The advisor and the student must discuss the waiver of any course prerequisite; any request must be made prior to the process. There must be adequate documentation, which demonstrates that the student has the ability to be successful in the course materials. Developmental course prerequisites, however, may not be waived.

The decision to waive a prerequisite course will be made by the appropriate dean after consultation with the student's advisor, the department faculty, and the student. The Vice President for Instruction, who will provide written notice to the Registrar, must approve the decision.

If a student registers for a course without meeting the prerequisite(s), the student will be officially dropped prior to the first day of class unless a waiver is granted.

**Corequisites:** In some cases, corequisites must be taken at the same time, such as CHM 131 and CHM 131A. In other cases, the corequisite course must be taken prior to or in the same semester as the course for which it is a corequisite. Exceptions may be approved by the appropriate dean and will be documented in the student's academic file.

## Priority Registration

Priority Registration dates are published online on the College website. All currently-enrolled curriculum students are strongly encouraged to register during Priority Registration in order to get the courses they need to progress in their programs.

## Registration for Continuing Education Students

Pre-registration for continuing education classes can be made in person, online, or by mail with enrollment available on a first-come, first-serve basis. Late registration is held at the first class meeting if space is available. Healthcare class registration must be made in person.

## Special Credit Students

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission and documentation (transcripts) of prerequisite coursework, if applicable. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate. Special credit students do not qualify for financial aid.

## Student Classification

A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit. A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A freshman is a student who

has completed less than half the required credit hours of an associate degree program and a sophomore is a student who has completed half or more of the required credit hours of an associate degree program.

## Withdrawals from Courses

This policy applies to all Blue Ridge Community College curriculum courses.

### Voluntary Withdrawals from Curriculum Courses

1. A student may only drop a class for a partial refund on or before the official 10% date of the semester. During the schedule adjustment period, which is the first three class days of the semester, students should see their adviser and sign a drop/add card to receive a refund. After the schedule adjustment period, students who drop one or more of their courses on or before the official 10% date of the term must log into myBlueRidge to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.
2. Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Chair or Dean.
3. If a student fails to attend during the entire last 25% of the course, the grade that the student earns will be the final grade assigned.
4. In the case of a withdrawal, the student will receive a grade of NS or W which will not influence the grade point average, but which will appear on the student's official transcript.
5. Students receiving financial aid should notify the Financial Aid Office if they withdraw from a course or withdraw from the College.

### Involuntary withdrawals from curriculum courses

1. Students who register for a course and do not attend classes prior to 10% of the contact hours of the course will be withdrawn by the instructor.
2. Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class.

## Tuition and Fees

### Residency for Tuition

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. See Residency Determination Service.

## Tuition for Curriculum Students

Tuition rates for Blue Ridge Community College are established by the North Carolina General Assembly. These rates are subject to change.

### Resident of N.C.

\$76 per semester hour  
16 or more semester hours ..... \$1,216

### Non-resident

\$268 per semester hour  
16 or more semester hours ..... \$4,288

## Other Fees and Expenses for Curriculum Students

**Student Activity Fee** ..... \$35

The student activity fee is applicable to all curriculum students and is non-refundable after the 100% refund period. This fee will be charged for Fall and Spring semesters only. The student activity fee is waived for high school students taking only distance education classes which do not require attendance on campus.

**Accident Insurance Fee** ..... \$130

Students are required to take limited coverage accident insurance while enrolled. The amount varies each year. The accident insurance fee is waived for students taking only distance education classes which do not require attendance on campus. This insurance fee is not refundable after the 100% refund period. Due to the changing nature of the insurance industry, types of policies and rates are subject to change without notice. Blue Ridge Community College is not liable for injury suffered by students while participating in classes, shop work, or other school activities.

**Transcript Fee (official copy)** ..... \$5

An unofficial transcript can be obtained through myBlueRidge at no fee.

**Technology Fee** ..... Varies

The Technology Fee is non-refundable after the 100% refund period. The fee is charged each semester:

16 or more semester hours ..... \$48  
1 - 15 semester hours ..... \$3/per semester hour

**Professional Liability Fee** ..... Varies

This coverage is for students taking part in personal service or medical related situations such as clinical experiences.

Associate Degree Nursing = \$15

Surgical Technology = \$15

Emergency Medical Science = \$74

Cosmetology = \$10/per course

**Pre-Enrollment Placement Test Retest Fee** ..... \$5 per unit

**Graduation Fee** ..... \$20

The fee covers graduation expenses for degrees, diplomas, and certificates and is payable during registration for the semester in which the student expects to complete a program of study. Invitations, caps, and gowns may be purchased at the student's expense in the bookstore prior to graduation.

### College Access, Parking and Security (CAPS) Fee

\$25 Spring and Fall Semester/\$15 Summer Term

The CAPS fee is applicable to curriculum students however, some exceptions apply. It is non-refundable after the 100% refund period.

**Course Fees** ..... Varies

Other course fees may apply. A detailed schedule of courses fees is available on the College website.

**Distance Learning** ..... Not applicable

There are no fees solely associated with Distance Learning courses or with verification of student identity.

**Textbooks, Supplies, and Tools** ..... Varies

Costs for textbooks, supplies, and tools are variable depending on the student's enrollment status and program. Students are required to have the textbooks, supplies, and tools prescribed in the curriculum program they are entering. New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may be purchased online at [blueridge.bncollege.com](http://blueridge.bncollege.com). Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at [blueridge.bncollege.com](http://blueridge.bncollege.com).

Tuition and fees paid by students do not represent the total operating expenses of the College. The balance is provided by local, state, and federal tax funds.

Tuition and fees must be paid in full or deferred through the College tuition payment plan by the published tuition payment deadline or the student's schedule will be deleted. High school students at least 16 years of age who are enrolled at least half-time in high school courses are exempt from tuition for select courses. However, all students are required to pay the student accident insurance fee, the technology fee, the activity fee, and any specific course fees that may apply. If high school students are enrolled in Blue Ridge Community College courses offered on a high school campus, the student accident insurance fee, the activity fee, and the technology fee may be waived. The student accident insurance fee may also be waived for the distance learning student who does not attend the Blue Ridge Community College campus. However, it is the responsibility of the student to notify the business office of the high school or distance learning status at the time charges are paid.

## Deferred Payment Plan

The College offers a deferred payment plan for curriculum students in the Fall and Spring Semesters. The amount of tuition and fees that can be deferred is determined by the amount due and deferred payment plan enrollment date. Enrollment and service fees may apply. The Deferred Payment Plan is not available for summer term. Information is available from the Cashier/Student Accounts Office or faculty advisors.

## Fulfillment of Financial Obligations

Students are responsible for any and all amounts due on their account. Continuing Education students must pay all required course fees or provide an authorization letter for sponsor payment at the time of registration for the course. Curriculum students must pay all tuition and fees in full, officially enroll in the Deferred Payment Plan (Fall and Spring semesters only), have pending financial aid showing on their account, or provide an authorization letter for sponsor payment by the payment deadlines published for each semester. Curriculum students are considered to have a past due balance if a balance is still due on their account after the published payment deadline or on the last day of academic semester for which the charges are incurred. This balance could have resulted from failure to adhere to the conditions of the Deferred Payment Plan, financial aid was reduced or revoked, or a sponsor declined payment for any reason.

Failure to pay any past due balance in full may result in:

- Inability to register for any classes
- Inability to receive grades or official transcripts
- Account may be turned over to the North Carolina Department of Revenue for collection
- Account may be turned over to a collection agency where credit could be adversely affected

Attempts are made during the semester for collection through billing statements that are to be mailed for all outstanding accounts. Past due accounts will have a second notice mailed at the end of the semester. If no collection is made within 30 days of the second notice, a third and final personal letter will be sent. The letter will detail the date, purpose and amount of the debt as well as advise the student of the State policy regarding grades, transcripts and registration for future classes.

If the above procedure fails within 30 days the following collection options are available to the College based on the amount past due:

- Any account over sixty (60) days past due may be turned over to the NC Department of Revenue, Set-Off Debt Unit, to collect from applicable NC State Tax Refund until the account is paid in full. This is in accordance with G.S. Chapter 105A of the North Carolina General Statutes, Set-Off Debt Collection Act.
- Any account over sixty (60) days past due may be turned over to a collection agency where a student's credit may be adversely affected. Once the account has been submitted to a Collection Agency, payment must be remitted to them directly.
- Payment plans and/or other payment arrangements are not available to past due accounts.

## Fees for Continuing Education Students

To comply with North Carolina law, nominal registration fees are charged for continuing education courses. The fee for each course is indicated in the schedule of courses and usually ranges from \$65 to \$175. There is no charge for volunteer rescue and lifesaving personnel or local law enforcement officers for their special extension training programs. Students are responsible for buying supplies and

materials as necessary. Basic Skills programs are provided at no charge to the participants.

The registration fee for continuing education computer classes includes a \$5 computer use and technology fee. This is required and is non-refundable after the 100% refund period.

A \$10 graduation fee is charged to basic law enforcement students. A \$15 graduation fee is charged to paramedic students.

In some cases, allied health and emergency medical courses may carry additional costs such as professional liability fees and course lab fees. A complete list of fees is available from the program director/coordinator upon request.

## Tax Information

There may be tax credits or deductions claimed by the student and/or parent in the form of education credits, tuition and fees deduction, and student loan interest deduction. In addition, some awarded grants and scholarships may be subject to taxation as taxable income. Students should consult their tax advisor or visit the IRS website [irs.gov](http://irs.gov) for detailed tax information.

## Collection of Social Security Numbers

Blue Ridge Community College is required to collect a Social Security Number (SSN) or Taxpayer Identification Number (TIN) from all degree seeking students in accordance with Internal Revenue Service (IRS) regulation §1.6050S-1(e). The IRS also requires the College to notify all degree seeking students that if they choose not to disclose their SSN or TIN, they may personally be subject to a \$100 penalty imposed by Internal Revenue Service.

All degree seeking students will be asked to supply their SSN or TIN accurately on the Admissions application. When completing the admissions application, students should use the legal name as it appears on their Social Security Card or Taxpayer Identification.

A student's social security number will be used on Tax Form 1098-T to correctly report invoiced tuition and fee amounts to the Internal Revenue Service each year. If the SSN or TIN submitted on an admissions application is incorrect, students may complete IRS Form W-9S and submit to the Registrar's Office. Additional information concerning IRS Form 1098-T is available on the College's website.

## Tuition Refund Policy—Curriculum Students

1 E SBCCC 900.1 in the State Board of Community Colleges Code states that a 100% refund of tuition shall be made if the student officially withdraws prior to the first day of classes of the semester as noted in the college calendar. A student may drop a class for a partial (75%) refund of the tuition only amount on or after the first day of classes and on or before the official 10% date of the semester.

During the schedule adjustment period, which is the first three class days of the semester, students should see their adviser and sign a drop/add card to receive a refund. After the schedule adjustment period, students who drop one or more of their courses on or before the official 10%

date of the term must log into myBlueRidge to drop the course(s). In the case of drops prior to the official 10% date of the semester, the course(s) will not be included on the transcript.

Students officially withdrawing from a course after the official 10% date of the semester must see the instructor of the course or the appropriate Dean.

Refunds for official withdrawals from classes beginning later in the semester than the scheduled date in the academic calendar (e.g., telecourse and second session classes) are as follows: 100% if officially withdrawn before the first day the class meets; 75% of the tuition only amount if officially withdrawn prior to or on the 10% point of class. Student fees are not refundable. Questions about the College tuition refund policy should be directed to the Vice President for Student Services. Requests for refunds will not be considered after the 10% point.

Refunds will be made to the payee's card if paid by debit or credit. If paid by cash, check or financial aid, refunds will be processed by a check from Blue Ridge Community College and mailed to the student at the current address on file in the Registrar's Office.

Federal regulations require a refund calculation for all students receiving Title IV funds who officially withdraw from the semester on or before the 60% point in semester. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment.

## Tuition Refund Policy—Continuing Education Students

The College may refund continuing education registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund of the registration fee (not additional fees).

This refund is limited to the fees paid and does not include textbooks or supplies.

Students should request a refund in writing, by email, or complete a Course Withdrawal Form. Course Withdrawal forms must be received by the Continuing Education Office on or prior to the deadlines listed above before a refund can be initiated. Forms are available at the Continuing Education Office or on the College website.

## Financial Aid

Students may receive assistance through federal programs, state programs, and local scholarship funds. Funds may also be available for veterans and children or spouses of deceased or disabled veterans through the Department of Veterans Affairs. Students should be aware that some certificate curriculum programs are not eligible for federal or state financial aid, and some diploma curriculum programs are only eligible for a prorated amount of federal financial aid. Students should check with the Financial Aid Office to see if their program of study is one of those affected.

Initial application for financial aid should be made at the time of applying for admission to the College. Processing the results of the Free Application for Federal Student Aid (FAFSA) takes approximately two weeks; however, it may take longer if verification of information is required and corrections processed. Financial aid applications for returning students should be filed each year. Priority dates for having financial aid files complete in order to cover charges for that term are August 2 (Fall Semester), December 13 (Spring Semester) and May 1 (Summer Term). A financial aid file is considered 'complete' when a processed FAFSA with a calculated EFC is on file, all verification documents required have been received for review, and all eligibility criteria are met. If students do not meet those dates, another payment arrangement should be made in order to hold classes; however, financial aid will continue to be processed. The Blue Ridge Community College Federal School code number is 009684. The Free Application for Federal Student Aid may be completed online at [fafsa.gov](http://fafsa.gov).

In order to receive financial aid, students must also enroll in an eligible program, be a high school/High School Equivalency Diploma/AHS graduate, be a U.S. citizen or eligible non-citizen, and not be in default on a federal loan or owe on a Pell Grant overpayment. Special credit status does not qualify as an eligible program. In addition, a student must maintain Satisfactory Academic Progress (see below).

The College is required by Federal regulations to verify the application data provided by some students. Financial aid applicants should utilize the IRS Data Retrieval Tool (DRT) to populate their income information on the FAFSA, either initially or through making a correction. If students do not or cannot use the DRT and are selected for verification, they may 1) submit a signed copy of their US Income Tax Return, or 2) order a [tax return transcript](http://taxreturntranscript.irs.gov) online at [irs.gov](http://irs.gov) and clicking on "Get Transcript of Your Tax Records" under Tools, click on the "Get Transcript Online" button or call 1-800-908-9946 and select "Option 2" and enter "2017" – either of these two options will take 7-10 business days. Other documents may also be requested by the Financial Aid Office.

## Satisfactory Academic Progress for Financial Aid

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress. Blue Ridge applies these standards to all federal and state financial aid funds in order to maintain a consistent procedure for all students receiving assistance.

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

1. Students must successfully complete at least 67% of cumulative credit hours attempted (pass rate).
2. Students must maintain a cumulative grade point average of 2.00 (C) or higher at Blue Ridge.
3. Students must complete their program of study in a time frame not to exceed 150 percent of the credit hours required of the program. All credit hours attempted will be counted even if the student changes programs.

**Withdrawal:** Students who officially withdraw from classes (or are withdrawn unofficially by their instructor for non-attendance) should understand their withdrawal might affect their eligibility for future financial aid determined by this Satisfactory Academic Progress policy. Students who are withdrawn from all of their classes or end the semester with a 0.00 GPA will be subject to the Return of Title IV Funds Policy for the current semester.

**Grades:** Grades of A, B, C, D, P will be considered as hours attempted and earned. Grades of F, W, R or I will be considered as hours attempted, but will not be considered as hours earned. Grades of NS or Y will not be counted as hours attempted or earned. Transfer credit hours accepted from other institutions are included in the calculation of the pass rate and maximum time frame.

**Repeated Courses:** Students are permitted to repeat a class in which their prior grade was a "W", "F", "R", or a "D". This provision may not apply to a student who is receiving VA benefits.

**Concurrent Enrollment (Consortium Agreement):** A student's academic progress will be calculated by Blue Ridge as the Home Institution, with the 67% rule being calculated based on total number of hours attempted at both institutions and the GPA requirement from Blue Ridge only.

**Developmental Courses:** Developmental courses (designated by course numbers below 100, e.g. DRE 097) are eligible for inclusion in receipt of financial aid, and therefore, meeting Satisfactory Academic Progress guidelines. However, a student may only receive financial aid for a maximum 30 credit hours of attempted developmental courses.

**Review Process:** It is the student's responsibility to be aware of his/her eligibility for financial aid. Each student's academic record will be evaluated at the end of every semester to determine their eligibility for financial aid the next term. Once a student becomes ineligible for financial aid based upon his/her failure to meet the minimum guidelines for attempted hours and/or GPA, the student will be placed on Financial Aid Warning for ONE semester. The student is eligible to receive aid during that semester. If the student fails to regain eligibility at the end of the warning semester, financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after they meet both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame.

**Appeal Process:** A student who has become ineligible for financial aid due to a failure to meet the minimum guidelines for Satisfactory Academic Progress may appeal their status to the Financial Aid Office and request to be placed on Financial Aid Probation. Appeals will be considered for unusual circumstances only (i.e. an extended illness or injury, death in the immediate family, length of time out of school, less than a full-time semester remaining, etc.) and must be made in writing, stating why they failed to meet the guidelines and how those circumstances have changed. In addition, the student should provide any relevant supporting documentation (e.g. hospital/doctor verification, death certificate, etc). Circumstances that are deemed to be academic in nature or within the student's area of control are not usually considered as grounds for appeal. All appeals should be submitted to the Financial Aid Office. The student will receive a notice of approval or denial of their appeal to be placed on Financial Aid Probation in a timely manner.

Students who are placed on Financial Aid Probation may be required to meet specific criteria as outlined in an individualized Academic Plan in order to be eligible for continued receipt of financial aid. Financial aid will continue to remain in effect as long as the student meets the criteria set forth in the plan.

If the student's appeal is denied, their financial aid will be suspended and the student must pay for their next semester of enrollment. A student's financial aid will be reinstated the next semester of enrollment after meeting both the 67% hours attempted AND the 2.00 cumulative GPA requirements, as long as they are within the 150% maximum time frame. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal be reviewed by the Financial Aid and Scholarship Committee.

## Return of Title IV Funds Policy

Students who are withdrawn completely from Blue Ridge should understand their withdrawal may affect their eligibility for financial aid for the current semester as well as future semesters. Federal regulations require a refund calculation for all students receiving Title IV funds who have ceased attendance from all classes for the semester on or before the 60% point in semester or who complete the semester with no earned hours and/or a term grade point average of 0.00. Students earn a portion of the Title IV funds on a ratio of number of calendar days attended and the number of calendar days in the term. Unearned federal aid will be returned in the following order: Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal PLUS Loan, Pell Grant, and SEOG. NC monies will be returned according to state regulations. Institutional and outside scholarships will be fully applied to the student's account for attendance through the official census date of the term, unless otherwise restricted.

If there is a student account balance resulting from these adjustments, the student is responsible for payment. The student must pay this balance before they will be able to receive a transcript or are allowed to register and attend subsequent terms.

## Students Receiving Financial Aid—Change of Status

Financial aid recipients must immediately notify the Financial Aid Office of any changes that may affect their status. Such changes include change of program, change of hours, or credit by exam. Financial Aid awards will be reduced if the student remains enrolled but officially reduces enrollment status prior to the 10% point of the semester. Financial aid does not cover audited classes, continuing education classes (with exception of certain programs for VA benefits), repeat classes with a grade of 'C' or higher, credit-by-exam classes, or classes outside of or not required for the primary program of study.

## Types of Financial Aid

**Blue Ridge Community College Educational Foundation Scholarships:** Scholarships are provided each year to Blue Ridge Community College students through the fundraising efforts of Blue Ridge Community College Educational Foundation, Inc. Annual awards are made by the Financial Aid and Scholarship Committee. Students must have a cumulative 2.00 grade point average in order to be eligible to apply for scholarship assistance from the Foundation. Applications are available online at [blueridge.edu/scholarships](http://blueridge.edu/scholarships).

**Federal Pell Grants:** Students attending Blue Ridge Community College may be eligible for Federal Pell Grant assistance. Amounts vary, and eligibility is based on financial need as determined by a formula developed by the U.S. Department of Education. Applicants must have a high school diploma, a High School Equivalency Diploma, or AHS certificate to be eligible. Students are ineligible if they have a bachelor's degree. Students with exceptional financial need may be eligible for further aid through the Federal Supplemental Educational Opportunity Grant Program. Students need to complete a FAFSA application online at [fafsa.gov](http://fafsa.gov) in order to determine eligibility.

**North Carolina Community College Grants/North Carolina Education Lottery Scholarships:** The North Carolina Community College Grants (NCCCCG), and North Carolina Education Lottery Scholarships (NCELS) are administered by College Foundation of North Carolina to provide assistance to North Carolina residents demonstrating financial need. Students receiving NCCCCG or NCELS must be enrolled at least half-time. Application is made through the Free Application for Federal Student Aid (FAFSA).

**Educational Assistance for Veterans and Certain Dependents of Veterans:** Most curriculum programs and some continuing education courses offered by the College are approved for the training of veterans. Eligible veterans and/or their eligible dependents who wish to pursue their education should contact the Financial Aid Office for application procedures and assistance.

**Childcare Funds:** The State of North Carolina provides limited funds to assist curriculum students with childcare. A student must demonstrate financial need as determined by the Expected Family Contribution (EFC) calculated by the FAFSA. Applications are available from the Financial Aid Office on July 1 of each year. A student must be using a licensed daycare provider.

**Federal Loans:** Student loans are borrowed money that must be repaid with interest. Blue Ridge participates in the William D. Ford Federal Direct Loan Program. Student loans, both Subsidized (need-based) and Unsubsidized (non-need-based), and PLUS loans to parents are available. The amounts vary depending on the student's year in college, financial need and other aid received. Students must be registered at least half-time (6 credits) in an eligible program at the time of disbursement and maintain Satisfactory Academic Progress. Students need to complete a FAFSA application to determine eligibility. Blue Ridge requires all loans to be made in two disbursements. For Fall/Spring borrowers, one disbursement is made in the Fall term and the second disbursement is made the Spring term. However, if a student borrows for a single term, one disbursement is made at the beginning of the term and the second disbursement is made at mid-term. In addition, all first-time borrowers first loan disbursements will not be posted until after the first 30 days of the semester has elapsed.

**Federal Work-Study Program:** Blue Ridge Community College participates in the Federal Work-Study Program, which provides on-campus work and community service opportunities for students needing financial assistance to attend school. Work is available for qualified students to assist in the library, faculty and administrative offices, and labs. Students working under this program are paid once a month for the work performed. There is limited funding for the program. Students need to complete a FAFSA application online at [fafsa.gov](http://fafsa.gov) in order to determine eligibility.

**Federal Workforce Investment Act Grants:** Individuals who are (1) unemployed/underemployed or (2) have recently been dislocated from their jobs and want to learn new skills to enter or re-enter the workforce may be eligible for WIOA funding of books and tuition. Those interested should contact NCWorks at 694-1755.

**Local Scholarships:** Some local scholarship funds provided by interested citizens and civic organizations are available. Requirements for local scholarships vary. Interested students should apply directly with the agency or organization.

**Emergency Grants and Loans:** Emergency grants and loans are available to enable a student to begin or continue a program of study by alleviating a short-term lack of funds or providing temporary assistance. Preference for emergency grants and loans is given to currently enrolled students who have attended Blue Ridge for at least one semester. There is limited funding for these programs, and students must be maintaining Satisfactory Academic Progress. These funds are not intended for those students who have failed to file their financial aid forms in a timely manner.

## Veteran's Benefits

### Application for Veteran's Benefits

To apply for benefits, the veteran must be a fully accepted student in an approved curriculum program, Nursing Assistant or Basic Law Enforcement Training (BLET). Students eligible for veteran's benefits should follow the procedures outlined below.

1. Select a program and apply for admission to the College. All admission requirements must be completed before application for veteran's benefits can be processed. This includes submission and evaluation of all high school and college transcripts and RDS determination.
2. Provide the VA Certifying Official with a certificate of eligibility and Form DD214 from the VA. Veterans and dependents of veterans make application via the online application process (VONAPP) on the VA website [benefits.va.gov/gibill](http://benefits.va.gov/gibill) or [va.gov](http://va.gov).
3. Disabled veterans attending under Vocational Rehabilitation must have the approval of a counselor at the DVA before payment of benefits may be authorized.
4. Members of the Selected Reserve and National Guard may be eligible under Chapter 1606 or 1607 to receive benefits while attending the College. Reservists must provide a notice of basic eligibility (N.O.B.E.) to the VA Certifying Official.
5. Information can be obtained by calling the Department of Veterans Affairs (DVA) Regional Office at (888) 442-4551.

The veteran's office at Blue Ridge is located in the Sink Building on the Henderson County Campus in the Financial Aid Office. The VA Certifying Official can be contacted at (828) 694-1815 or [finaid@blueridge.edu](mailto:finaid@blueridge.edu).

### Certification of Veteran's Benefits

Veterans must provide the VA Certifying Official with a copy of their registration each semester showing their program and the hours in which they are enrolled in order to be certified.

Veterans cannot charge against the VA to attend class (except Chapter 31 recipients). Students should be prepared to pay out-of-pocket to attend school.

The typical processing time is 10-12 weeks once certification has been completed.

### Interruption of Veteran's Benefits Due to Unsatisfactory Progress

For the purpose of veteran's assistance, students must meet the College's academic standards of a cumulative grade point average of 2.0 or above (see Catalog under Student Policies: Academic Probation and Satisfactory Academic Progress). Failure to meet these academic standards will result in suspension of veteran's educational benefits.

Failure to meet these academic standards will result in the student having a warning semester in which they will continue to receive their benefits. A student who has been below the minimum academic standard for two consecutive terms may not be certified for the subsequent

term, and if the student remains enrolled in the school, may not be certified until after he/she has met the minimum academic standard for a full term (a cumulative grade point average of 2.00).

### Student Receiving Veteran's Benefits—Change of Status

Benefit recipients must immediately notify the VA Certifying Official of any changes that may affect their pay status. Such changes include change of program, dropping or adding of classes, or taking a course as 'credit by exam'. Benefit recipients must also notify the VA Certifying Official of address and telephone number changes.

## Student Policies

### Academic Forgiveness

A student who has not been enrolled in curriculum courses at Blue Ridge Community College for 48 consecutive months may send in writing to the Director of Enrollment Management a request for academic forgiveness during the subsequent semester after 12 semester hours have been completed. Under this policy, the student may request that his or her previous grade(s) of D or F not be used in calculating the cumulative grade point average (GPA).

Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of coursework with a minimum grade point average of 2.0.

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment. The Director of Enrollment Management evaluates the request for meeting forgiveness procedure guidelines and makes a recommendation to the Vice President for Student Services who is responsible for final approval.

If the request is approved, all grades of D and F within the requested review period will be forgiven and will not be used for GPA computation for credits earned toward graduation requirements. Any forgiven work, if needed for completion of a certificate, degree, or diploma must be retaken. All grades will remain on the student's transcript.

Academic forgiveness may only be granted once to a student. Once academic forgiveness has been granted the student will receive a letter and updated transcript from the Director of Enrollment Management. If denied, the student will be notified by letter, and there is no appeals process for a denied request. All reviews are final and irrevocable. Grades that are included in academic forgiveness are not exempt from academic progress relating to State and/or Federal Financial Aid and VA educational benefits. Courses approved for academic forgiveness do not count in degree completion and may not be recognized as "forgiven" by any other college and/or university.

## Academic Probation and Satisfactory Academic Progress

The following procedures apply to those students who experience academic difficulty:

A student is considered to be making un-satisfactory academic progress, and will be placed on academic probation, when his/her cumulative grade point average falls below 2.0. A student on academic probation for one semester will be required to attend a "Being a Successful Student" workshop before registering for another semester.

Students who fail to maintain satisfactory academic progress two successive semesters will be required to consult with a counselor.

During this conference the counselor and student will determine that one of the following actions is required:

1. Continue with normal academic load next semester
2. Reduced academic load next semester
3. Either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, learning center, or other appropriate resources
4. Enroll in preparatory courses of study
5. Transfer to another program of study

In certain circumstances the counselor, in conjunction with the academic advisor, may institute one semester of academic suspension when it appears to be in the best interest of the student. This option will be exercised only after two consecutive semesters of academic probation and when it is clear that other assistance for the student is not appropriate. Note: See Readmission.

## Acceptance of Academic Credit

College credit may be awarded up to a maximum of 75% of the applicable program requirements if appropriate conditions are met by transfer credit, Credit by Examination, Advanced Placement (AP) courses, College Level Examination Program (CLEP) test scores, Regional Articulation in Vocational Education (R.A.C.E.) courses, or professional certifications. Contact Student Services Division for details.

**Advanced Placement Courses:** Blue Ridge Community College academic credit may be awarded to enrolled students who receive scores of 3, 4, or 5 on the AP tests offered by the College Board. AP credit accepted at other postsecondary institutions is not automatically transferred to Blue Ridge Community College, but is reviewed when scores are received.

**College Level Examination Program (CLEP):** Blue Ridge Community College credit may be granted to students who have satisfactorily passed certain CLEP tests. Credit may be considered only for those courses which have been approved by the various divisions and/or programs of the College. A listing of CLEP equivalencies is available from the Student Services Division or on the Blue Ridge Community College Website at blueridge.edu.

**Regional Articulation in Career Education (R.A.C.E.):** Blue Ridge Community College will grant advanced placement credit to high school graduates for successful completion of certain high school courses. This credit expires two years after the student graduates from high school. The requirements for each course include:

1. The student must obtain a grade of "B" or higher in the course.
2. The student must obtain a score of 93 or higher on the standardized CTE post-assessment. The student must complete all application procedures and enroll in a member institution of the NCCCS authorized to offer the applicable college courses within two years of their high school graduation.
3. The student must notify (with the method established by the community college) the appropriate admissions officer of his/her qualifications for college credit under this agreement.
4. The student must receive teacher recommendation for completed course.

Blue Ridge Community College programs eligible for advanced placement credit include: Automotive Systems Technology, Business Administration, Information Systems, Office Administration, Cosmetology, Early Childhood, Mechanical Engineering Technology, Electronics Engineering Technology, Horticulture Technology, Computer-Integrated Machining, and Welding Technology.

For information about specific courses, contact the Blue Ridge Community College Registrar or high school counselor.

**Reverse Transfer:** In accordance with UNC General Administration and the North Carolina Community College System policies, reverse transfer of credit for students who transfer before completing a credential at the community college will be supported. Students will be able to "transfer back" credits completed at the university that fulfill the AA/AS requirements, so that Blue Ridge Community College may award an associate's degree. The Registrar's Office follows NCCCS Policies and Procedures entitled "Credit When It's Due/Reverse Transfer Process" in implementing this procedure.

**Transfer Credit:** Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Blue Ridge Community College undergraduate degree program. This work must be documented by official transcript and must meet the minimum Blue Ridge academic standards of a grade of "C" or better. In assessing and documenting equivalent learning and qualified faculty, Blue Ridge Community College uses recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. Coursework transferred or accepted for credit toward the Degrees and Diplomas which are part of the College Transfer program is governed by the North Carolina Comprehensive Articulation Agreement. Students wishing to use credit from foreign institutions for transfer may, at the discretion of the College, be required to provide foreign credential evaluation from a nationally recognized service such as "World Education Services." For further information, contact the Student Services Division.

**Continuing Education (CE) to Curriculum (CU) Transfer Credit:** Continuing Education course work from Blue Ridge Community College only and related to curriculum instruction may be transferred or accepted for credit

towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C", passed the final assessment with a proficiency of 70% or better or successfully passed the applicable credentialing exam. The appropriate Dean for each division will approve continuing education course material prior to official granting of curriculum credit and the "Continuing Education to Curriculum Articulation Form" will be completed based on approval from the Dean that all appropriate learning outcomes have been met. A handout outlining the specific continuing education to curriculum course equivalencies is available in Student Services. No more than 50% of the required hours for a curriculum certificate and no more than 25% of the required hours for a curriculum diploma or degree may be earned through Continuing Education to Curriculum Transfer. Students are not allowed to receive CU credit for a CE course taken while currently enrolled in or after they have received credit for a CU course in the same certificate, diploma, or degree.

**Professional Certifications:** Blue Ridge Community College currently recognizes the following:

1. Automotive Service Excellence certification (A.S.E.) and awards credit in the Automotive Systems Technology curriculum program;
2. Basic Law Enforcement Training certification and awards credit in the Criminal Justice Technology curriculum program;
3. Emergency Medical Technology certification and awards credit in the Emergency Medical Science curriculum program; and
4. Fire Fighter certification and awards credit for the Fire Protection Technology curriculum program.

A handout outlining specific course credit for certification levels is available in Student Services.

## Auditing

A student who audits a course pays the normal tuition and fees. Auditing students do not take tests or examinations, nor do they receive grades, credit, or financial aid. They cannot later change the "audit" to credit. Students auditing a course must meet the same course prerequisite and attendance standards as other students. Students who audit a course and withdraw or are dropped from the course will be issued a grade of W. Students who desire to audit must inform their instructor at the first class session, complete a "Request for Audit" form, and return it to the Registrar's Office within 15 days. Audits appear on the grade report as "Y." Persons over the age of 65 can potentially audit a class and not be required to pay the tuition. All other college fees must still be paid. Interested students should speak to their faculty advisor or Student Services for more information.

## Certificates and Diplomas, Continuing Education Classes

Certificates and diplomas are awarded to students who successfully complete the requirements of the class and are given for certification, state testing, documentation of training, or by request of the instructor or student.

## Change of Major

A student completes requirements as listed in the most current curriculum standard at the time of entry into a program of study. A change of major constitutes moving to the most current curriculum standard outlined in this Catalog. Appropriate forms are located in the Registrar's Office or on the College website.

## Course Overload Policy

The minimum number of hours required to qualify as a full-time student is twelve (12) semester hours. No student may take more than twenty-one (21) semester hours without written permission from the Vice President for Student Services. Requests to take course overloads will be considered in light of the student's previous academic performance.

## Course Repetitions

**Curriculum Students:** A student may elect to repeat courses in which D, F, or R was the assigned grade. A student may not audit or repeat a course in any curriculum for credit more than one time. The appropriate Dean must approve any exception. A student may not repeat a course for credit when transfer credit has been awarded. When a course is repeated for credit, the last grade assigned will be used in computing the grade point average unless the last grade assigned is a non-weighted grade such as W, NS, or Y.

**Continuing Education Students:** Students who take an occupational extension course more than twice within a five-year period will be charged the actual cost of the course, currently \$6.50 per classroom hour. Students may repeat an occupational extension course more than once if repetitions are required for certification, licensure, or recertification.

## Course Substitutions

Substitution of courses is generally not allowed except in extreme circumstances. Such occasions might include changes in curriculum course requirements or addition of new courses which might be more beneficial to the long-term, part-time student who matriculates over a period of several years. In such cases it is the student's responsibility to initiate a request for course substitution with the appropriate faculty advisor at the time the student is registering for the course. The form is forwarded to the appropriate dean for approval. If approved at that level, the request will then be forwarded to the Vice President for Instruction for review and final approval. If approved by the Vice President for Instruction, the request is routed to the Registrar for the student's official record. Financial aid and veterans benefits recipients may be limited in the number of course substitutions by federal regulations.

## Credit by Examination

Students who can document their proficiencies in a subject area may request credit by examination. Examples of documentation include: transcript(s) of similar college level courses, record of military study, certification or licensure, or written statements from employers regarding training or directly related work experience.

Exams are comprehensive and may be taken only once. A student who has previously received any recorded grade for a course may not request credit by exam for that course. The testing instructor's decision will be final.

The Dean within the department offering the course is responsible for testing procedures within that department. The following procedure should be used by the student who requests credit by examination:

1. The student must be currently enrolled at Blue Ridge Community College.
2. The student must enroll in the course and attend class prior to requesting credit by examination.
3. The student must confer with his/her advisor and/or instructor regarding the procedure and documentation requirements.
4. The student must present proper documentation before permission is granted.
5. The student must complete the Application for Credit by Examination with his/her advisor and be tested within the first 15 school days of the semester.
6. The student who successfully completes credit by examination with a grade of C or better will have the grade earned posted to their academic record.

**NOTE:** Tuition charges paid for credit by examination are nonrefundable. Federal and/or state financial aid cannot be used to pay for credit by examination classes.

## Dean's List

Full-time students in degree or diploma programs can be named to the Dean's List each semester. For the Dean's List, a full-time student is defined as a student carrying a minimum of twelve (12) credit hours for Fall and Spring semesters and nine (9) credit hours for Summer Term.

The student must have a minimum 3.50 grade point average to qualify for the semester under consideration. Grades of D, F, I, W, R, or NS will eliminate a student from the Dean's List for that particular semester. Coursework completed with a grade of "CR" issued for Credit by Exam will not count towards full-time enrollment.

A list of students attaining honors will be compiled by the Registrar each semester and sent to the Director of Marketing and Communications for publication in local and pertinent hometown newspapers and on the College website.

## Double Major

A student may declare a double major pending approval by the appropriate Dean and the Registrar. The student's academic file will reflect both majors. Upon completion of required courses for each major, the student will receive the associate degree, diploma, or certificate depending upon the curriculum in which the student is enrolled. The second major is not eligible for financial aid or veteran's benefits.

## Final Examination Policy

There is no set final exam period. Instructors will schedule their final exams to fit within the schedule for the class, except in special circumstances approved by the appropriate Dean and the Vice President for Instruction. The length of the final examination is at the discretion of the instructor and the Vice President for Instruction.

## General Education Competencies

The College has identified four specific college-level competencies within the general education core that are tracked for associate degree students to gauge the level of proficiency of its graduates.

**Communication Competency:** Students will demonstrate effectively the ability to communicate through various media to enhance students' reading, writing, and speaking skills for professional and academic settings.

**Mathematics Competency:** Students will solve problems and communicate findings using discipline-appropriate techniques and technologies.

**Computer Skills Competency:** Students will properly employ appropriate computing software and technology to store, manipulate and communicate information.

**Workplace Skills Competency:** Students will demonstrate attitudes and behaviors necessary to function as employees.

## Grade Point Average (GPA)

The grade point is used to evaluate the student's scholarship record. Grade points are allocated to semester credit hours earned as follows:

A	4 grade points for each credit hour
B	3 grade points for each credit hour
C	2 grade points for each credit hour
D	1 grade point for each credit hour
F	0 grade points for each credit hour
P	not calculated in grade points
R	not calculated in grade points
W	not calculated in grade points
I	not calculated in grade points
NS	not calculated in grade points
Y	not calculated in grade points

Requirements for degrees and diplomas are computed not only in semester hours credit but also in grade points, the numerical equivalents of the letter grades earned by students. The grade point average (or GPA) is determined by dividing the total number of grade points by the total number of credit hours attempted at Blue Ridge. Calculation of the GPA for graduation purposes is based only on those courses which are applicable to the degree or diploma. If a course is repeated, only the points and credit hours earned in the attempt with the highest grade will be used in the computation of the GPA to determine eligibility for graduation.

## Grade Significance

Grades issued by the College are based upon quality of achievement of the objectives of the course being taken.

- A Represents work of definitely superior quality and is reserved for the few outstanding students. It is distinctly the honor mark.
- B Represents work of excellent quality and is recorded for those who do work which is clearly above average
- C Represents work of average quality and is recorded for those students who do average work
- D Represents work which is below the average but above failure
- F Represents work that is not of an acceptable quality
- P Passing\*
- R Repeat\*
- I Represents incomplete. An incomplete grade must be removed before the end of the succeeding term or the incomplete automatically becomes a grade of F
- W Represents withdrawal from a course prior to the 75% point of the semester
- NS Represents never attending a class for which a student registered
- Y Represents audit
- SR Represents audit as a senior citizen with tuition exemption
- TR Transfer Credit
- AP Advanced Placement or R.A.C.E.
- CLEP CLEP Credit
- (\*) Represents repeated courses; GPA refigured
- (.) Represents course not included in GPA of current program of study
- S Passing, student accomplished class objectives from "standard of progress" (for Continuing Education course work only)
- U Failing, student failed to meet course requirements and/or attend 80% of the course contact hours to be eligible for a passing grade (for Continuing Education course work only)

\*These grades are assigned only for DMA, and DRE prefix developmental courses.

## Grades and Grade Changes

All grades are recorded on a student's official transcript after the completion of each semester. The student will be furnished with a report of grades earned. Once grades have been awarded, they may be changed only with the written authorization of the instructor and the approval of the Vice President for Instruction.

The College has the right to set academic standards which students must meet. A student is entitled to an explanation from his or her instructor(s) for the basis of his/her grade to ensure that the grade has not been assigned in an arbitrary and capricious manner. For purposes of these Procedures, a course grade is deemed to have been assigned in an arbitrary and capricious manner if:

1. The final course grade was based upon the student's race, color, religion, national origin, age, sex (including pregnancy, gender, identity, or sexual orientation), disability, genetic information, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student.
2. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, usually at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other written or oral communications directed to the class as a whole; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.

A course grade assigned consistent with these Procedures can only be changed by the instructor; however, the instructor may be forced to change the grade if it is determined that the grade was assigned in an arbitrary and capricious manner.

## Grade Appeal

The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

**Grade Appeal Process:** Every reasonable effort should be made to resolve the matter at the informal level between the instructor and the student.

1. If a student is dissatisfied with his or her final course grade, the student must first meet with the instructor who assigned the course grade within five (5) business days after official receipt of the final course grade and provide clear and convincing evidence that the grade was assigned in an arbitrary or capricious manner as defined above. If necessary, the Chair of the Department may also participate in this meeting. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the instructor is no longer employed at Blue Ridge Community College, the student may proceed to step two. The instructor will then make a written determination and provide it to the student within five (5) business days after the meeting. The written determination may be sent as an email, certified letter, or hand delivered document.
2. If the student is still dissatisfied with the instructor's determination, within five (5) business days after receipt of the written determination, the student must meet with the Department Dean. The student must present the instructor's written determination and provide clear and convincing evidence that the final course grade

was assigned in an arbitrary or capricious manner as defined above. In cases where the student is unable to meet in person with the Department Dean, the student may contact the Dean by letter or email. The Dean will then make a written determination and provide it to the student within five (5) business days after the meeting. The written determination may be sent as an email, certified letter, or hand delivered document.

3. If the student is still dissatisfied with the Department Dean's written determination, within five (5) business days after receipt of the written determination, the student must file a written appeal with all documentary evidence to the appropriate Vice President over the department. The Department Dean shall also file a written response, attaching the written decision of the faculty member to the Vice President. The Vice President shall perform an "on the record review" and will make a determination within fifteen (15) business days after receipt of the student's appeal. If needed for clarification, the Vice President may meet with the student or ask the student or Dean to submit additional information. The Vice President will then make a written determination and provide it to the student. The written determination may be sent as an email, certified letter, or hand delivered document. The Vice President's decision is final.

## Graduation Requirements

The student will be held responsible for fulfilling all requirements for the degree, diploma, or certificate. In order to graduate, students must:

1. Achieve a minimum grade point average (GPA) of 2.0 in their program of study.
2. Apply to the Registrar's Office for the degree, diploma, or certificate during registration for the last semester of enrollment or no later than August 31 or January 31.
3. Fulfill all financial obligations and admissions requirements to the College.
4. Complete a minimum of one-fourth (25%) of the required credit hours as a student at Blue Ridge Community College.

Candidates for graduation from degree, diploma, and certificate programs are encouraged to participate in graduation rehearsal and exercises. Students who complete requirements for degrees, diplomas, or certificates will be eligible to graduate at the next scheduled graduation ceremony following the semester during which requirements are completed.

The graduation fee covers graduation expenses for degrees, diplomas, and certificates and is payable during registration for the semester in which the student expects to complete a program of study. Prospective graduates can purchase commencement announcements and caps and gowns in the Bookstore.

**Graduation with Honors:** Any student who has a grade point average of 3.50 or greater in their program of study and has completed at least half of the curriculum requirements in residence at Blue Ridge Community College will be granted a degree, diploma, or certificate with honors.

## Incompletes

Incomplete indicates failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed before the end of the succeeding term or the incomplete automatically becomes a failure. The student is responsible for completing requirements when an incomplete "I" grade is issued. Two or more incompletes in a semester will result in the student being required to carry a reduced load the following semester. Students with three or more incompletes may register for the following semester by special permission only. Incompletes will be counted as hours attempted and not earned for Satisfactory Academic Progress in determining financial aid eligibility.

## Licensure

Graduates of certain Blue Ridge Community College programs, such as Associate Degree Nursing and Cosmetology, are eligible to sit for licensing examinations. Surgical Technology graduates will take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) within thirty (30) days of completion. However, the College assumes no responsibility for the administration of these exams. Students are encouraged to inquire about the possibility of licensing prior to entering a program of study.

## Second Degree, Diploma, or Certificate

A graduate who holds one associate degree or diploma may earn a second associate degree or diploma by taking additional work equal to at least one-fourth (25%) of the total credit hours for the second degree or diploma and by meeting all requirements for the second degree or diploma. Multiple certificates may be earned by any student completing all the coursework required for each certificate.

## Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). Blue Ridge Community College considers the following information to be "Directory Information" and will release such information to individuals or entities that have a legitimate educational interest in the information or provide a service on Blue Ridge's behalf on request unless the individual student declares in writing to the Registrar that such information is not to be made available:

- Student's name
- Dates of attendance, degrees, diplomas, certificates, or awards received
- Major field of study or program
- Enrollment status
- Most recent educational agency or institutions attended
- Date and place of birth
- Full address
- Telephone number or email address
- Participation in officially recognized activities
- Photograph
- Grade level

All other information contained in the individual's educational record is considered confidential and will be released only on written approval from the student concerned.

The individual student is authorized, upon request to the Registrar, to review his/her educational record and to challenge erroneous or misleading information contained therein. Copies of the detailed policy concerning student records are maintained in the Registrar's Office and are available upon request.

Blue Ridge Community College does not sell or otherwise provide mailing lists of students to any person or entity except as mandated by certain federal laws for military recruiters. The Solomon Amendment requires the release of name, address, and date of birth to military recruiters upon their request.

### **Transcript Request of a Student's Academic Record**

Official transcripts of a student's Blue Ridge Community College academic record will be released only on written request from the student concerned. Forms to request transcripts are available in the Registrar's Office or students may write, fax, or send a scanned signature to the Registrar. There is a \$5 charge for this service; An unofficial transcript can be obtained through myBlueRidge at no fee. Transcripts will normally be available 48 hours after the request is received. Transcripts may be picked up at the Receptionist desk in the Sink Building on the Henderson County Campus, at the Transylvania County Campus (if designated on the transcript request form), or will be mailed to the location requested on the transcript request form. Wait time may be longer at the end of the semester and during registration. Please check with the Registrar's Office during these peak times to inquire about processing times. Transcripts are not faxed. Persons who pick up transcripts for students must have written, signed permission to do so from the student.

### **Transfer of Blue Ridge Credits to Senior Institutions**

As an accredited community college, courses from the College Transfer programs (Associate in Arts, Associate in Fine Arts, Associate in Science, and Associate in Engineering) transfer to senior institutions throughout the state and country. Transfer of courses between institutions in the North Carolina Community College System and the University of North Carolina is governed by the Comprehensive Articulation Agreement developed by the two systems. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The majority of independent and private 4-year colleges and universities in North Carolina have signed the Independent Comprehensive Articulation Agreement, which also allows seamless transfer to those schools. For more detailed information on transferring to Senior Institutions, please contact the Transfer Coordinator in the Student Services Division.

In addition to the Comprehensive Articulation Agreement, many senior institutions in the area have prepared transfer equivalency lists which demonstrate how Blue Ridge Community College courses match courses at their

institution. More information is available from the Transfer Coordinator in the Student Services Division.

Transfer of credits from Blue Ridge Community College's Associate Degree Nursing Program to University of North Carolina BSN programs is governed by the Uniform Articulation Agreement between The University of North Carolina RN to BSN Programs and North Carolina Community College System Associate Degree Nursing Programs.

In addition to courses in the College Transfer Program, many courses in the Associate in Applied Science programs transfer to certain senior institutions. Other colleges have signed agreements whereby they will accept graduates of Blue Ridge Community College Associate in Applied Science (A.A.S.) programs, normally granting the student junior status. Details on transfer agreements, including those in progress but not approved prior to publication of this catalog, are available from the Transfer Coordinator in the Student Services Division. It is important that students consult with the four-year institution of choice about transfer procedures as early as possible during their enrollment at Blue Ridge Community College. It is always the prerogative of the receiving institution to accept or reject transfer credit.

Students who plan to transfer to a member institution of the University of North Carolina system should be aware that the NC General Assembly requires UNC schools to impose a tuition surcharge of 50% on students who a) take more than 140 degree credit hours to complete a Baccalaureate degree in a four-year program or b) take more than 110% of the credit hours needed for a five-year baccalaureate degree program. All hours attempted at a community college in North Carolina, with the exception of developmental coursework, add to the number of credit hours that apply to this policy. More information may be found at [registrar.unc.edu/academic-services/policies-procedures/student-rights/tuition-surcharge](http://registrar.unc.edu/academic-services/policies-procedures/student-rights/tuition-surcharge).

Blue Ridge Community College has the following specific transfer/articulation agreements to facilitate further education for graduates:

### **Collaborative Program Agreements**

Cleveland Community College

Interpreter Education

Fayetteville Technical Community College

Interpreter Education

### **One-Plus-One Programs**

South College, Asheville Campus

Occupational Therapy Assistant

Physical Therapist Assistant

### **Two-Plus-Two and Transfer Agreements**

Appalachian State University

Associate in Fine Arts in Visual Arts

Associate in Science - Fermentation Science

Early Childhood Education

Nursing

Brevard College

Criminal Justice

Criminal Justice - Forensic Science

East Carolina University

Associate in Engineering

Associate in Fine Arts in Visual Arts

Early Childhood Education

Nursing

Elizabeth City State University

Early Childhood Education

Fayetteville State University

Accounting and Finance

Early Childhood Education

Nursing

Gardner-Webb University

Early Childhood Education

Lees-McRae College

Accounting and Finance

Criminal Justice Technology

Criminal Justice- Forensic Science

School-Age Education

Lenoir-Rhyne University

Business Administration

Mars Hill University

Business Administration

Criminal Justice

School-Age Education

NC Wesleyan College

Criminal Justice

North Carolina A&T State University

Associate in Engineering

Early Childhood Education

Nursing

North Carolina Central University

Early Childhood Education

Nursing

North Carolina State University

Associate in Engineering

Norwich University

Criminal Justice Technology

Criminal Justice- Forensic Science

University of North Carolina at Asheville

Associate in Fine Arts in Visual Arts

University of North Carolina at Chapel Hill

Associate in Fine Arts in Visual Arts

Early Childhood Education

University of North Carolina at Charlotte

Associate in Engineering

Associate in Fine Arts in Visual Arts

Early Childhood Education

Nursing

University of North Carolina at Greensboro

Associate in Fine Arts in Visual Arts

Business Administration

Business Administration/Marketing and Retailing

Early Childhood Education

Interpreter Education

Nursing

UNC Pembroke

Early Childhood Education

Nursing

UNC Wilmington

Early Childhood Education

Nursing

Western Carolina University

Accounting and Finance

Associate in Engineering

Early Childhood Education

Emergency Medical Science

Nursing (RIBN program)

Wingate University

Pharmacy

Winston-Salem State University

Early Childhood Education

Nursing

## **Transfer to Another Program Within Blue Ridge (Change of Major)**

All transfers within the College will be carefully considered on an individual basis, with special attention being given to the student's past academic record.

Students granted internal transfers of program will be given credit for courses taken in their previous programs that are comparable or identical to courses offered in their new program, provided their grades meet minimum college academic standards.

Grades of "D" or better for all identical courses will be transferred and will be included in the grade point average of the new program. Students receiving financial aid should notify the Financial Aid Office if they transfer to another program.

## Tutoring

The Peer and Faculty Tutoring Program provides additional support to all students at the College. Free tutoring is available in most subject areas by trained, instructor-recommended tutors. For more information, students should contact their instructor or the Student Success Center on either campus.

Smarterthinking an online tutoring service, is available free for distance learning and traditional students. More information is posted on the website at [blueridge.edu/smarthinking](http://blueridge.edu/smarthinking).

## Unit of Credit

The unit of credit at Blue Ridge Community College is the semester hour. The school year consists of two 16-week semesters (fall and spring) and a 10-week summer term.

For full semester (16-week) fall and spring semester classes, credit hours may be computed by the following formula:

- 1 classroom hour per week (16 hours for the semester) = 1 semester credit hour
- 2 laboratory hours per week (32 hours for the semester) = 1 semester credit hour
- 3 manipulative laboratory hours per week (48 hours for the semester) = 1 semester credit hour
- 10 work experience (cooperative education) hours per week (160 hours for the semester) = 1 semester credit hour

For 10-week summer term classes, classroom, laboratory, manipulative laboratory, and work experience hours are multiplied by 1.6 to receive the same credit. Classes offered in shorter formats (4-week, 8-week, etc.) receive the appropriate proportional credit. The credit value of a given course may be found by consulting the course descriptions in this catalog.

**Continuing Education Units:** Continuing Education Units (CEUs) will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU attainments will be maintained. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition for non-credit educational achievements.

## Student Life

### Bookstore

New and used textbooks and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center on the Transylvania County Campus. Books may be purchased online at [blueridge.bncollege.com](http://blueridge.bncollege.com). Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required textbook information (ISBN number and retail price) with students at the time they register for classes. This information can be found on the Blue Ridge Community College Bookstore website at [blueridge.bncollege.com](http://blueridge.bncollege.com).

## Campus Police and Public Safety

The Blue Ridge Police and Public Safety Department serves the safety and security needs of the College. It is the mission of Blue Ridge Community College to provide the safest educational environment possible for faculty, staff, students, and visitors at Blue Ridge Community College campus locations.

9-1-1 Emergency Services should be contacted in any situation involving imminent harm or threat to self or others.

Crime awareness is a collective responsibility of the College, its staff, faculty, students, and visitors. All must recognize that they must take individual steps to protect themselves from becoming the victim of a crime and to promote security on campus and at College events.

**Access to Campus Facilities:** All Blue Ridge Community College campus locations are open to faculty, staff, students, and visitors during normal operating hours. Access during closed hours will be governed by prior arrangements with the General Administration Division for community groups and with the College vice presidents for employees. All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct. Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

**Campus Law Enforcement:** Blue Ridge Community College provides law enforcement officers on both the Henderson County Campus, Transylvania County Campus, and the Health Sciences Center. These officers are sworn law enforcement officers who have the same authority and powers of arrest as any other law enforcement officer in the state. All persons on any of the Blue Ridge campuses are expected to comply with any lawful orders given by any of these officers.

**Criminal Activity Reporting:** Known or suspected violations of federal and state criminal laws should be reported to 9-1-1 if the violation is in process, then to the Blue Ridge Police and Public Safety at (828) 243-9950 on the Henderson County Campus; (828) 708-9293 on the Transylvania County Campus; (828) 674-5954 for the Health Sciences Center. Students may also contact the Switchboard at (828) 694-1700. Examples of criminal activity to be reported include: larceny, theft, assault, threats, fighting, vandalism, disorderly/disruptive behavior, suspicious persons, vehicles or activity.

**Criminal Activity at Off-Campus Student Organizations:** Criminal incidents occurring off-campus including students participating in a College function should be reported to the law enforcement agency having jurisdiction, the Blue Ridge Police and Public Safety Department and the Vice President for Student Services.

**Other Incident Reporting:** For non-criminal incidents such as accidents, major injuries, illness or fire, call 911 if it is an emergency, then call the on-duty officer at (828) 243-9950 on the Henderson County Campus; (828) 708-9293 on the Transylvania County Campus; (828) 674-5954 for the Health Sciences Center. Students may also call the College Switchboard and they will notify the proper responders.

- Henderson County Campus:  
(828) 694-1700
- Transylvania County Campus:  
(828) 883-2520
- Health Sciences Center:  
(828) 694-1700

### Current Statistics Concerning Crime on Campus:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), Blue Ridge's Annual Security Report includes data for the previous three years concerning reported crimes that occurred on or around the campus. Data is updated each year in October and can be found at [blueridge.edu/about-brcc/police-and-public-safety](http://blueridge.edu/about-brcc/police-and-public-safety). Please contact the Blue Ridge Chief of Police for more information regarding crime statistics.

**Registered Sex Offenders on Campus:** The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the Henderson County or Transylvania County Sheriff's Office notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Members of the Blue Ridge community can find information about possible sexual offenders/predators in their area by calling (919) 856-6900, or visiting the following websites:

National Sex Offender Public website:

[nsopw.gov](http://nsopw.gov)

NC Sex Offender Registry:

[sexoffender.ncsbi.gov/](http://sexoffender.ncsbi.gov/)

## Clery Act: Campus Security

Blue Ridge Community College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### DEFINITIONS

Campus Security Authority ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, these people include: an employee's supervisor, a Vice President, the Human Resources Director, or a Campus Security/Resource Officer.
4. An official or who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and

campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

Clery Act Crimes are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction / damage / vandalism of property that were motivated by bias on race, religion ethnicity, national origin, gender, sexual orientation, gender identity or disability; and
3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.

College Property is all the following property:

1. Campus Grounds, Buildings and Structures: Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support or, or in a manner related to, the College's educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property: Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support or, in relation to, the College's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property: All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

## Clery Act: Campus Security Reporting

Safety and Reporting Procedures: The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Office of Student Services to ensure statistical inclusion of all Clery Act Crimes in the College's Annual Security Report when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so

designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim's identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

1. Submit crime statistics to the United States Department of Education;
2. Maintain a daily crime log (open to public inspection);
3. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
4. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure biannually.
5. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics.

The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

### **Sexual Assault Victims' Notice of Rights**

Blue Ridge Community College strives to make its campuses safe and welcoming learning environments. Pursuant to federal law, the College shall afford all sexual assault victims certain basic rights:

1. Accuser and accused must have the same opportunity to have others present during disciplinary hearings;
2. Both parties shall be informed of the outcome of any disciplinary proceeding;
3. Sexual assault victims shall be informed of their options to notify law enforcement;
4. Sexual assault victims shall be notified of counseling services; and
5. Sexual assault victims shall be notified of options for changing academic and living situations.

### **Reporting a Sexual Harassment/Discrimination Claim**

The College is committed to providing and promoting an atmosphere in which students can fully engage in the learning process. Sexual, gender and other unlawful harassment or discrimination as well as sexual violence is prohibited. For more information, consult the College's Policies and Procedures (specifically, Harassment/Discrimination; Student Rights; and Sexual Assault Victims' Notice of Rights).

For more information or to make a report, please contact the College's Title IX Coordinator (who is also the Vice President for Student Services) at (828) 694-1804.

### **Class Locations**

Most curriculum and continuing education classes are held at the Henderson County Campus and the Transylvania County Campus of Blue Ridge Community College. The College's health care programs are housed in the Health Sciences Center, located in downtown Hendersonville adjacent to Pardee Hospital. Other continuing education courses are conducted throughout Henderson and Transylvania Counties at local public schools, community centers, churches, industries, businesses, or wherever a suitable meeting place can be arranged. Continuing Education classes may be organized in any community whenever a sufficient number of prospective class members indicate an interest.

### **Counseling**

Counseling services are available for students who desire assistance with vocational, educational, or personal problems. All interviews with the counselor are conducted in strict confidence. Counselors are available both day and evening.

### **Disability Services**

Blue Ridge Community College shall operate its programs, activities, and services to ensure that no otherwise qualified individuals with a disability shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disability.

Individuals with disabilities (as defined in the Americans with Disabilities Act) wishing to make a request for reasonable accommodation or desiring to file a complaint of alleged discrimination on the basis of disability should contact the Disability Services Office located in Room 125 of the Sink Building. It is the student's responsibility to request services from this office. Current documentation of the disability by an appropriate professional will be required. All information will be kept confidential. Students will be required to sign a release of information form before any special contact is made to arrange accommodations. Requests for reasonable accommodation should be made at least two weeks in advance to allow sufficient time for accommodations to be arranged.

### **Electronic Images**

Blue Ridge Community College reserves the right to use photographs, motion pictures, and electronic images of students who are age 18 or older with the following provisions:

1. Such photographs, pictures, or images are taken on College property or at College-sponsored events; and
2. The use of such photographs, pictures, and images is for marketing and promotional purposes.

Objection to the use of an individual's photograph in such a manner may be made in writing to the Director of Marketing and Communications.

## Electronic Mail

Student electronic mail is considered to be an official means of communication between the College and a curriculum student. Curriculum student email is an official account of Blue Ridge Community College. It is the property of the College and should be used only for institutional purposes. When a student submits an application to the college for a curriculum program of study, he/she will be issued a free student email account. Instructions to log into the student electronic mail system and other online resources can be found on the "Accounts for Distance Learning" webpage. Prior to each semester, students who are enrolled in any course that uses the College's learning management system (LMS), receive a letter containing their username, student ID number, and directions for logging into their accounts. Distance Learning brochures are available prior to each semester with "first login" directions. These brochures are distributed across all campuses, provided during advising. Seated Orientations for online students also include support for student account access. Students may contact the Blue Ridge Help Desk at (828) 694-1895 for assistance with first login and password resets for all Blue Ridge accounts. Online students must activate their Blue Ridge email accounts as soon as possible following registration for classes.

## Emergency Closings

Blue Ridge Community College will remain open as scheduled unless the following emergencies exist: (a) severe or inclement weather conditions that would endanger the adult population while traveling to and from places of employment such as in business, industry, and service agencies; (b) quarantines or epidemics declared by medical authorities for public health purposes; (c) critical power failure that would prevent normal operation of the school plant; (d) declared national or state emergencies or restrictions imposed by civil authorities; (e) bomb threats, conveyed by phone or other communications; (f) fire emergencies; (g) tornadoes; (h) disruptive activities; (i) financial emergency.

The College will publish closing or delayed schedule announcements using a variety of media. Students, employees and members of the public can receive announcements via the College's website, or local radio and television stations, or popular social media platforms. Current and active subscribers to the Blue Ridge Alert system may receive announcements via automated voice phone call, text message, or email. Announcements will specify openings, closings, and delayed schedules for both day and evening classes, the Henderson County Campus, the Transylvania County Campus and the Health Sciences Center. Morning announcements will be made by 6 a.m. A separate announcement about evening classes will be made by 2 p.m.

Delay or cancellation of classes may not always coincide with announced closings of local public schools, colleges, or governmental agencies. It is also possible, for example, that classes at the Transylvania County Campus may be held while the Henderson County Campus is closed. In some cases, off-campus instruction may continue when safety permits and when those class locations are deemed operational by other agencies.

In cases when the College announces a late opening, students should report to the class/lab/clinical they would normally be in at the late opening time.

## Emergency Contact of Students

In medical emergencies, a student may be contacted through the Student Services Division. Classes will not be disturbed to deliver personal messages except in emergencies as determined by the Vice President for Student Services or a designated substitute.

## Emergency Medical Assistance

Blue Ridge Community College has no facilities for medical treatment. Students are encouraged to disclose any acute medical conditions to the Registrar's Office and to their instructors. Such information will be held in confidence.

Blue Ridge Community College personnel and/or individuals will contact emergency services at 911 and request first responder services in the event of a medical emergency.

## Emergency Notification System

Blue Ridge Community College offers an emergency messaging alert system as part of its comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three.

In the event of a campus emergency, it is vital that Blue Ridge Community College is able to contact students as quickly as possible with critical information regarding campus emergencies or closures. Students are strongly encouraged to sign-up online at [alert.blueridge.edu](http://alert.blueridge.edu).

## Gainful Employment

Federal regulations require Blue Ridge Community College to report information about certain federal Title IV eligible diploma and certificate programs that lead to employment in a recognized occupation. Gainful employment information is posted on the College website at [blueridge.edu/financial-aid/consumer-information](http://blueridge.edu/financial-aid/consumer-information). This site includes occupational information (via link), estimated costs, normal time frame for program completion, median debt at program completion, and job placement rate for completers (if applicable).

## NCWorks Career Centers

NCWorks Career Centers, located on the Henderson County Campus in the Continuing Education Building, Room 125 and on the Transylvania County Campus in the Straus Building, Room 141, provide a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, and the Department of Commerce Division of Workforce Solutions collaborate to offer career planning, training, placement, and business services. The Centers have an "open door" policy and serve anyone regardless of age or income level.

NCWorks Career Centers are committed to building an integrated economic and workforce development system in Henderson and Transylvania Counties which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The Centers assist job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

1. Career assessments/exploration and career counseling
2. Employment coaching
3. Job-seeking skills workshops
4. ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
5. Preparation for and issuance of the North Carolina Career Readiness Certificate
6. Workplace skills enhancement using Career Ready 101 curriculum
7. Job readiness skills training
8. Job search strategies
9. Job referral
10. Internet access to employment and training resources
11. Information on community resources
12. Resume consultation and preparation
13. Computer software tutorials and assessments
14. Workforce Innovation and Opportunity Act (WIOA) job training assistance funding as well as other scholarships and grants
15. On-site Division of Workforce Solutions services

NCWorks Career Centers assist local businesses in finding well-trained, highly qualified employees by pre-screening applicants based on company specifications. Center staff members are available to test applicants using a variety of assessments, assist with specific training needs and advise companies on eligibility for financial incentives for hiring from specific populations. Business services include:

1. ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills
2. ACT® WorkKeys Assessment of all Twelve Cognitive and Interpersonal Skills
3. Workplace skill enhancement using Career Ready 101 curriculum
4. Online Job Listing Service through College Central Network and NCWorks Online
5. On-the-Job Training
6. Human Resource Consultation
7. On-site job fairs
8. On-site interviewing
9. Computer software tutorials and assessments
10. Compilation or review of Employee Handbooks
11. Conducting Wage and Benefits Surveys

## Housing

The College does not provide housing; students commute to campus from their place of residence.

## Print Shop

The College Print Shop offers photocopying and printing services for students at a nominal fee. All work is performed in strict accordance with federal copyright laws and N.C. General Statute 66-58(a).

## Student Accident Insurance

Students covered under the student accident insurance policy should notify the Vice President for Student Services or a designee within forty-eight (48) hours of an accident. The Vice President for Student Services or a designee will assist the student in making a claim to the insurance company.

## Student Ambassador Program

The Student Ambassador Program involves an honorary group of students who participate in public relations and recruiting activities for Blue Ridge Community College. Student Ambassadors provide an invaluable service to the College by serving as liaisons between the College, its students, and the community. Student Ambassadors represent the diverse areas of the College, and have a variety of career goals and experiences. Ambassadors are required to maintain a 3.0 GPA, be in good standing with the college both academically and financially. Student Ambassadors commit to serve a period of three semesters, from Fall Semester to Summer Semester of an academic year. Students will be required to assist with recruiting, orientation, and campus tours during the academic year.

Student Ambassadors are selected from both the Henderson County and the Transylvania County campuses. They may be asked to serve at functions on either campus. Scholarship assistance may be available for Student Ambassadors. For more information on the Blue Ridge Student Ambassador program, please contact a Student Services representative on either campus. The application period occurs each Spring.

## Student Government Association (SGA)

The Student Government Association (SGA) is made up of representatives from the student body. SGA coordinates and regulates student activities and serves as the official voice of the student body. All curriculum students who pay an activity fee are considered members of SGA and are welcome and encouraged to attend meetings. The President of the SGA is a non-voting member of the Blue Ridge Board of Trustees and the President's Council. The SGA constitution can be found in the Office of the Coordinator of Student Life, located in the Killian Building.

The Blue Ridge Student Government Association focuses on providing students with opportunities that encourage connection to the college, leadership growth, and advocacy for all students.

## Student Activity Fee

State funds cannot be used for extracurricular activities; therefore, such activities at Blue Ridge Community College are established and maintained by Student Government Association (SGA) funds. These SGA funds are derived from the activity fee. Their use is determined by the SGA.

## Student Center

The Student Center on the Henderson County Campus is located in the Killian Building. Wireless Internet access is available as well as game tables and vending. The Student Center on the Transylvania County Campus is located in the Straus Building.

## Student Consumer Information

Blue Ridge Community College believes it has a major responsibility in helping students to make sound decisions about availing themselves of the educational opportunities available at the College. Through the admissions process and beyond, the College shall endeavor to provide accurate and reliable information about its programs of study and career fields they represent. Graduation rates by program, opportunities for employment in the chosen field, and average salary rates are available upon request from the Student Services Division and on the College website at [blueridge.edu/financial-aid/consumer-information](http://blueridge.edu/financial-aid/consumer-information).

## Student Identification Cards

All curriculum students (full-time or part-time) enrolled at Blue Ridge and taking classes on campus are required to obtain a student identification (ID) card at the time of registration for classes. ID cards will have a photograph of the student and will contain embedded data. The card may be used at the College Library, in Blue Ridge computer labs, or for admission to College activities or events. Students enrolled in certain classes, such as "clinical site" classes, must display their Blue Ridge ID. ID cards will be issued at the College Bookstore. To obtain an ID card, students must have a current semester schedule and a valid photo identification. Students will be charged a nominal fee for the first ID card. All ID cards will remain valid for one year. The President, a College Vice President, and Security Officers have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification.

## Sustainability Policy

Blue Ridge Community College is committed to providing a sustainable campus by reducing, reusing, and recycling resources, and adopting sound institutional energy conservation practices to enhance the long-term well-being of the College.

## Visitors on Campus

Classes should not be interrupted by visitors except in cases of emergency or by permission of the instructor. Visitors coming to see students are directed to the Student Services Office.

The College encourages visitors to campus, but due to certain hazards that may exist on campus, children must be supervised at all times by a responsible adult who shall be deemed responsible for the children's actions. Children who are unsupervised must be considered to be in a dangerous position. An administrator should be alerted immediately. Students should not bring children with them to class.

Stalking, as defined in North Carolina General Statute 14-277.3, is the following or being in the presence of someone without legal purpose, with the intent to cause emotional distress by placing that person in fear of death or bodily injury. Such activity is illegal and should be reported to the Vice President for Student Services or the Vice President for Finance and Operations.

Domestic animals are permitted on College grounds only under the following conditions:

1. Domestic animals on College grounds must be restrained at all times and kept on a hand-held leash.
2. Domestic animals may not be tethered or unattended for any length of time.
3. All domestic animals must have evidence of rabies vaccinations.
4. Persons walking domestic animals on campus are responsible for removing any refuse left by the animal and depositing such in a proper receptacle.
5. No domestic animal defined as dangerous by either state or county law is allowed on College grounds at any time.
6. Domestic animals may not be left in cars.
7. Animals are permitted on College grounds only under certain conditions. Refer to Procedure 2.14.7 Animals on Campus. For more information, contact the Disability Services Office.

# Student Rights and Responsibilities

## Academic Honesty

Blue Ridge Community College operates under the premise of academic honesty. The policy is that plagiarism and cheating are prohibited. Whereas it is the instructor's responsibility to create an environment in which academic honesty is expected, it is the student's obligation to uphold this policy.

A student is responsible for authenticating any assignment submitted to an instructor. If asked, the student must be able to substantiate to the instructor's satisfaction that the assignment submitted is actually his/her own work. The instructor may employ various means of ascertaining authenticity - such as requiring photocopies of source documents, requiring copies of all drafts of the work, engaging in Internet searches, creating quizzes based on student work, requiring the student to explain the work and/or process orally, etc.

## Attendance

Regularity of class attendance is necessary in order to receive maximum benefits from the program offered and for maintenance of a satisfactory academic record. Whenever students' attendance or punctuality endangers their own success or that of other students, they may be withdrawn from the course. A student may be withdrawn for absences if any of the following occur:

1. Accumulating a combination of excused or unexcused absences exceeding ten (10) percent of the scheduled class contact hours for the semester. Three tardies constitutes one class absence. In online and hybrid classes, missing weekly assignments that are academically related, excluding simple logins and/or email, are considered "absences".
2. Logging into an online course but NOT completing graded activities for 14 consecutive days AND failing to communicate with the instructor during that time period. Submission of any graded activity, including those with failing grades, will constitute attendance in the class.

Instructors will make good faith efforts to stay in contact with students who stop attending their course(s). If after repeated communication attempts it becomes necessary to withdraw a student for non-attendance, the withdrawal must be completed between 14 and 25 days of non-attendance, and no later than 30 days of non-attendance. It is very important that the withdrawal grade and last date of attendance are provided on the withdrawal. In exceptional circumstances, such as in the case of illness, an instructor may allow a student to remain in class if in the instructor's opinion the student has a reasonable chance of completing the course objectives. The instructor should maintain documentation of any communication with the student and/or his/her family.

1. A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up class work rests entirely with the student. In exceptional circumstances, such as in the case of illness, an instructor may allow a student to remain in class if the student has a reasonable chance of successfully completing the course learning outcomes.
2. When a student is to be withdrawn from a course for excessive absences, the instructor initiates the withdrawal process of the student from course enrollment following documented procedures. The instructor will provide a withdrawal grade, reason for withdrawal, and a last date of attendance. No refund of tuition is authorized for students withdrawn for excessive absences by instructors.
3. In accordance with State Board of Community Colleges Code, a student may be extended up to two (2) excused absences during each academic year for religious observances required by that student's faith. In each case, the student must provide written notice of the request for such an excused absence to his/her instructor(s). For all regularly scheduled observances, such request must be made to each affected instructor within the first week of each class on a form provided by the College. Otherwise, the request must be submitted at least two weeks prior to the requested absence on the form provided. If

the day(s) of observance falls on the first day of class, such request shall be made to the Vice President for Instruction and immediately thereafter to the instructor. Where multiple classes may be missed, the student shall provide notification to each affected instructor. Instructors shall provide a record of excused absences using this provision to the Office for Instruction within a time frame deemed reasonable by the instructor. Excused absences for religious observation shall be recorded as a student absence toward the ten percent maximum as provided for in "Subsection A" above. For the purposes herein, a day of religious observation means an observance that is part of a sincerely-held religious belief that the student would otherwise be able to attend but for having to attend class.

4. A student's absence while participating in a College-sponsored or approved activity (excluding SGA sponsored events) will be considered an excused absence for participating students. Such excused absences will not be considered in the students' class attendance for withdrawal purposes, nor will excused absences be included in the determination of a grade for "participation" of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed due to College-sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

Closings or delayed openings of Blue Ridge Community College may not correspond with the closings or delayed openings of the public school system in Henderson and/or Transylvania Counties. High school students who are dependent on transportation provided by the public school system may be unable to attend class on days that the public schools are closed or delayed if Blue Ridge Community College is on a normal schedule. Absences caused by this situation will not be considered in the students' class attendance for withdrawal purposes, nor will the absences be included in the determination of a grade for participation of which class attendance is a part. The responsibility for making up class work rests entirely with the student, and it is the student's responsibility to communicate to the instructor that they are dependent on public school transportation.

## Campus Parking and Traffic Regulations

Blue Ridge Police and Public Safety personnel are employed to enforce the parking rules, traffic offenses and to work motor vehicle accidents on Blue Ridge Community College campuses. Other State and local law enforcement agencies will also prosecute for violations of applicable laws on campus and assist with reports and enforcement when necessary. In case of accident, contact Blue Ridge Police and Public Safety, which will assist with what steps to take.

Students and employees parking on campus must display a valid parking decal. Temporary handicapped decals, valid only on campus with Blue Ridge Police and Public Safety, may be obtained from the Police and Public Safety Department. Park only in designated parking places, obey posted parking and traffic signs, and observe flow-of-traffic

arrows and "stop" markings painted on paved roads and lots. Vehicles found to be in violation of the following rules and regulations may be towed at the owner's expense: unauthorized parking in a handicap space, unauthorized parking in a reserved space, parking in an area not designated for parking, parking in a manner that creates a hazard, and abandoned vehicles.

The College is authorized to collect a fine of up to \$25 for any violations of the College policies regarding parking and traffic regulations.

### Parking and Traffic Offenses

- Parking in Unauthorized Areas (e.g. fire lanes, driveways, lawns, and spaces designated by marked signs, such as walkways, fire hydrants, loading zones, etc.)
- Careless and Reckless Driving
- Speeding
- Failure to Yield to Pedestrian
- Parking in Handicapped Space
- Parking in Fire Lanes

Questions about College parking regulations should be directed to the Chief of Police.

### Computer Usage

Students must adhere to the following policy concerning computer usage at Blue Ridge Community College.

The following are a few examples but not a comprehensive list of unauthorized uses of the Blue Ridge network or other computer resources:

1. Use of any assigned technology account by someone other than the student for whom the account is specifically designated.
2. Interfering with the ability of other users to make effective use of Blue Ridge network, computer, telecommunications or other technology resource or services.
3. Gaining illegal access to files, damaging systems or information, or using any College technology for illegal activities
4. Interfering with the effective operation of the College bandwidth capacity or network monitoring systems.
5. Creating computer worms or viruses or deliberately infecting College property.
6. Using College technology resources, facilities, or equipment for commercial use or for personal use or profit.
7. Sending, receiving, or viewing threatening, abusive, obscene, or pornographic messages, language, material, or files to others, including posting such on a website or otherwise displaying such.
8. Using unauthorized file sharing programs for accessing music, videos, movies, games, network files, applications, or other unauthorized activities.
9. Using College resources to violate copyright protection, transmit or store any copyrighted work without proper authorization from the copyright holder

All student webpages hosted on systems or College servers or those linked to College resources must comply with Blue Ridge acceptable use policies.

Student email is an official means of communication between student and instructor. It is the property of the College and should be used only for institutional purposes. When a student submits an application to the college for a curriculum program of study, he/she will be issued a free student email account.

### Public Wireless Network - Terms and Conditions of Use

By using Blue Ridge Community College wireless network **brcc-public-wireless**, you agree to be bound by and comply with the terms of use specified below. If you do not agree to these terms of use, you are not authorized to use Blue Ridge Community College's network resources. The wireless Internet access provided to visitors of the Blue Ridge campuses is for use free of charge and is limited to web and email access to off-campus hosts and web access only to on-campus hosts.

Wireless network access is provided on an "as is" and "as available" basis. Blue Ridge Community College does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. All users should be aware that there are security, privacy, and confidentiality risks inherent in the use of wireless communications and technology. Blue Ridge does not make any assurances or warranties relating to such risks. Blue Ridge will not be responsible for any personal information that is compromised nor will Blue Ridge be responsible for any damages to hardware or software resulting from the use of the Blue Ridge network.

By using Blue Ridge Community College's network, you fully agree that Blue Ridge is not liable, and hereby fully release, hold harmless and indemnify, Blue Ridge for any costs or damages arising from use of this service. You also fully understand that Blue Ridge does not control any materials, information, products or services on the Internet and your wireless network traffic may be monitored by Blue Ridge officials as a part of the normal network management processes. Furthermore, you agree to abide by any applicable federal, state and local laws including US and International copyright laws.

Students are expected to comply with all College published policies and procedures.

All computer software on College computers is protected by federal copyright laws and by legal licensing agreements. Copying, providing, receiving, or using copyrighted material may be in violation of licensing agreements.

Violations of computer use policies by students must be reported to the Vice President for General Administration and/or CIO and/or the Vice President for Student Services. Individuals violating these guidelines will immediately lose their access rights; other disciplinary action may also be taken by the College.

The College reserves the right to inspect all information on the network in order to ensure compliance with these policies, applicable laws, and regulations.

Users should not assume that any use not listed is otherwise excluded. Questions regarding whether a specific use is permitted should be referred to the Director of Information Technologies. Blue Ridge departments may have additional rules relative to computer or equipment use in their respective areas. Users are expected to abide by such rules.

## Unlawful Discrimination And Harassment

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

### DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

**Discrimination:** any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

**Harassment:** a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

**Protected Status:** race, color, national origin, religion, pregnancy, disability, genetic information, age, political affiliation or veterans' status.

**Standard of Evidence** - the College uses clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like "guilt," "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either "responsible" or "not responsible" for violating these Procedures.

## STATEMENTS OF PROHIBITION

### Prohibition of Retaliation

The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

### Prohibition of Providing False Information

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Unlawful Discrimination.

## REQUESTING ACCOMMODATIONS

### Students

Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Division for Student Services. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

## REPORTING OPTIONS

### Student Complaints

Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to the College's Division for Student Services.

For Unlawful Discrimination incidents between students and employees, the Vice President for Student Services will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

## INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President for Student Services, or designee (student/student); 2) the Director of Human Resources, or designee

(employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

### Student Investigation

1. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President may consult with other relevant College administrators and the College Attorney.
2. During the investigation, and if applicable to the complaint, the Vice President shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.
3. During the investigation process, the Vice President may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.
4. A confidential file regarding the complaint shall be maintained by the Vice President. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.
5. The Vice President shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President may have an additional ten (10) calendar days to complete the investigation. The Vice President shall notify the parties of this extension.
6. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

### RECOMMENDATION AND APPEAL

#### Students

After the investigation is complete, the Vice President will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation

and sanction(s) will become effective. The Vice President will submit to each party a final outcome letter that will include, but not limited to, the following:

- a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
- b. Sanction;
- c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).
- d. Short-term College counseling services available to each party.

If the Vice President's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Vice President recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

- A. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
- B. Written notice including the date, time, and location of the hearing will be sent to all parties.
- C. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
- D. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
- E. Both parties have a right to a written notice of the hearing outcome.

### Sanctioning

The following sanctions may be imposed for those who have violated these Procedures.

#### Students.

- a. Verbal or Written Warning
- b. Probation
- c. Administrative withdrawal from a course without refund
- d. Required Counseling
- e. No Contact Directive
- f. Suspension
- g. Expulsion (President must impose)
- h. Other consequences deemed appropriate

## SEXUAL HARASSMENT AND VIOLENCE

Blue Ridge Community College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on sex, sexual orientation, gender and gender identity.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex or gender in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex or gender also includes sexual harassment, stalking, dating and domestic violence, or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion. The College's Title IX Coordinator has oversight responsibility for handling Sexual Misconduct complaints and for identifying and addressing any patterns and/or systemic problems involving Sexual Misconduct. All allegations involving Sexual Misconduct should be directed to the College's Title IX Coordinator or, in the case of actions solely between employees, the College's Director of Human Resources. If the alleged incident involves both an employee and a student, the Title IX Coordinator shall take the lead but shall work cooperatively with the Director of Human Resources.

### DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Sexual Misconduct".

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

**Confidential Employee** – is not a Responsible Employee and is not required to report incidents of Sexual Misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before s/he speaks to him/her.

**Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured,

manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

**Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

**Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person with whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.

**Rape** – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

This definition includes any sex of victim or Perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

**Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX Coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Coordinators, Chairs, Deans, Directors, and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before s/he speaks to him/her.

**Sexual Assault** – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person's expressed and explicit consent.

**Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and

femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

**Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

**Standard of Evidence** – the College uses clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt,” “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either “responsible” or “not responsible” for violating these Procedures.

## REPORTING

### Reporting to Local Law Enforcement

Individuals may report Sexual Misconduct directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue College disciplinary action simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether Sexual Misconduct has occurred). However, the College’s investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must take interim measures when necessary to protect the alleged Complainant and/or the College community.

Individuals may choose not to report alleged Sexual Misconduct to law enforcement authorities. The College respects and supports individuals’ decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the nature of the allegations.

### Reporting to College Officials

#### Students Complaints

The College’s Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to Sexual Misconduct may do so by reporting the concern to the College’s Title IX Coordinator.

The College’s Title IX Coordinator is:

Kirsten Bunch  
Vice President for Student Services  
(828) 694-1804  
kirstenb@blueridge.edu

For Sexual Misconduct incidents between students and employees, the Title IX Coordinator will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

## INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Title IX Coordinator (student/student); 2) the Director of Human Resources (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

### Student Investigation

Students filing complaints (“Complainants”) are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Title IX Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College’s Director of Human Resources. During the course of the investigation, the Title IX Coordinator may consult with other relevant College administrators and the College Attorney.

During the investigation, the Title IX Coordinator shall meet with the Complainant and the alleged Perpetrator (“Respondent”) separately and give each party an equal opportunity to provide evidence, including informing the Title IX Coordinator of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

During the investigation process, the Title IX Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

A confidential file regarding the complaint shall be maintained by the Title IX Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

The Title IX Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Title IX Coordinator may have an additional ten (10) calendar days to complete the investigation. The Title IX Coordinator shall notify the parties of this extension.

Upon making the complaint, Complainants will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact,

restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

## RECOMMENDATION AND APPEAL

### Students

After the investigation is complete, the Title IX Coordinator will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions, if warranted. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Title IX Coordinator will submit to each party a final outcome letter that will include, but not limited to, the following:

- A. Determination if the Respondent is responsible or not responsible for violating these Procedures.
- B. Sanctions, if appropriate.
- C. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Title IX Coordinator will assist in this process).
- D. Short-term College counseling services available to each party.

If the Title IX Coordinator's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Title IX Coordinator recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.

Written notice including the date, time, and location of the hearing will be sent to all parties.

At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.

Both parties have a right to a written notice of the hearing outcome.

### Sanctioning

The following sanctions may be imposed for those who have violated these Procedures.

### Students

- A. Verbal or Written Warning
- B. Probation
- C. Administrative withdrawal from a course without refund
- D. Required Counseling
- E. No Contact Directive
- F. Suspension
- G. Expulsion (President must impose)
- H. Other consequences deemed appropriate

### PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of Sexual Misconduct in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

### PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Sexual Misconduct.

### LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of various policy violations. It is in the best interest of this College that as many Complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers Sexual Misconduct Complainants and witnesses amnesty from minor policy violations.

### EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students not in an academic relationship

that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

### **SUSPENDING PROCEDURES**

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

### **STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING**

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of Sexual Misconduct. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

- A. Information about safe and positive options for bystander intervention skills;
- B. What "consent" means with reference to sexual activities.
- C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
- D. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
- E. The importance of preserving physical evidence in a sexual-based violent crime; and
- F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office and the Director of Human Resources' office. Other translations will be made available upon request.

### **Drug Prevention Program**

Blue Ridge Community College conducts an ongoing informational program for students and employees describing the dangers of abuse of narcotics, alcoholic beverages, and stimulant drugs. The Student Services Division will provide informational materials designed to alert the entire college community to the above described hazards. The College will cooperate with all other appropriate community agencies in this endeavor. Specific college policies strictly prohibit possession and use of such substances on the campus and during any college sponsored function. Severe sanctions against violators are provided for in these policies.

### **Institutional Responsibilities to Third Party Recipients of Certain Services**

As a part of their normal training, students in human service programs are engaged in activities where the health and well-being of persons outside the school are involved. Under these conditions the institution incurs a moral and legal obligation concerning the student and the recipient of his/her services.

To ensure the safety of the third party recipients the institution may suspend, expel, or refuse to enroll any such student who:

1. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time; and/or
2. Demonstrates behavior which conflicts with safety essential to nursing and/or child care.

### **Student Conduct**

Blue Ridge Community College ("College") students assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The College has adopted basic standards of student conduct. These standards apply to the College campus, College activities including public service functions and other duly authorized or College sponsored activities, either on or off the College premises. When these standards are violated, penalties may be incurred. Consequences for violations include, but are not limited to: warnings, fines, restitution, loss of privileges or access to campus resources, probation, suspension or expulsion. The College reserves the right to withhold academic records or to deny registration for subsequent semesters.

If a student's behavior simultaneously violates both College regulation and federal, state and/or local laws, the College may take disciplinary action independent of that taken by legal authorities.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 4.15.1.1 – Discipline and Appeal Procedures for Academic Violations and/or Procedure 4.15.1.2 – Discipline and Appeal Procedures for Non-Academic Violations.

### **Academic Honesty Violations**

A student who violates the academic honesty policy, either directly or indirectly, is immediately responsible to the instructor of the course. The following terms are defined:

**Cheating:** To practice or attempt to practice dishonesty or deception in the taking of tests or in the preparation or submission of academic work purporting to be one's own; or to do any of the following without instructor permission; to copy or attempt to copy from another person's test, paper, online file, or other graded work in a course; to allow someone to copy one's test, paper, online file, or other graded work; to use during a testing period, or bring into a testing area with the intent to use, any

notes or other materials which a student is not permitted to consult. Cheating also includes creating, falsifying or misrepresenting any data in connection with a seated (traditional) class, lab or online class or the act of giving any unauthorized assistance or collaboration in a learning environment.

**Plagiarism:** The act of copying a sentence, several sentences, or a significant part of a sentence that has been written by someone other than the person submitting the paper, and then neglecting to indicate through the use of quotation marks or blocking that the material has been copied; also, copying from another writer in such a way as to change one or two words in the sentence, or to rearrange the order of the wording, or to paraphrase, or to summarize information and then neglect to furnish documentation. Failure to cite sources, when appropriate, is a form of dishonesty.

**Online identity:** Any student registered in an online/hybrid course(s) will be the same student who participates in and completes the course or program and receives the credit for the online/hybrid course. Further, any student who allows his/her unique username and password to be used by another individual to complete an assignment or participation within the course will be in violation of this policy.

The acts of cheating and/or plagiarism shall encompass, but shall not be limited to the examples or context cited above.

## Non-Academic Violations

Types of student conduct for which disciplinary proceeding may be initiated include but are not limited to the following:

**Disruption of College** - A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the College. Neither shall a student engage in such conduct for the purpose of causing the substantial and material disruption if obstruction is reasonably certain to result.

The following illustrates the kinds of offenses encompassed here:

- occupying any College building, grounds, or part thereof, with intent to deprive others of its use;
- blocking the entrance or exit of any College building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- setting fire to or damaging any College building or property;
- firing, displaying, or threatening use of firearms, explosives, or other weapons on the College premises for any unlawful purpose;
- prevention of or attempting to prevent by physical act the convening or continued functioning of any College class, or activity, or of any lawful meeting or assembly on the campus;
- preventing students from attending a class or College activity;
- except under the direct instruction of an administrator, blocking normal pedestrian or vehicular traffic on campus;
- making noise or acting in any manner so as to interfere seriously with the instructor's ability to conduct the class; and unruly conduct at a College activity, function or event.

**Damage or Destruction of College Property** - A student shall not intentionally cause or attempt to cause damage to College property or steal College property.

**Damage or Destruction of Private Property** - A student shall not intentionally cause or attempt to cause damage to private property or steal or attempt to steal private property on the College grounds. Repeated damage, theft, or fraud involving private property shall be a basis for long-term suspension or expulsion.

**Physical Abuse of a College Employee, Student or other Person not Employed by the College** - A student shall not intentionally do bodily injury to any person. Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

**Weapons and Dangerous Instruments** - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. Weapons and dangerous instruments are defined in Procedure 9.5.1.

**Narcotics, Alcoholic Beverages and Stimulant Drugs** - A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind (including, but not limited to, bath salts, inhalants, or synthetic herbs). Use of a legal drug authorized by a medical prescription from a registered health care provider shall not be considered a violation of this rule; however, possession, use or transmittal of legal drugs that have been obtained illegally or without a prescription by a registered healthcare provider is prohibited.

**Tobacco Use** - A student shall not violate the College Tobacco-Free Campus regulations. Smoking and the use of smokeless tobacco products are prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are limited only to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. See Procedure 2.15.1.

**Campus Parking and Traffic Regulations** - A student shall not violate campus parking and traffic regulations. See Procedure 9.13.1.

**Discrimination, Harassment and Sexual-Based Offenses** - for all issues related to this topic, see Procedure 4.15.2.

**Computer Use** - For all issues related to violations of the College Computer Use policy, see Procedure 8.1.3.

**Disruptive Communications** - A student shall not intentionally send electronic communications which disrupt the learning environment. In addition to items listed specifically in the College Computer Use procedures, this may include but is not limited to the use of profanity, insulting or harassing remarks in e-mail, discussions, chat, electronic text, or telephone communications. Violations may be grounds for the student to receive a failing grade, suspension, or expulsion.

**Classroom Conduct** - In addition to the other provisions contained herein, students will not engage in physical or verbal behavior that a reasonable person would view as interfering with the instructor's teaching and/or learning in a classroom, whether online, hybrid or seated, or in the ability of other students to access information. Students may not defy reasonable directives by instructors pertaining to classroom behavior and rules. Students shall abide by instructor's classroom rules. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and professionalism and behavior for a reasonably prudent community college student. While students are free to agree or disagree with their instructor and classmates, students will demonstrate their agreement or disagreement through reasonable and respectful behavior. This provision is not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting.

**Field trips, Work Based Learning (WBL), Job Shadowing, Events or any Academic-Related Off Campus Activity** – Students shall abide by both the College's Student Code of Conduct and any host facility rules. For Example, a host facility might dictate dress code, proof of US citizenship, drug screen, behavior and safety expectations, wearing of protective clothing or equipment, and/or prohibit the use of cell phones. This is not an exhaustive list. The instructor arranging the academic-related off-campus activity is responsible for obtaining and sharing as much of this information as possible prior to the actual event.

**Public Laws/College Policy** - Violations of any federal, state, or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus. Violations of College policies and procedures may result in disciplinary action.

**Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking. For sexual assault, see Procedure 4.15.2.

**Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person's child, sibling, spouse or dependent or willfully threaten to damage the property of another.

**Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College employees ability to perform the essential functions of his/her job. Hostile environment means that the victim subjectively views the conduct as bullying and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

**Threats** – Students shall not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty, and staff.

## Discipline and Appeal Procedures for Academic Violations

(For issues related to discrimination, harassment and sexual-based violence, see Procedure 4.15.2)

The following disciplinary and appeal procedures shall apply to all academic disciplinary matters. (See Procedure 4.15.1.1)

### Discipline for Violations of Academic Honesty

1. In situations involving violations of academic honesty, the student's instructor will take disciplinary actions that may include but are not limited to the following:
  - A. A written warning describing the offense and detailing further consequences should the infraction be repeated,
  - B. The instructor may assign a failing grade ("F" or zero") for the course, any portion of the course, or a single assignment. If the course serves as a prerequisite for sequential courses within the curriculum, the student will not be able to progress in the program of study until completing the course with a passing grade.
  - C. Referral to the Vice President for Instruction for further disciplinary action.
2. The President or the President's designee may suspend or expel a student if there are repeated violations of the Academic Honesty Policy. If a student violates this policy twice, the Vice President for Instruction may request that the President expel the student.
3. A student charged with a violation of the Academic Honesty Policy, 4.15.3, has the right to appeal that decision using the process outlined below.

### Academic Disciplinary Appeal Process

If a student is not satisfied with the Vice President's or President's recommendation for Disciplinary Action, within five business days' receipt of the recommendation, the student may request, in writing to the President, a Judicial Board hearing. Upon receipt of the student's request, the President shall convene a Judicial Board to hear the matter. The Judicial Board shall consist of three members: a Vice President (but not the Vice President for Instruction) who shall serve as the Chair; one faculty member appointed by the President who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.

1. The hearing shall be scheduled within ten business days of receipt of the student's written request for a hearing or later if mutually agreed upon by the parties.
2. Within five business days from the hearing, the student must inform the President whether s/he will have legal counsel present. If the student does not provide timely notice, the Chair may continue the hearing until the College's attorney can be present.

The student is allowed to have legal counsel present but only in an advisory capacity. Legal counsel will not be allowed to address the Judicial Board. The College's attorney will serve as procedural officer.

3. The Judicial Board hearing procedure shall be as follows:

The Chair shall introduce all present.

The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.

The College administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or other College representatives and, if applicable, their witnesses.

Both sides will have the opportunity to make a closing statement.

The Judicial Board shall deliberate in closed session. The College attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.

The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.

Within five business days of the hearing, the Chair shall, in writing, summarize the Judicial Board decision and send a copy to the parties and to the President.

4. If any of the parties are not satisfied with the Judicial Board's decision, they may, within ten business days of the date of the decision, appeal, in writing, to the President. The Vice President for Instruction shall accept the appeal on behalf of the President. The President shall review the official record and the hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten business days of receipt of the party's appeal, or an additional five business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board's decision. A written copy of the President's decision shall be sent to both parties. The President's decision shall be final, subject only to the student's right of appeal to the Board of Trustees. Any appeal of the President's decision must be submitted, in writing, to the Board of Trustees, within ten business days of the date of that decision.
5. For an appeal to the Board of Trustees, a panel of the Board, as designated by the Chair, shall conduct an "on the record review" of the evidence presented at the Judicial Hearing. Within ten (10) business after receipt of the student's appeal, unless the parties

agree to a continuance, the Board panel shall meet and the President shall be granted an opportunity to address the Board panel in closed session. The student will also be given the same opportunity to address the Board panel. No new evidence shall be presented to the Board panel. The Board Attorney shall serve as the procedural officer. The Board panel will make a determination and inform the student in writing within five (5) business days.

## Discipline and Appeal Procedures for Non-Academic Violations

### Overview

The Vice President for Student Services is responsible for implementing these procedures.

These procedures apply to non-academic violations listed in 4.15.1 – Code of Student Conduct.

### Progressive Discipline Model

**Verbal/Written Warnings** - If the student's misconduct occurs in the classroom setting, where appropriate, instructors should provide verbal and/or written warnings to students regarding their misconduct and assess appropriate disciplinary action within the classroom setting.

**Suspension and Expulsion** - If warranted by the facts and situation, even for first time offenses, a student may be suspended, expelled or forfeit certain opportunities on campus.

**Behavioral Assessment Form** - If warranted, instructors may complete a Behavioral Assessment Form outlining the nature of the student's misconduct and share the form with the Vice President for Student Services. Upon receiving the Behavioral Assessment Form, the Vice President may request a meeting with the student, reviewing the misconduct reported. As a result of the meeting, the student may be placed on probation, suspension, or expelled from campus.

**Removal from Class/Campus** - If an act of student misconduct threatens the health, safety or well-being of any member of the academic community and/or seriously disrupts the function and good order of the College, an instructor may require that the student immediately leave the classroom setting and the instructor will thereafter immediately notify the Vice President for Student Services who will direct the student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate dismissal from the class or campus.

If the student fails to cease and desist, or if the behavior is such that the student needs to immediately be removed from campus or temporarily removed from a specific instructor's class, the Vice President for Student Services may then immediately have the student temporarily removed from campus and/or from the specific instructor's class. The Vice President for Student Services will also determine whether the student should be referred to the Behavioral Assessment Team.

**Notification** - Upon concluding an investigation into the matter, the Vice President for Student Services shall present the student with a written notice of charges that provide a description of the alleged violations and short factual summary. The notice shall also include

recommended disciplinary action. If the student accepts the recommended disciplinary action, the matter will be closed. If the student is not satisfied with the Vice President's recommendation, with five business days' receipt of the recommendation, the student may request, in writing to the President, a Judicial Board hearing (see Disciplinary Appeal Procedure below).

The Vice President shall notify the President in writing of the student involved and the nature of the infraction as soon as possible but no more than one (1) working day following the incident.

### Non-Academic Disciplinary Appeal Procedure

1. If a student is not satisfied with the Vice President's recommendation for Disciplinary Action, within five business days' receipt of the recommendation, the student may request, in writing to the President, a Judicial Board hearing. Upon receipt of the student's request, the President shall convene a Judicial Board to hear the matter. The Judicial Board shall consist of three members: a Vice President (but not the Vice President for Student Services) who shall serve as the Chair; one faculty member appointed by the President who is not an interested party in the issue to be heard; and the President of the Student Government Association (SGA) or his/her designee who is also a member of the SGA.
2. The hearing shall be scheduled within ten business days of receipt of the student's written request for a hearing or later if mutually agreed upon by the parties.
3. Within five business days from the hearing, the student must inform the President whether s/he will have legal counsel present. If the student does not provide timely notice, the Chair may continue the hearing until the College's attorney can be present. The student is allowed to have legal counsel present but only in an advisory capacity. Legal counsel will not be allowed to address the Judicial Board. The College's attorney will serve as procedural officer.
4. The Judicial Board hearing procedure shall be as follows:

The Chair shall introduce all present.

The student shall have the opportunity to present evidence and witnesses in support of his or her case. The Judicial Board shall have the opportunity to question the student and, if applicable, his or her witnesses.

The College administrator and/or other College representatives will present their evidence and witnesses in support of their case. The Judicial Board shall have the opportunity to question the administrator and/or other College representatives and, if applicable, their witnesses.

Both sides will have the opportunity to make a closing statement.

The Judicial Board shall deliberate in closed session. The College attorney may sit with the Judicial Board and provide legal advice should such advice be necessary. The North Carolina Rules of Evidence do not apply and all relevant evidence shall be included in the official record; however, in reaching its decision, the Judicial Board shall weigh and consider the credibility of the presented evidence.

The Judicial Board hearing shall be audio recorded and that recording shall serve as the official hearing minutes.

Within five business days of the hearing, the Chair shall, in writing, summarize the Judicial Board decision and send a copy to the parties and to the President.

5. If any of the parties are not satisfied with the Judicial Board's decision, they may, within ten business days of the date of the decision, appeal, in writing, to the President. The Vice President for Student Services shall accept the appeal on behalf of the President. The President shall review the official record and the hearing minutes. If, after his or her initial review, the President needs additional information, he or she may ask the parties to supplement the official record by responding to his or her additional questions. Within ten business days of receipt of the party's appeal, or an additional five business days after the official record has been supplemented, the President shall issue his or her final decision to affirm, reject, or modify the Judicial Board's decision. A written copy of the President's decision shall be sent to both parties. The President's decision shall be final, subject only to the student's right of appeal to the Board of Trustees. Any appeal of the President's decision must be submitted, in writing, to the Board of Trustees, within ten business days of the date of that decision.
6. For an appeal to the Board of Trustees, a panel of the Board, as designated by the Chair, shall conduct an "on the record review" of the evidence presented at the Judicial Hearing. Within ten (10) business days after receipt of the student's appeal, unless the parties agree to a continuance, the Board panel shall meet and the President shall be granted an opportunity to address the Board panel in closed session. The student will also be given the same opportunity to address the Board panel. No new evidence shall be presented to the Board panel. The Board Attorney shall serve as the procedural officer. The Board panel will make a determination and inform the student in writing within five (5) business days.

### Student Grievance Procedure and Due Process

Any Blue Ridge Community College student has the right to be officially heard in matters where they have general grievances and for which there is no other approved grievance or review process.

To ensure that the grievance is given proper attention, the student should follow these steps:

#### Step One: Informal Grievance

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within ten (10) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

### Step Two: Formal Grievance

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Student Services ("Vice President"). The written grievance must contain with specificity the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level.

The Vice President (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance.

The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within ten (10) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

### Step Three: Appeal

If the student is not satisfied with the Vice President's determination, the student may appeal to the President. The appeal must be in writing and must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and, if necessary, conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal (unless a committee is needed then within thirty (30) business days), the President shall provide a written decision to the student.

The President's decision is final.

To afford a student due process and the expedient resolution of issues where it is impractical or impossible, given the situation, for a student or his/her supporting witnesses to appear and participate in their grievance in person, special accommodation may be made including: written statements, telephone conferences, electronic mail, videotape, live video, or similar means of communication. Once a student initiates this formal grievance, in writing, the complaint becomes part of the record of complaints that is maintained by the College.

## Smoking and Use of Tobacco Products

Blue Ridge Community College is committed to providing students, employees, and visitors a safe and healthy environment. To address this commitment, smoking and the use of smokeless tobacco products is prohibited on all College properties including inside any building or facility and on College grounds. Exceptions are only limited to smoking or the use of tobacco products inside the confines of a motor vehicle on College grounds. This shall also be known as the College's "Tobacco-free Policy."

For the purposes of this policy, tobacco products includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, e-cigarettes, and any other items containing or reasonably resembling tobacco or tobacco products, or any product simulating smoking instruments.

## Academic Support

### Adult Education & Literacy Programs

**Adult Basic Education (ABE):** The ABE Program at Blue Ridge provides foundational academic instruction to under-educated learners who want to attain high school level proficiency. A variety of approaches are used to teach reading, writing and mathematics in real-world contexts. All classes are offered free-of-charge.

**Compensatory Education (CED):** The CED program is designed to provide remedial academic and workplace readiness education to adults who have been diagnosed as being intellectually disabled. The program supports using real-world contexts to develop reading comprehension, business writing and math skills, basic employability, general workplace knowledge, and digital literacy. Course fees may apply.

**English Language Acquisition (ELA):** ELA classes are designed for adults who are not native English speakers. Three distinct levels are offered to help students acquire functional English competence: Beginning, Intermediate, and Advanced. Contextualized classroom instruction helps students transfer newly acquired concepts to real-world situations in order to create a more meaningful learning experience. All classes are offered free-of-charge.

**Adult Secondary Education (ASE):** The ASE program is designed for adults who need to sharpen their academic skills in preparation for the High School Equivalency exam or the College Placement test. Because student needs vary based on academic levels and goals, instruction is offered on an individualized basis and through contextualized lessons that promote greater understanding and transfer of knowledge. Students progress at their own pace. ASE is offered to students free-of-charge.

**Adult High School (AHS):** The AHS program is designed specifically for adults who want to utilize their existing high school credits to obtain an Adult High School Diploma. Coursework is delivered through the Odysseyware® computer program and through direct classroom instruction. Students progress at their own pace. The AHS program is offered to students free-of-charge.

## Work Based Learning (formerly Cooperative Education)

Work Based Learning (WBL) is an educational program that combines classroom instruction with practical work experience directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to practice skills they have learned in their programs of study while earning college credit.

Any student enrolled in a program offering WBL for academic credit as a requirement or elective may apply. The Work Based Learning Office will make the final determination of a student's acceptance into the program based on selection criteria. These criteria include, but are not limited to, the student's prior experience, academic status (minimum 2.0 grade point average) and position availability. After determination of WBL status, the Director will be responsible for locating or approving an appropriate work assignment. Students accepted for WBL must have completed nine (9) credit hours, three (3) of which are required to be in their prescribed program of study. Students who are approved for WBL must register with the WBL Office and attend an orientation before going to their assignments.

A student may earn up to four credit hours during any one semester, with the allowed maximum credit hours differing for each curriculum.

WBL is an open enrollment program, which means students have the option of enrolling during the semester, not only at registration.

### Benefits to the Student

- Gain work experience in one's chosen field of study
- Practice marketable skills
- Explore career interests
- Earn academic credit toward one's degree
- Enhance one's résumé
- Meet job placement and employment contacts
- Develop confidence, responsibility, and greater human relations skills
- Explore one's own abilities in relation to a real job
- Develop references
- Be considered for a full time job at one's work based learning site after WBL is complete

## Distance Education

In an effort to better meet the needs of its students, Blue Ridge Community College may offer courses through distance education. Such courses are offered to improve access and provide increased flexibility in scheduling. These courses may include telecourses, teleweb courses, online courses, or courses via broadcasting technologies. Blue Ridge Community College strives to ensure that the quality and content of these courses are the same as for traditional, classroom courses. A qualified, competent instructor serves as facilitator for each course offered through one of these methods of delivery. The following guidelines will govern delivery of these courses:

- All academic policies, including, but not limited to, admissions, credits, degree completion, academic honesty, dropping and adding classes, repetition of courses, course withdrawal, grading, student conduct, computer usage, grievance procedure, and due process for distance education courses are the same as those for traditional classroom courses.
- In cases of student grievance or disciplinary matters, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedient resolution of issues, special accommodation may be made (e.g., written statements, telephone conferences, electronic mail, video tape, live video, or similar means of communication).
- Beginning and ending dates for distance education courses are aligned with the College calendar.
- Blue Ridge Community College guidelines for tuition and materials will apply.
- The student must meet prerequisite requirements for distance education courses unless a Waiver of Prerequisites form is completed with the consent of the advisor and the instructor of the course.
- The student is strongly urged to have updated computer skills (within the previous three years) before attempting an online course.
- The student is required to have access to the appropriate technology (including software and hardware) for the distance education courses for which he/she registers.
- Blue Ridge Community College faculty teaching distance education courses will attempt to contact students enrolling in these courses. It is suggested that the student contact the instructor at the time of registration for the course to provide necessary information (e.g., current mailing address, email address, or phone number). Ultimate responsibility for contact rests with the student.
- An online student must complete any required orientation sessions, review sessions, or test sessions.
- The student must communicate with the instructor at least once a week unless more communication is necessary to meet course requirements. A student who fails to maintain this communication may be dropped from the course for non-attendance.
- Materials will be faxed or mailed when necessary and feasible.

Due to Federal requirements outlined in the Higher Education Opportunity Act (HEOA) of 1965 as reauthorized in 2008 and amended in October 2010, all U.S. states require post-secondary educational institutions to be legally authorized to provide post-secondary educational instruction in their states. Specifically, Blue Ridge must obtain State Authorization prior to offering online/distance education programs or courses to students residing outside of North Carolina. Please refer to college website for updates regarding state authorization.

Before registering for a distance education course the student should access the Distance Learning Home page on the college website at blueridge.edu. This site provides a self-assessment to assist the student in determining whether this mode of learning is consistent with personal study habits and learning styles. Links are also provided to technology requirements, general information about distance education at Blue Ridge Community College, and a listing of distance education courses.

The student enrolled in distance education courses may access the Blue Ridge Community College Library and online resources through links provided on the College website at blueridge.edu. This webpage has links to websites that provide access to other libraries, resources, and services such as NC LIVE. Use of some resources requires a Student ID Card which can be obtained in the College Bookstore.

There are no fees solely associated with Distance Learning courses or with verification of student identity.

## Library

The Library's mission is to provide quality resources, services, facilities, and instruction that support learning and promote success. Located at the front entrance of the William D. Killian Building, the library provides a variety of opportunities for serious study and leisure reading by students, faculty, staff, and community patrons, both in print and online. Librarians are available for research assistance during open hours, and an after-hours chat service is also available. Online library resources, such as e-books, research databases, and audio books, are available to all Blue Ridge students, 24/7. The Open Computer Lab is located in the library and provides computers, printing and scanning, support, and course-specific software for students.

The Library extends their mission to serve students and community members at the Transylvania County Campus Library. The library houses 24 computers, a print reference and book collection, audio and video resources, as well as access to the collections and services of the Henderson County Campus Library and the Brevard College James A. Jones Library.

## College and Career Readiness Center

The College and Career Readiness Center is located on the second floor of the Continuing Education Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The College and Career Readiness Center instructors provide seated classes and academic assistance to help students succeed in Adult Basic Education (ABE), Adult High School (AHS), and Adult Secondary Education (ASE). Students may enroll in ABE with or without a high school diploma or high school equivalency diploma. Students enrolled in ASE may pursue completion of a high school equivalency diploma, or if already high school graduates, may brush up on academic skills to become college-ready.

## Student Success Center

The Student Success Center (SSC) is located in the General Studies Building on the Henderson County Campus and in the Straus Building on the Transylvania County Campus. The SSC provides academic support to students in curriculum and developmental courses through the use of one-on-one instruction, peer and faculty tutoring, computerized and video instruction, workshops, and information sessions. A Student Success Center instructor is always available, during SSC open hours, to provide assistance.

**Faculty Tutoring:** The English and Math Labs are located in the Student Success Center and are staffed by curriculum faculty to provide additional instruction, outside the classroom. Students can drop by for assistance or be referred by an instructor. Faculty tutoring in a variety of subjects are also offered in the SSC. Hours of assistance vary each semester according to instructor schedules. Contact the SSC for more information.

**Peer Tutoring Program:** Students who need supplemental instruction in a particular course can receive free tutoring from an instructor recommended student who excels in the same subject. Peer tutors and tutees must have an instructor recommendation. Tutors are paid by the hour, with College funds. Any student interested in receiving tutoring or becoming a tutor can contact the Student Success Center or see an instructor.

**Workshops:** Workshops on topics including test taking strategies, note taking, and study skills are offered periodically throughout the semester and are free to anyone at Blue Ridge.

# 2019-2020 Programs Offered

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## Developmental Courses

Blue Ridge Community College provides an opportunity for students to strengthen their basic educational background. Through a series of courses, instruction is provided to help the student overcome educational deficiencies that would likely prevent him/her from succeeding in an associate degree or diploma program. Developmental courses are offered in the areas of reading and vocabulary development, grammar and composition, keyboarding, biology, chemistry, and mathematics.

Incoming students are given a series of pre-enrollment placement tests to determine if any of these courses will be prerequisites to their related coursework. Students should take prerequisites in their first semester of enrollment if possible. Certain programs require that prerequisite courses be completed prior to fall enrollment.

Developmental and prerequisite courses include:

BIO	090	Foundations of Biology
CHM	092	Fundamentals of Chemistry
CIS	070	Fundamentals of Computing
DRE	097	Integrated Reading and Writing II
DRE	098	Integrated Reading and Writing III
DRE	099	Integrated Reading and Writing III
DMA	010	Operations with Integers
DMA	020	Fractions and Decimals
DMA	030	Proportion/Ratios/Rates/Percents
DMA	040	Expressions, Linear Equations, Linear Inequalities
DMA	050	Graphs and Equations of Lines
DMA	060	Polynomials and Quadratic Applications
DMA	070	Rational Expressions and Equations
DMA	080	Radical Expressions and Equations

A student must earn a "P" or a "C" or better to progress to the next class.

## Electives

The Associate in Arts, Associate in Engineering, Associate in Fine Arts, and Associate in Science elective listings are listed with the program's description.

## Associate in Applied Science

### Humanities Electives

The following listings for Humanities Electives apply to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Some programs of study have specific courses that meet the humanities elective requirement. ASL, foreign language, and public speaking courses cannot count as the sole humanities course in an associate in applied science program.

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
DRA	111	Theatre Appreciation
DRA	112	Literature of the Theatre
DRA	211	Theatre History I
ENG	231	American Literature I
ENG	232	American Literature II
ENG	241	British Literature I
ENG	242	British Literature II
ENG	262	World Literature II
HUM	123	Appalachian Culture
HUM	160	Introduction to film
MUS	110	Music Appreciation
PHI	210	History of Philosophy
PHI	240	Introduction to Ethics
REL	110	World Religions
REL	211	Intro to Old Testament
REL	212	Intro to New Testament
REL	221	Religion in America

## Associate in Applied Science

### Social/Behavioral Science Electives

The following listing for Social/Behavioral Science Electives applies to Associate in Applied Science degree-seeking students. These electives should be carefully selected with the faculty advisor to ensure proper credit. Some programs of study have specific courses that meet the social/behavioral science elective requirement.

ANT	210	General Anthropology
ECO	251	Principles of Microeconomics
ECO	252	Principles of Macroeconomics
GEO	111	World Regional Geography
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
POL	130	State and Local Government
PSY	150	General Psychology
PSY	237	Social Psychology
PSY	241	Developmental Psychology
PSY	281	Abnormal Psychology
SOC	210	Introduction to Sociology
SOC	213	Sociology of the Family
SOC	220	Social Problems

# Accounting Programs

## Accounting and Finance (A25800)

Associate in Applied Science Degree  
Online Option Available

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

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

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

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
Or						
BUS 137	Principles of Management	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
Or						
MAT 152	Statistical Methods I	3	2	0	0	4
	Subtotal					(14-15)

<b>Spring Semester</b>						
ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 122	Prin of Financial Acct II	3	0	0	0	3
ACC 150	Accounting Software App	1	3	0	0	2
BUS 225	Business Finance	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(15)

### Complete Bookkeeping I Certificate (C25800B)

ACC 120, ACC 121, ACC 122, ACC 150, and CTS 130

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Summer Term</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Or						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(9)

<b>Fall Semester</b>						
ACC 129	Individual Income Tax	2	2	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
Or						
ECO 252	Principles of Macroeconomics	3	0	0	0	3
	Major Course Elective***					3
	Subtotal					(16)

<b>Spring Semester</b>						
ACC 140	Payroll Accounting	1	2	0	0	2
ACC 227	Practices in Accounting	3	0	0	0	3
ACC 240	Gov & Not-For-Profit Acct	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

### Complete Bookkeeping II Certificate (C25800C)

ACC 129, ACC 140, ACC 220, ACC 227, ACC 240 and CTS 130

### Complete Payroll Certificate (C25800D)

ACC 120, ACC 122, ACC 140, ACC 150, BUS 153, and CTS 130

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

BAF 110	Principles of Banking	3	0	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3
BUS 116	Business Law II	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 139	Entrepreneurship I	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 230	Small Business Mgmt	3	0	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3

**Total Semester Credit Hours in Program.....66-67**

## Accounting and Finance – Bookkeeping I (C25800B)

Certificate  
Online Option Available

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
	Subtotal					(7)
<b>Spring Semester</b>						
ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 122	Prin of Financial Acct II	3	0	0	0	3
ACC 150	Accounting Software App	1	3	0	0	2
	Subtotal					(9)

**Total Semester Credit Hours in Program.....16**

**Accounting and Finance – Bookkeeping II (C25800C)**

Certificate/Online Option Available

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACC 129	Individual Income Taxes	2	2	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
	Subtotal					(10)
<b>Spring Semester</b>						
ACC 140	Payroll Accounting	1	3	0	0	2
ACC 227	Practices in Accounting	3	0	0	0	3
ACC 240	Gov & Not-For-Profit Acct	3	0	0	0	3
	Subtotal					(8)

**Total Semester Credit Hours in Program..... 18**

**Accounting and Finance – Payroll (C25800D)**

Certificate  
Online Option Available

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
CTS 130	Spreadsheet	2	2	0	0	3
	Subtotal					(7)
<b>Spring Semester</b>						
ACC 140	Payroll Accounting	1	2	0	0	2
ACC 150	Accounting Software App	1	3	0	0	2
BUS 153	Human Resource Mgmt	3	0	0	0	3
	Subtotal					(7)
<b>Summer Term</b>						
ACC 122	Prin of Financial Acct II	3	0	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program..... 17**

**Transfer Program Accounting and Finance (A25800FS)**  
Pathway to Fayetteville State University

This program is an articulated program with Fayetteville State University. Fayetteville State University has an online option for their bachelor's degree in accounting making this a nice pathway for students completing their associates degree from BRCC through our online option. Students who plan to attend the accounting program at Fayetteville State University should be enrolled in the Accounting Associates Degree program at Blue Ridge Community College (see page 52). Students must complete each course within the Accounting Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 137	Principles of Management	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	Subtotal					(14)
<b>Spring Semester</b>						
ACC 121	Prin of Managerial Accounting	3	2	0	0	4
ACC 122	Prin of Financial Acct II	3	0	0	0	3
ACC 140	Payroll Accounting	1	3	0	0	2
ACC 150	Account Software Applications	1	3	0	0	2
ENG 111	Writing & Inquiry	3	0	0	0	3
	Subtotal					(14)

**Complete Bookkeeping I Certificate (C25800B)**

ACC 120, ACC 121, ACC 122, ACC 150, and CTS 130

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Summer Term</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
	Or					
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(9)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACC 129	Individual Income Taxes	2	2	0	0	3
ACC 220	Intermediate Accounting I	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
	Subtotal					(16)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Spring Semester</b>						
ACC 227	Practices in Accounting	3	0	0	0	3
ACC 240	Gov & Not-for-Profit Acct	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
	Subtotal					(12)

**Complete Bookkeeping II Certificate (C25800C)**

ACC 129, ACC 140, ACC 220, ACC 227, ACC 240 and CTS 130

**Complete Payroll Certificate (C25800D)**

ACC 120, ACC 122, ACC 140, ACC 150, BUS 153, and CTS 130

\*\*Humanities Elective should be selected from ART 111, DRA 111, ENG 231, ENG 232, ENG 241, MUS 110, and REL 110

**Total Semester Credit Hours in Program..... 65**

**Transfer Program**  
**Accounting and Finance (A25800LM)**  
 Pathway to Lees McRae College

This program is an articulated program with Lees McRae College. Students who plan to complete the Bachelor of Arts and Applied Science (B.A.A.A) in Business Administration program at Lees McRae College should be enrolled in the Accounting and Finance Associates Degree program at Blue Ridge Community College. Students must complete each course within the Accounting Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA 115	Success and Study Skills	0	2	0	0	0	1	
	Or							
ACA 122	College Transfer Success	0	2	0	0	0	1	
ACC 120	Prin of Financial Accounting	3	2	0	0	0	4	
BUS 110	Introduction to Business	3	0	0	0	0	3	
CTS 130	Spreadsheet	2	2	0	0	0	3	
MAT 152	Statistical Methods I	3	2	0	0	0	4	
	Subtotal						(15)	

**Complete Bookkeeping I Certificate (C25800B)**  
 ACC 120, ACC 121, ACC 122, ACC 150, and CTS 130

<b>Spring Semester</b>								
ACC 121	Prin of Managerial Accounting	3	2	0	0	0	4	
ACC 122	Prin of Financial Acct II	3	0	0	0	0	3	
ACC 140	Payroll Accounting	1	3	0	0	0	2	
ACC 150	Account Software Applications	1	3	0	0	0	2	
ENG 111	Writing & Inquiry	3	0	0	0	0	3	
	Subtotal						(14)	

<b>Summer Term</b>								
CIS 110	Introduction to Computers	2	2	0	0	0	3	
ENG 112	Writing/Research in the Discipl	3	0	0	0	0	3	
	Or							
ENG 114	Prof. Research and Reporting	3	0	0	0	0	3	
	Humanities Elective**						3	
	Subtotal						(9)	

<b>Fall Semester</b>								
ACC 129	Individual Income Taxes	2	2	0	0	0	3	
ACC 220	Intermediate Accounting I	3	2	0	0	0	4	
BUS 115	Business Law I	3	0	0	0	0	3	
BUS 137	Principles of Management	3	0	0	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	0	0	3	
	Subtotal						(16)	

<b>Spring Semester</b>								
ACC 227	Practices in Accounting	3	0	0	0	0	3	
ACC 240	Gov & Not-For-Profit Acct	3	0	0	0	0	3	
BUS 225	Business Finance	2	2	0	0	0	3	
ECO 252	Principles of Macroeconomics	3	0	0	0	0	3	
	Subtotal						(12)	

**Complete Bookkeeping II Certificate (C25800C)**  
 ACC 129, ACC 140, ACC 220, ACC 227, ACC 240 and CTS 130

**Complete Payroll Certificate (C25800D)**  
 ACC 120, ACC 122, ACC 140, ACC 150, BUS 153, and CTS 130

\*\*Humanities Elective should be selected from ART 111, DRA 111, ENG 231, ENG 232, ENG 241, MUS 110, and REL 110

**Total Semester Credit Hours in Program.....66**

**Transfer Program**  
**Accounting and Finance (A25800WC)**  
 Pathway to Western Carolina University

This program is an articulated program with Western Carolina University. Students who plan to attend the accounting program at Western Carolina University should be enrolled in the Accounting Associate in Applied Science Degree program at Blue Ridge Community College (see page 52). Students must complete each course within the Accounting Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA 115	Success and Study Skills	0	2	0	0	0	1	
	Or							
ACA 122	College Transfer Success	0	2	0	0	0	1	
ACC 120	Prin of Financial Accounting	3	2	0	0	0	4	
BUS 110	Introduction to Business	3	0	0	0	0	3	
CTS 130	Spreadsheet	2	2	0	0	0	3	
MAT 152	Statistical Methods I	3	2	0	0	0	4	
	Subtotal						(15)	

**Complete Bookkeeping I Certificate (C25800B)**  
 ACC-120, ACC-121, ACC-122, ACC-150, and CTS-130

<b>Spring Semester</b>								
ACC 121	Prin of Managerial Accounting	3	2	0	0	0	4	
ACC 122	Prin of Financial Acct II	3	0	0	0	0	3	
ACC 140	Payroll Accounting	1	2	0	0	0	2	
ACC 150	Account Software Applications	1	2	0	0	0	2	
ENG 111	Writing & Inquiry	3	0	0	0	0	3	
	Subtotal						(14)	

<b>Summer Term</b>								
CIS 110	Introduction to Computers	2	2	0	0	0	3	
ENG 112	Writing/Research in the Discipl	3	0	0	0	0	3	
	Or							
ENG 114	Prof. Research and Reporting	3	0	0	0	0	3	
	Humanities Elective**						3	
	Subtotal						(9)	

<b>Fall Semester</b>								
ACC 129	Individual Income Taxes	2	2	0	0	0	3	
ACC 220	Intermediate Accounting I	3	2	0	0	0	4	
BUS 115	Business Law I	3	0	0	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	0	0	3	
MKT 120	Principles of Marketing	3	0	0	0	0	3	
	Subtotal						(16)	

<b>Spring Semester</b>								
ACC 227	Practices in Accounting	3	0	0	0	0	3	
ACC 240	Gov & Not-For-Profit Acct	3	0	0	0	0	3	
BUS 225	Business Finance	2	2	0	0	0	3	
ECO 252	Principles of Macroeconomics	3	0	0	0	0	3	
	Subtotal						(12)	

**Complete Bookkeeping II Certificate (C25800C)**  
 ACC-129, ACC-140, ACC-220, ACC-227, ACC-240 and CTS-130

**Complete Payroll Certificate (C25800D)**  
 ACC-120, ACC-122, ACC-140, ACC-150, BUS-153, and CTS-130

\*\*Humanities Elective must satisfy WCU's P3, P4, P5, or P6 requirement. These can be found at wcu.edu

**Total Semester Credit Hours in Program.....66**

# Brewing Programs

## Brewing, Distillation and Fermentation: Brewing Equipment, Packaging & Maintenance (A15250)

### Associate in Applied Science Degree

Food Products and Processing Systems Pathway Description: This curriculum is designed to prepare individuals for various careers in the brewing, distillation and fermentation industry. Classroom instruction, practical laboratory applications of brewing, distillation and fermentation principles and practices are included in the program of study.

Course work in brewing, distillation and fermentation includes production, operations, safety and sanitation, and associated process technologies. Related course work is offered in fermentation production, safety and sanitation, applied craft beverage microbiology, agriculture, marketing, management, equipment, packaging, and maintenance.

Graduates should qualify for employment opportunities in the brewing, distillation and fermentation industry. Students may be eligible to sit for the professional Institute of Brewing & Distilling (IBD) certification exams which correspond to the program of study. Brewing, Distillation and Fermentation Pathway Description: A program that prepares individuals to apply technical knowledge and skills to brew, distill and ferment various products, including beverages. Includes instruction in production of fermented products, cultivating, marketing, management, legal issues, inspection, maintenance, service and repair of equipment, facility operations, packaging, sanitation, and welding.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

#### Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
BDF 111	BDF Safety & Sanitation	1	2	0	0	2
BDF 112	Survey of Fermented Products	3	3	0	0	4
BDF 125	Bev Tech & Calculations	1	3	0	0	2
ELC 128	Introduction to PLC	2	3	0	0	3
Or						
ELC 131	Circuit Analysis I	3	3	0	0	4
MNT 110	Intro to Maint Procedures	1	3	0	0	2
Subtotal						(14-15)

#### Spring Semester

BDF 110	Fermentation Production	2	4	0	0	4
BDF 115	Applied Craft Bev Microbiology	3	2	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
Humanities Elective**						3
Major Course Elective***						3
Subtotal						(17)

#### Summer Term

BDF 180	Sensory Evaluation	2	2	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
Subtotal						(6)

#### Fall Semester

ATR 112	Introduction to Automation	2	3	0	0	3
BDF 114	Craft Beer Brewing	1	3	0	0	2
ENG 114	Prof Research and Reporting	3	0	0	0	3
HOR 245	Hort Specialty Crops	2	2	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
Subtotal						(14)

#### Spring Semester

BDF 225	Filtration & Finishing	2	2	0	0	3
BDF 236	Brewing/Packaging Maint	2	4	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
Social/Behavioral Science Elective**						3
Major Course Elective***						3
Subtotal						(16)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

ATR 219	Automation Troubleshooting	1	3	0	0	2
BDF 175	Distillation Operations	2	4	0	0	4
BDF 230	Advanced Brewing	2	2	0	0	3
CHM 131	Introduction to Chemistry	3	0	0	0	3
CHM 131A	Intro to Chemistry Lab*	0	3	0	0	1
EGR 125	Appl Software for Tech	1	2	0	0	2
EGR 285	Design Project	0	4	0	0	2
ELC 117	Motors and Controls	2	6	0	0	4
ELC 213	Instrumentation	3	2	0	0	4
ELC 228	PLC Applications	2	6	0	0	4
ISC 132	Mfg Quality Control	2	3	0	0	3
ISC 135	Principles of Indust Mgmt	4	0	0	0	4
LOG 110	Introduction to Logistics	3	0	0	0	3
LOG 125	Transportation Logistics	3	0	0	0	3
VEN 133	Intro to Winemaking	3	0	0	0	3
VEN 283	Wine Production and Analysis	2	6	0	0	5
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
WLD 214	Sanitary Welding	2	6	0	0	4

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....67-68**

### Brewing, Distillation and Fermentation: Brewing Equipment, Packaging & Maintenance (D15250)

#### Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
BDF 111	BDF Safety & Sanitation	1	2	0	0	2
BDF 125	Bev Tech & Calculations	1	3	0	0	2
ELC 128	Introduction to PLC	2	3	0	0	3
*ELC 131	Circuit Analysis I	3	3	0	0	4
Or						
*BDF 180	(see summer schedule)					
HOR 245	Hort Specialty Crops	2	2	0	0	3
MNT 110	Intro to Maint Procedures	1	3	0	0	2
	Subtotal					(13 or 17)
<b>Spring Semester</b>						
BDF 110	Fermentation Production	2	4	0	0	4
BDF 115	Applied Craft Bev Microbiology	3	2	0	0	4
BDF 236	Brewing/Packaging Maint	2	4	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(18)
<b>Summer Term</b>						
*BDF 180	Sensory Evaluation	2	2	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
	Subtotal					(3 or 6)

\*Take either ELC-131 (in the fall) or BDF-180 (in the summer)

**Total Semester Credit Hours in Program.....37 or 38**

### Brewing, Distillation and Fermentation – Brewing Basics (C15250BR)

#### Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
BDF 111	BDF Safety & Sanitation	1	2	0	0	2
BDF 114	Craft Beer Brewing	1	3	0	0	2
BDF 125	Bev Tech & Calculations	1	3	0	0	2
	Subtotal					(6)

#### Spring Semester

BDF 110	Fermentation Production	2	4	0	0	4
BDF 225	Filtration & Finishing	2	2	0	0	3
	Subtotal					(7)

#### Summer Term

BDF 180	Sensory Evaluation	2	2	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program.....16**

### Brewing, Distillation and Fermentation – Equipment, Packaging & Maintenance (C15250EQ)

#### Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
BDF 111	BDF Safety & Sanitation	1	2	0	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
MNT 110	Intro to Maint Procedures	1	3	0	0	2
	Subtotal					(7)

#### Spring Semester

ATR 112	Introduction to Automation	2	3	0	0	3
ATR 219	Automation Troubleshooting	1	3	0	0	2
BDF 236	Brewing/Packaging Maint	2	4	0	0	4
	Subtotal					(9)

**Total Semester Credit Hours in Program.....16**

### Brewing, Distillation and Fermentation – Distillation (C15250DI)

#### Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
BDF 111	BDF Safety & Sanitation	1	2	0	0	2
BDF 125	Bev Tech & Calculations	1	3	0	0	2
	Subtotal					(4)

#### Spring Semester

BDF 110	Fermentation Production	2	4	0	0	4
BDF 115	App Craft Bev Microbiology	3	2	0	0	4
	Subtotal					(8)

#### Demand Dependent

BDF 175	Distillation Operations	2	4	0	0	4
	Subtotal					(4)

**Total Semester Credit Hours in Program.....16**

## Brewing, Distillation and Fermentation – Winemaking Basics (C15250WN)

Class Lab Clinic Work Credit Exp.

### Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class Lab Clinic Work Credit Exp.

### Required Courses

BDF 111	BDF Safety & Sanitation	1	2	0	0	2
BDF 115	Applied Craft Bev Microbiology	3	2	0	0	4
VEN 133	Intro to Winemaking	3	0	0	0	3
VEN 283	Wine Production and Analysis	2	6	0	0	5

**Total Semester Credit Hours in Program..... 14**

## Transfer Program – Fermentation Science (A10400FS)

### Associate in Science Pathway to Appalachian State University Fermentation Science

Appalachian State University (ASU) and Blue Ridge Community College (BRCC) have agreed to partner in an effort to outline a specific pathway for students to obtain an Associate in Science Degree that also meets the first two years of coursework requirements for the BS degree in Fermentation Science from Appalachian State University. Students must complete the Associate in Science degree from BRCC, apply to graduate, and have the Associate in Science degree posted on their official transcript. ASU will guarantee space availability for two BRCC students until March 1 prior to Fall Semester enrollment. After that time, spaces will be released to the general student population. The Dean of Arts and Sciences at BRCC will make student recommendations to the Director of the Office of Transfer Articulation and the Program Coordinator of Fermentation Science. BRCC students must apply for admission and be admitted to Appalachian State University to articulate appropriate course credit. Students are recommended to have a complete application for admission to the university by December 1 prior to the start of the intended fall term. Upon acceptance to ASU, the recommended BRCC students can complete a major declaration for the Fermentation Sciences program. The ASU Fermentation Science course sequencing begins Fall Semester of each academic year.

The courses listed are required in order to be considered for one of the two BRCC positions. The courses listed will satisfy Blue Ridge Community College requirements for the Associate in Science degree. Other courses may be used to complete the Associate in Science degree but may not meet the requirements for application to the Fermentation Science program at ASU.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

For more detailed information about the Fermentation Science pathway, contact the Dean for Arts and Sciences.

### Required Courses

ACA 122	College Transfer Success	0	2	0	0	1
ACC 120	Prin. of Financial Acct.	3	2	0	0	4
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
BUS 110	Introduction to Business	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
MAT 152	Statistical Methods I	3	2	0	0	4
MAT 171	Pre-Calculus Algebra	3	2	0	0	4
MAT 172	Pre-Calculus Trigonometry	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
	History Elective*	3	0	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3

\*Select one course from HIS 111, HIS 112, HIS 131, or HIS 132

\*\*Humanities Elective should be selected from ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, and PHI 240

\*\*\*Social/Behavioral Science Elective should be selected from POL 120, PSY 150, SOC 210

**Total Semester Credit Hours in Program..... 61**

# Business Programs

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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

## General Business Administration Pathway (A25120BA)

Associate in Applied Science Degree  
Online Option Available

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	4
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
MKT 120	Principles of Marketing	3	0	0	0	3
Subtotal						(17)
<b>Spring Semester</b>						
ACC 121	Principles of Managerial Acct	3	2	0	0	4
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
ENG 112	Writing/Research in the Disc	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
Or						
MAT 171	Pre-Calculus algebra	3	2	0	0	4
Subtotal						(16-17)
<b>Summer Term</b>						
Social/Behavioral Science Elective**						3
Major Course Elective***						3
Subtotal						(6)
<b>Fall Semester</b>						
BUS 115	Business Law I	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Major Course Elective***						3
Humanities Elective**						3
Subtotal						(13)

### Spring Semester

BUS 116	Business Law II	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
BUS 230	Small Business Mgmt	3	0	0	0	3
BUS 239	Business Applications Seminar	1	2	0	0	2
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Subtotal						(14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the courses listed on page 55.

**Total Semester Credit Hours in Program.....66-67**

## Business Administration - Banking and Finance Pathway (A25120BF)

Associate in Applied Science Degree  
Online Option Available

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
BAF 110	Principles of Banking	3	0	0	0	3
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
MKT 120	Principles of Marketing	3	0	0	0	3
Subtotal						(16)
<b>Spring Semester</b>						
BUS 137	Principles of Management	3	0	0	0	3
BAF 141	Law & Banking: Principles	3	0	0	0	3
ENG 112	Writing/Research in the Disc	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
Or						
MAT 171	Pre-Calculus algebra	3	2	0	0	4
Major Course Elective***						3
Subtotal						(15-16)
<b>Summer Term</b>						
Social/Behavioral Science Elective**						3
Major Course Elective***						3
Subtotal						(6)
<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Humanities Elective**						3
Subtotal						(14)
<b>Spring Semester</b>						
ACC 121	Principles of Managerial Acct	3	2	0	0	4
BAF 131	Fund of Bank Lending	3	0	0	0	3
BAF 222	Money and Banking	3	0	0	0	3
BUS 225	Business Finance	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
Subtotal						(16)
<b>Spring Semester</b>						
**Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.						
***Major Course Electives are to be selected from the courses listed on page 55						
<b>Total Semester Credit Hours in Program.....67-68</b>						

**Business Administration - Marketing & Retailing Pathway (A25120MR)**  
**Associate in Applied Science Degree**  
**Online Option Available**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer 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
MKT 120	Principles of Marketing	3	0	0	0	3
	Humanities Elective**					3
	Subtotal					(16)

<b>Spring Semester</b>						
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
ENG 112	Writing/Research in the Disc	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
	Or					
MAT 171	Pre-Calculus algebra	3	2	0	0	4
MKT 223	Customer Service	3	0	0	0	3
	Subtotal					(15-16)

<b>Summer Term</b>						
	Social/Behavioral Science Elective**					3
	Major Course Elective***					3
	Subtotal					(6)

<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 115	Business Law I	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 220	Advertising and Sales Promon	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Major Course Elective***					3
	Subtotal					(17)

<b>Spring Semester</b>						
ECO 252	Principles of Macroeconomics	3	0	0	0	3
MKT 225	Marketing Research	3	0	0	0	3
MKT 227	Marketing Applications	3	0	0	0	3
MKT 232	Social Media Marketing	3	2	0	0	4
	Major Course Elective***					3
	Subtotal					(16)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the MAJOR COURSE ELECTIVES LIST FOR ALL PATHWAYS on page 55.

**Total Semester Credit Hours in Program.....70-71**

**Marketing & Retailing (D25120)**  
**Diploma**  
**Online Option Available**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
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
MKT 120	Principles of Marketing	3	0	0	0	3
MKT 220	Advertising and Sales Promo	3	0	0	0	3
	Subtotal					(16)

**Spring Semester**

ECO 251	Principles of Microeconomics	3	0	0	0	3
MKT 223	Customer Service	3	0	0	0	3
MKT 225	Marketing Research	3	0	0	0	3
MKT 227	Marketing Applications	3	0	0	0	3
MKT 232	Social Media Marketing	3	2	0	0	4
	Subtotal					(16)

**Summer Term**

ACC 120	Prin of Financial Accounting	3	2	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	Subtotal					(10)

**Total Semester Credit Hours in Program.....42**

**Leadership Studies (D25120L)**  
**Diploma**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
BUS 110	Introduction to Business	3	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
LDR 110	Introduction to Leadership	3	0	0	0	3
MAT 110	Math Measure & Literacy	2	2	0	0	3
	Subtotal					(16)

**Spring Semester**

BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
LDR 115	Evid-Based Ldrshp & Dec Making	3	0	0	0	3
LDR 225	Leading Change	3	0	0	0	3
	Subtotal					(15)

**Summer Term**

ACC 120	Prin of Financial Accounting	3	2	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Subtotal					(13)

**Total Semester Credit Hours in Program.....44**

**Business Administration - Basic\*  
(C25120BA)**

**Certificate/Online Option Available**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
BUS	110	Introduction to Business	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
BUS	115	Business Law I	3	0	0	0	3
		Subtotal					(9)
<b>Spring Semester</b>							
BUS	137	Principles of Management	3	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	3
		Subtotal					(6)

**Total Semester Credit Hours in Program..... 15**

**Entrepreneurship (C25120E)  
Certificate/Online Option Available**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
BUS	139	Entrepreneurship I	3	0	0	0	3
MKT	120	Principles of Marketing	3	0	0	0	3
		Subtotal					(6)
<b>Spring Semester</b>							
ACC	120	Prin of Financial Accounting	3	2	0	0	4
BUS	230	Small Business Mgmt	3	0	0	0	3
MKT	232	Social Media Marketing	3	2	0	0	4
		Subtotal					(11)

**Total Semester Credit Hours in Program..... 17**

**Leadership Studies (C25120L)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

				Class	Lab	Clinic	Work	Credit
							Exp.	
<b>Fall Semester</b>								
BUS	110	Introduction to Business	3	0	0	0	0	3
CIS	110	Introduction to Computers	2	2	0	0	0	3
LDR	110	Introduction to Leadership	3	0	0	0	0	3
		Subtotal						(9)
<b>Spring Semester</b>								
LDR	115	Evid-Based Ldrshp & Dec Making	3	0	0	0	0	3
LDR	225	Leading Change	3	0	0	0	0	3
		Subtotal						(6)

**Total Semester Credit Hours in Program..... 15**

\*\*\*MAJOR COURSE ELECTIVE LIST FOR ALL PATHWAYS ABOVE

ACC	121	Princ of Managerial Acct	3	2	0	0	0	4
ACC	122	Princ of Financial Acct II	3	0	0	0	0	3
ACC	129	Individual Income Taxes	2	2	0	0	0	3
ACC	150	Acct Software Appl	1	2	0	0	0	2
BAF	110	Principles of Banking	3	0	0	0	0	3
BAF	131	Fundamentals of Bank Lending	3	0	0	0	0	3
BAF	222	Money and Banking	3	0	0	0	0	3
BUS	125	Personal Finance	3	0	0	0	0	3
BUS	139	Entrepreneurship I	3	0	0	0	0	3
BUS	193S	Selected Topics in Business	2	3	0	0	0	3
BUS	230	Small Business Management	4	0	0	0	0	3
BUS	239	Business Applications Seminar	1	2	0	0	0	2
BUS	270	Professional Development	3	0	0	0	0	3
CTS	130	Spreadsheet	2	2	0	0	0	3
DBA	110	Database Concepts	2	3	0	0	0	3
HMT	110	Intro to Healthcare Mgt	3	0	0	0	0	3
HMT	211	Long-Term Care Admin	3	0	0	0	0	3
HMT	212	Mgt of Healthcare Org	3	0	0	0	0	3
LDR	110	Introduction to Leadership	3	0	0	0	0	3
LDR	115	Evid-Based Ldrshp & Dec Making	3	0	0	0	0	3
LDR	210	Leadership Capacity Assessment	3	0	0	0	0	3
LDR	225	Marketing Research	3	0	0	0	0	3
MKT	220	Advertising and Sales Promo	3	0	0	0	0	3
MKT	225	Marketing Research	3	0	0	0	0	3
MKT	227	Marketing Applications	3	0	0	0	0	3
MKT	232	Social Media Marketing	3	2	0	0	0	4

**Transfer Program**  
**Business Administration (A25120LR)**  
**Pathway to Lenoir-Rhyne University**

This program is an articulated program with Lenoir-Rhyne University. Students who plan to attend the business administration program at Lenoir-Rhyne University should be enrolled in the Business Administration Associates Degree program at Blue Ridge Community College. Students must complete each course within the Business Administration degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA 115	Success and Study Skills	0	2	0	0	0	1	
	Or							
ACA 122	College Transfer Success	0	2	0	0	0	1	
ACC 120	Prin of Financial Accounting	3	2	0	0	0	4	
BUS 110	Introduction to Business	3	0	0	0	0	3	
CIS 110	Introduction to Computers	2	2	0	0	0	3	
ENG 111	Writing and Inquiry	3	0	0	0	0	3	
MKT 120	Principles of Marketing	3	0	0	0	0	3	
	Subtotal							(17)

<b>Spring Semester</b>								
ACC 121	Prin of Managerial Accounting	3	2	0	0	0	4	
BUS 137	Principles of Management	3	0	0	0	0	3	
BUS 153	Human Resource Management	3	0	0	0	0	3	
ENG 112	Writing/Research in the Disc	3	0	0	0	0	3	
MAT 143	Quantitative Literacy	3	0	0	0	0	3	
	Or							
MAT 152	Statistical Methods I	3	2	0	0	0	4	
	Subtotal							(16-17)

<b>Summer Term</b>								
	Social/Behavioral Science Elective**						3	
	Subtotal							(3)

<b>Fall Semester</b>								
BUS 115	Business Law I	3	0	0	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	0	0	3	
	Humanities Elective***						3	
	Major Course Electives****						6	
	Subtotal							(15)

<b>Spring Semester</b>								
BUS 116	Business Law II	3	0	0	0	0	3	
BUS 225	Business Finance	2	2	0	0	0	3	
BUS 230	Small Business Mgmt	3	0	0	0	0	3	
BUS 239	Bus Applications Seminar	1	2	0	0	0	2	
ECO 252	Principles of Macroeconomics	3	0	0	0	0	3	
	Subtotal							(14)

\*\*Social/Behavioral Science Elective - Select 3 credits from HIS 111, HIS 112, POL 120, PSY 150, or SOC 210

\*\*\*Humanities/Fine Arts Elective - Select 3 credits from ART 111, DRA 111, or MUS 110

<b>****MAJOR COURSE ELECTIVE LIST for the Pathway to Lenoir-Rhyne University</b>								
ACC 129	Individual Income Taxes	2	2	0	0	0	3	
BAF 110	Principles of Banking	3	0	0	0	0	3	
BAF 131	Fund of Bank Lending	3	0	0	0	0	3	
BAF 222	Money and Banking	3	0	0	0	0	3	
BUS 125	Personal Finance	3	0	0	0	0	3	
BUS 139	Entrepreneurship I	3	0	0	0	0	3	
BUS 270	Professional Development	3	0	0	0	0	3	
HMT 110	Intro to Healthcare Mgt	3	0	0	0	0	3	
HMT 211	Long-Term Care Admin	3	0	0	0	0	3	
HMT 212	Mgt of Healthcare Org	3	0	0	0	0	3	
LDR 110	Introduction to Leadership	3	0	0	0	0	3	
LDR 115	Evid-Based Ldrshp & Dec Making	3	0	0	0	0	3	
LDR 210	Leadership Capacity Assessment	3	0	0	0	0	3	
LDR 225	Marketing Research	3	0	0	0	0	3	
MKT 220	Advertising and Sales Promo	3	0	0	0	0	3	
MKT 225	Marketing Research	3	0	0	0	0	3	

**Total Semester Credit Hours in Program.....65-66**

## Transfer Program

### Business Administration (A25120MH)

#### Pathway to Mars Hill University

This program is an articulated program with Mars Hill University. Students who plan to attend the business program at Mars Hill University should be enrolled in the Business Administration Degree program at Blue Ridge Community College (see page 53). Students must complete each course within the Business Administration Degree with a grade of "C" or better for the course to transfer.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA 115	Success and Study Skills	0	2	0	0	0	1
	Or						
ACA 122	College Transfer Success	0	2	0	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	0	0	4
BUS 110	Introduction to Business	3	0	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	0	3
	Subtotal						(14)
<b>Spring Semester</b>							
ACC 122	Prin of Financial Acct II	3	0	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	0	0	3
	Or						
ENG 114	Prof. Research and Reporting	3	0	0	0	0	3
MAT 143	Quantitative Literacy	3	0	0	0	0	3
	Subtotal						(15)
<b>Summer Term</b>							
WBL 111	Work Based Learning I	0	0	0	10	0	1
	Humanities Elective**						3
	Subtotal						(4)
<b>Fall Semester</b>							
ACC 121	Prin of Managerial Accounting	3	2	0	0	0	4
BUS 115	Business Law I	3	0	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	0	3
	Social/Behavioral Science Elective**						3
	Subtotal						(16)
<b>Spring Semester</b>							
ACC 140	Payroll Accounting	1	3	0	0	0	2
BUS 116	Business Law II	3	0	0	0	0	3
BUS 225	Business Finance	2	2	0	0	0	3
BUS 230	Small Business Mgmt	3	0	0	0	0	3
BUS 239	Bus Applications Seminar	1	2	0	0	0	2
ECO 252	Principles of Macroeconomics	3	0	0	0	0	3
	Subtotal						(16)

\*\*Humanities and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....65**

# Computer-Integrated Machining Programs

## Computer-Integrated Machining (A50210) Associate in Applied Science Degree

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 may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numerical 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

### Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAC 151	Machining Calculations	1	2	0	0	2
MAT 110	Math Measurement & Literacy	2	2	0	0	3
Subtotal						(16)

### Spring Semester

BPR 121	Blueprint Reading-Mech	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
MAC 112	Machining Technology II	2	12	0	0	6
MAC 122	CNC Turning	1	3	0	0	2
MAC 124	CNC Milling	1	3	0	0	2
Subtotal						(15)

### Summer Term

MAC 113	Machining Technology III	2	12	0	0	6
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(7)

### Fall Semester

ENG 112	Writing/Research in the Discpl	3	0	0	0	3
Or						
ENG 114	Prof Research & Reporting	3	0	0	0	3
MAC 222	Advanced CNC Turning	1	3	0	0	2
MAC 224	Advanced CNC Milling	1	3	0	0	2
MAC 245	Mold Construction I	2	6	0	0	4
Major Course Elective***						4-6
Subtotal						(15-17)

### Spring Semester

MAC 241	Jigs & Fixtures I	2	6	0	0	4
MAC 243	Die Making I	2	6	0	0	4
Humanities Elective**						3
Social/Behavioral Science Elective**						3
Major Course Elective***						2-3
Subtotal						(16-17)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

ATR 112	Intro to Automation	2	3	0	0	3
ATR 211	Robot Programming	2	3	0	0	3
ATR 219	Automation Troubleshooting	1	3	0	0	2
AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab*	0	3	0	0	1
DFT 151	CAD I	2	3	0	0	3
DFT 154	Intro Solid Modeling	2	3	0	0	3
DFT 170	Engineering Graphics	2	2	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
ISC 132	Mfg Quality Control	2	3	0	0	3
ISC 135	Principles of Industrial Mgmt	4	0	0	0	4
MAC 118	Machine Shop Basic	1	3	0	0	2
MAC 141A	Machining Appl Lab I	0	6	0	0	2
MAC 160	Coordinate Measuring Mach	2	2	0	0	3
MAC 171	Measure/Material & Safety	0	2	0	0	1
MAC 248	Production Procedures	1	2	0	0	2
MEC 110	Intro to CAD/CAM	1	2	0	0	2
MEC 155	Env Benign Manufacturing	2	2	0	0	3
PLA 110	Introduction to Plastics	2	0	0	0	2
PLA 162	Plastics Manuf Processes	2	3	0	0	3
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 122	Work-Based Learning II	0	0	0	20	2
WBL 131	Work-Based Learning III	0	0	0	10	1
WBL 132	Work-Based Learning II	0	0	0	20	2
WLD 112	Basic Welding Processes	1	3	0	0	2

\*Denotes a corequisite, course cannot be taken by itself.

## Total Semester Credit Hours in Program.....69-72

## Computer-Integrated Machining (D50210) Diploma

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

### Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAC 151	Machining Calculations	1	2	0	0	2
MAT 110	Math Measurement & Literacy	2	2	0	0	3
Subtotal						(16)

### Spring Semester

BPR 121	Blueprint Reading-Mech	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
MAC 112	Machining Technology II	2	12	0	0	6
MAC 122	CNC Turning	1	3	0	0	2
MAC 124	CNC Milling	1	3	0	0	2
Subtotal						(15)

**Summer Term**

MAC 113	Machining Technology III	2	12	0	0	6
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(7)

**Total Semester Credit Hours in Program.....38**

**CNC Turning Operator (C50210CN)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work Credit	Exp.
<b>Fall Semester</b>						
BPR 111	Print Reading	1	2	0	0	2
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
	Subtotal					(8)

**Spring Semester**

MAC 112	Machining Technology II	2	12	0	0	6
MAC 122	CNC Turning	1	3	0	0	2
	Subtotal					(8)

**Total Semester Credit Hours in Program.....16**

**CNC Milling Operator (C50210CM)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work Credit	Exp.
<b>Fall Semester</b>						
BPR 111	Print Reading	1	2	0	0	2
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
	Subtotal					(8)

**Spring Semester**

MAC 112	Machining Technology II	2	12	0	0	6
MAC 124	CNC Milling	1	3	0	0	2
	Subtotal					(8)

**Total Semester Credit Hours in Program.....16**

**Machinist – Entry (C50210ME)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work Credit	Exp.
<b>Fall Semester</b>						
BPR 111	Print Reading	1	2	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAC 151	Machining Calculations	1	2	0	0	2
	Subtotal					(8)

**Spring Semester**

ISC 112	Industrial Safety	2	0	0	0	2
MAC 112	Machining Technology II	2	12	0	0	6
	Subtotal					(8)

**Total Semester Credit Hours in Program.....16**

**Manufacturing Technician (C50210MT)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

		Class	Lab	Clinic	Work Credit	Exp.
<b>Fall Semester</b>						
ATR 112	Intro to Automation	2	3	0	0	3
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MAC 121	Intro to CNC	2	0	0	0	2
MAT 110	Math Measurement & Literacy	2	2	0	0	3
	Subtotal					(12)

**Spring Semester**

BPR 121	Blueprint Reading-Mech	1	2	0	0	2
EGR 125	Appl Software for Tech	1	2	0	0	2
	Subtotal					(4)

**Total Semester Credit Hours in Program.....16**

**Plastic Injection Molding\* (C50210IM)****Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class	Lab	Clinic	Work	Credit
				Exp.

**Fall Semester**

ATR	112	Intro to Automation	2	3	0	0	3
BPR	111	Print Reading	1	2	0	0	2
ISC	112	Industrial Safety	2	0	0	0	2
Subtotal							(7)

**Demand Dependent**

PLA	110	Introduction to Plastics	2	0	0	0	2
PLA	162	Plastics Manuf Processes	2	3	0	0	3
Subtotal							(5)

**Total Semester Credit Hours in Program ..... 12**

# Cosmetology Programs

## Cosmetology (A55140) Associate in Applied Science Degree

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment that 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 as skin/nail specialists, platform artists, and related businesses.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. The following course sequences are for day students. Night students should work closely with their advisor for adjusted sequence.

### Day students that begin in Fall will follow this course sequence:

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
	Subtotal					(13)
<b>Spring Semester</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
ENG 110	Freshman Composition	3	0	0	0	3
	Or					
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(15)
<b>Summer Term</b>						
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COM 120	Intro Interpersonal Com	3	0	0	0	3
	Or					
ENG 114	Prof Research & Reporting	3	0	0	0	3
	Subtotal					(11)
<b>Fall Semester</b>						
COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 118	Salon IV	0	21	0	0	7
COS 240	Contemporary Design	1	3	0	0	2
COS 250	Computerized Salon Operations	1	0	0	0	1
MAT 110	Math Measurement & Lit	2	2	0	0	3
	Subtotal					(15)
<b>Spring Semester</b>						
BUS 230	Small Business Mgmt	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Major Course Elective***					3
	Subtotal					(15)

### Day students that begin in Spring will follow this course sequence:

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Spring Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
	Subtotal					(13)
<b>Summer Term</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114A	Salon IIA	0	12	0	0	4
ENG 110	Freshman Composition	3	0	0	0	3
	Or					
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(11)
<b>Fall Semester</b>						
COS 114B	Salon IIA	0	12	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 250	Computerized Salon Operations	1	0	0	0	1
COM 120	Intro Interpersonal Com	3	0	0	0	3
	Or					
ENG 114	Prof Research & Reporting	3	0	0	0	3
	Subtotal					(12)
<b>Spring Semester</b>						
BUS 230	Small Business Mgmt	3	0	0	0	3
COS 116	Salon III	0	12	0	0	4
COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 240	Contemporary Design	1	3	0	0	2
	Major Course Elective***					3
	Subtotal					(14)
<b>Summer Term</b>						
COS 118A	Salon IVA	0	12	0	0	4
MAT 110	Math Measurement & Lit	2	2	0	0	3
	Subtotal					(7)
<b>Fall Semester</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
COS 118B	Salon IVB	0	9	0	0	3
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 270	Professional Development	3	0	0	0	3

### Total Semester Credit Hours in Program.....69

**Cosmetology (D55140)**  
Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. The following course sequences are for day students. Night students should work closely with their advisor for adjusted sequence.

**Day students that begin in Fall will follow this course sequence:**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
Subtotal						(13)
<b>Spring Semester</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
ENG 110	Freshman Composition	3	0	0	0	3
Subtotal						(15)
<b>Summer Term</b>						
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
Subtotal						(8)

<b>Fall Semester</b>						
COM 120	Intro Interpersonal Com	3	0	0	0	3
COS 118	Salon IV	0	21	0	0	7
COS 240	Contemporary Design	1	3	0	0	2
Subtotal						(12)

**Day students that begin in Spring will follow this course sequence:**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Spring Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
Subtotal						(13)
<b>Summer Term</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114A	Salon IIA	0	12	0	0	4
ENG 110	Freshman Composition	3	0	0	0	3
Subtotal						(11)
<b>Fall Semester</b>						
COM 120	Intro Interpersonal Com	3	0	0	0	3
COS 114B	Salon IIA	0	12	0	0	4
COS 115	Cosmetology Concepts II	4	0	0	0	4
Subtotal						(11)
<b>Spring Semester</b>						
COS 116	Salon III	0	12	0	0	4
COS 240	Contemporary Design	1	3	0	0	2
Subtotal						(6)
<b>Summer Term</b>						
COS 118A	Salon IVA	0	12	0	0	4
Subtotal						(4)
<b>Fall Semester</b>						
COS 118B	Salon IVB	0	9	0	0	3
Subtotal						(3)
<b>Total Semester Credit Hours in Program.....</b>						<b>48</b>

**Cosmetology (C55140)**  
Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. The following course sequences are for day students. Night students should work closely with their advisor for adjusted sequence.

**Day students that begin in Fall will follow this course sequence:**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
Subtotal						(12)
<b>Spring Semester</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
COS 240	Contemporary Design	1	3	0	0	2
Subtotal						(14)
<b>Summer Term</b>						
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
Subtotal						(8)

**Day students that begin in Spring will follow this course sequence:**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Spring Semester</b>						
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
Subtotal						(12)
<b>Summer Term</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114A	Salon IIA	0	12	0	0	4
Subtotal						(8)
<b>Fall Semester</b>						
COS 114B	Salon IIB	0	12	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	0	4
Subtotal						(8)
<b>Spring Semester</b>						
COS 116	Salon III	0	12	0	0	4
COS 240	Contemporary Design	1	3	0	0	2
Subtotal						(6)

**Total Semester Credit Hours in Program..... 34**

**Cosmetology Instructor (C55160)  
Certificate**

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Coursework includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study qualifies for a prorated amount of federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
COS	271	Instructor Concepts I	5	0	0	0	5
COS	272	Instructor Practicum I	0	21	0	0	7
Subtotal							(12)
<b>Spring Semester</b>							
COS	273	Instructor Concepts II	5	0	0	0	5
COS	274	Instructor Practicum II	0	21	0	0	7
Subtotal							(12)

**Total Semester Credit Hours in Program..... 24**

**Esthetics Technology (C55230)  
Certificate**

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study qualifies for a prorated amount of federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
COS	119	Esthetics Concepts I	2	0	0	0	2
COS	120	Esthetics Salon I	0	18	0	0	6
Subtotal							(8)
<b>Spring Semester</b>							
COS	125	Esthetics Concepts II	2	0	0	0	2
COS	126	Esthetics Salon II	0	18	0	0	6
Subtotal							(8)

**Total Semester Credit Hours in Program..... 16**

# Criminal Justice Programs

## Criminal Justice Technology (A55180)

**Associate in Applied Science Degree/  
Online Option Available**

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. Students with a felony conviction may have limited employment opportunities.

Students who have successfully completed a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission and passed the Commission's comprehensive certificate examination will receive credit for CJC 121, CJC 122, CJC 170, CJC 213, and CJC 225 towards the Associate in Applied Science degree in Criminal Justice Technology.

Students who have completed the Detention Officer Certification Course (DOCC) or the NC Department of Public Safety Basic Correctional Officer Training course will receive credit for CJC 141, CJC 225, and CJC 233.

This curriculum complies with the standard approved by the State Board of Community Colleges

The Criminal Justice program articulates with the following four year universities:

- Brevard College (follow standard program of study below)
- Lees-McCrae College (follow standard program of study below)
- Mars Hill University (program outlined on page 73)
- NC Wesleyan College (follow standard program of study below)
- Norwich University (follow standard program of study below)

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

### Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
CJC 111	Intro 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
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
Or						
MAT 143	Quantitative Literacy	2	2	0	0	3
Or						
MAT 152	Statistical Methods I	3	2	0	0	4
	<b>Subtotal</b>					<b>(16-17)</b>

### Spring Semester

CJC 112	Criminology	3	0	0	0	3
CJC 122	Community Policing	3	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
	<b>Subtotal</b>					<b>(15)</b>

\*\*\*\*Students who successfully complete the courses in the 2 semesters above are eligible for the Foundations of CJC Certificate\*\*\*\*

### Summer Term

ENG 112	Writing/Research in the Disc	3	0	0	0	3
Or						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Humanities Elective**					3
	Major Course Electives***					3
	<b>Subtotal</b>					<b>(9)</b>

\*\*\*\*Students who successfully complete the courses in the 3 semesters above are eligible for the Criminal Justice Technology Diploma\*\*\*\*

### Fall Semester

CJC 213	Substance Abuse	3	0	0	0	3
CJC 221	Investigative Principles	3	2	0	0	4
CJC 231	Constitutional Law	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
	<b>Subtotal</b>					<b>(13)</b>

### Spring Semester

CJC 212	Ethics & Comm Relations	3	0	0	0	3
CJC 255	Issues in Crim Justice App	3	0	0	0	3
POL 130	State and Local Government	3	0	0	0	3
	Major Course Electives***					3
	<b>Subtotal</b>					<b>(12)</b>

\*\*Humanities Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Elective credits should be selected from the specific courses listed below

BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
CJC 151	Intro to Loss Prevention	3	0	0	0	3
CJC 170	Critical Incident Mgmt Pub Saf	3	0	0	0	3
CJC 215	Organization & Administration	3	0	0	0	3
CJC 222	Criminalistics	3	0	0	0	3
CJC 223	Organized Crime	3	0	0	0	3
CJC 225	Crisis Intervention	3	0	0	0	3
CJC 232	Civil Liability	3	0	0	0	3
CJC 233	Correctional Law	3	0	0	0	3
CJC 241	Community Based Corrections	3	0	0	0	3
COM 120	Intro Interpersonal Comm	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
PED 110	Fit and Well for Life	1	2	0	0	2
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 112	Work-Based Learning I	0	0	0	20	2
WBL 113	Work-Based Learning I	0	0	0	30	3

**Total Semester Credit Hours in Program.....65-66**

**Criminal Justice Technology - Diploma (D55180)**

**Diploma/Online Option Available**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA 115	Success and Study Skills	0	2	0	0	0	1
	Or						
ACA 122	College Transfer Success	0	2	0	0	0	1
CJC 111	Intro to Criminal Justice	3	0	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	0	3
	Or						
MAT 143	Quantitative Literacy	2	2	0	0	0	3
	Or						
MAT 152	Statistical Methods I	3	2	0	0	0	4
	Subtotal						(16-17)

<b>Spring Semester</b>							
CJC 112	Criminology	3	0	0	0	0	3
CJC 122	Community Policing	3	0	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	0	3
CJC 141	Corrections	3	0	0	0	0	3
	Subtotal						(15)

\*\*\*\*Students who successfully complete the courses in the 2 semesters above are eligible for the Foundations of CJC Certificate\*\*\*\*

<b>Summer Term</b>							
ENG 112	Writing/Research in the Disc	3	0	0	0	0	3
	Or						
ENG 114	Prof. Research and Reporting	3	0	0	0	0	3
	Humanities Elective**						3
	Major Course Electives***						3
	Subtotal						(9)

\*\*\*Major Course Elective credits should be selected from the Major Course Electives list for the Criminal Justice Technology A.A.S. Degree above

**Total Semester Credit Hours in Program..... 40-41**

**Criminal Justice Technology - Foundations of CJC (C55180)**

**Certificate/Online Option Available**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Required Courses</b>							
CJC 111	Intro to Criminal Justice	3	0	0	0	0	3
CJC 113	Juvenile Justice	3	0	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	0	3
CJC 131	Criminal Law	3	0	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	0	3
CJC 141	Corrections	3	0	0	0	0	3

**Total Semester Credit Hours in Program..... 18**

## Criminal Justice Technology/Forensic Science (A5518C)

### Online Program

### Associate in Applied Science Degree

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

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

Students who have successfully completed a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs Education and Training Standards Commission and passed the Commission's comprehensive certificate examination will receive credit for CJC 121, CJC 122, CJC 170, CJC 213, and CJC 225 towards the Associate in Applied Science degree in Criminal Justice Technology.

Students who have completed the Detention Officer Certification Course (DOCC) or the NC Department of Public Safety Basic Correctional Officer Training course will receive credit for CJC 141, CJC 225, and CJC 233.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

#### Fall Semester

ACA	122	College Transfer Success	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
CJC	111	Intro to Criminal Justice	3	0	0	0	3
CJC	121	Law Enforcement Operations	3	0	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
MAT	171	Precalculus Algebra	3	2	0	0	4
		Subtotal					(18)

#### Spring Semester

BIO	112	General Biology II	3	3	0	0	4
CJC	112	Criminology	3	0	0	0	3
ENG	112	Writing/Research in the Disc	3	0	0	0	3
POL	130	State and Local Government	3	0	0	0	3
		Humanities Elective**					3
		Subtotal					(16)

#### Fall Semester

CJC	113	Juvenile Justice	3	0	0	0	3
CJC	144	Crime Scene Processing	2	3	0	0	3
CJC	146	Trace Evidence	2	3	0	0	3
CJC	221	Investigative Principles	3	2	0	0	4
CJC	231	Constitutional Law	3	0	0	0	3
		Subtotal					(16)

#### Spring Semester

CJC	131	Criminal Law	3	0	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	0	3
CJC	212	Ethics and Com Relations	3	0	0	0	3
CJC	245	Friction Ridge Analysis	2	3	0	0	3
CJC	246	Adv Friction Ridge Analysis	2	3	0	0	3
CJC	255	Issues in Crim Justice App	3	0	0	0	3
		Subtotal					(18)

\*\*Humanities Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....68**

**Transfer Program**  
**Criminal Justice Program (A55180MH)**  
 Pathway to Mars Hill University Bachelor of Science

This articulation agreement between Blue Ridge Community College (BRCC) Criminal Justice Technology Program and Criminal Justice and Mars Hill University (MHU) provides for transfer from the Criminal Justice program at BRCC to the B.S. in Criminal Justice at MHU. Students not completing the general education core at BRCC must complete those requirements at MHU. If 28 or more hours are transferred to MHU the first semester, First Year Seminar I is not required at MHU. Students must take a minimum of 60 hours at a senior college and a minimum of 32 hours at Mars Hill.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	122	College Transfer Success	0	2	0	0	1	
CIS	110	Intro to Computers	2	2	0	0	3	
CJC	111	Intro to Criminal Justice	3	0	0	0	3	
CJC	121	Law Enforcement Operations	3	0	0	0	3	
ENG	111	Writing and Inquiry	3	0	0	0	3	
		Subtotal						(13)
<b>Spring Semester</b>								
CJC	112	Criminology	3	0	0	0	3	
CJC	131	Criminal Law	3	0	0	0	3	
ENG	112	Writing/Research in the Discipl	3	0	0	0	3	
		Or						
ENG	114	Prof Research & Reporting	3	0	0	0	3	
MAT	143	Quantitative Literacy	3	0	0	0	3	
		Major Course Elective*					3	
		Subtotal						(15)
<b>Summer Term</b>								
PSY	150	General Psychology	3	0	0	0	3	
		Humanities Elective**					3	
		Social Behavior Science **					3	
		Subtotal						(9)
<b>Fall Semester</b>								
CJC	113	Juvenile Justice	3	0	0	0	3	
CJC	221	Investigative Principles	3	2	0	0	4	
CJC	231	Constitutional Law	3	0	0	0	3	
GEO	111	World Regional Geography	3	0	0	0	3	
		Foreign Language Elective **					4	
		Subtotal						(17)
<b>Spring Semester</b>								
CJC	132	Court Procedure & Evidence	3	0	0	0	3	
CJC	141	Corrections	3	0	0	0	3	
CJC	212	Ethics & Comm. Relations	3	0	0	0	3	
BIO	140	Environmental Biology	3	0	0	0	3	
BIO	140A	Environmental Biology Lab	0	3	0	0	1	
		Subtotal						(13)

\*\*Humanities Electives: choose from ART 111 or DRA 111  
 \*\*Social Behavior Science Electives: choose from HIS 111, 112, 131, 132  
 \*\*Foreign Language Elective: choose from FRE 111 & 181 or SPA 111 & 181  
 \*\*\*Course Elective credits should be selected from the ASL, BIO, BUS, CCT, CET, CIS, CJC, COM, CSC, CTI, CTS, DBA, ECO, EDU, EPT, HEA, HIS, HSE, LEX, NET, OST, PED, POL, PSY, or SOC

**Total Semester Credit Hours in Program.....67**

# Education Programs

## Early Childhood Education

### Associate in Applied Science Degree

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

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

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

**Early Childhood Education:** A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

This curriculum complies with the standard approved by the State Board of Community Colleges. Please see the list of practicum requirements for the Early Childhood and School-Age programs on page 11.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

**Task Stream:** Students who graduate from the program must complete an electronic portfolio in Task Stream (taskstream.com) to show competence in the National Association for the Education of Young Children (NAEYC) Standards. Students will receive additional information about Task Stream when they enroll in the degree program.

If a student plans to transfer to a four-year institution, students must earn acceptable scores on PRAXIS I before enrolling in a bachelor's degree program. There are three pathways for the Early Childhood degree. Advisors can provide guidance on pathway selection based on career goals.

**Career Entry Pathway** – for those wanting to immediately enter the workforce and do not have plans to pursue a bachelor's degree.

**Licensure Transfer Pathway** – for those wanting to transfer to a four-year institution to pursue a bachelor's degree to teach in an NC-Pre-K or Kindergarten classroom.

**Non-Licensure Pathway** – for those wanting to transfer to a four-year institution but may not want to teach NC-Pre-K or teach in a public school Kindergarten setting. See an advisor about the career choices in the early childhood field.

## Early Childhood Education Career Entry Pathway (A55220C)

### Associate in Applied Science Degree

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
	Or						
ACA	122	College Transfer Success	0	2	0	0	1
EDU	119	Intro Early Childhood Edu	4	0	0	0	4
EDU	144	Child Development I	3	0	0	0	3
EDU	146	Child Guidance	3	0	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
		Subtotal					(17)
<b>Spring Semester</b>							
EDU	131	Child, Family, & Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
EDU	151	Creative Activities	3	0	0	0	3
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
	Or						
ENG	114	Prof. Research and Reporting	3	0	0	0	3
		Math Requirement**					3
		Or					
		Natural Science Requirement**					4
		Subtotal					(15-16)
<b>Summer Term</b>							
		Humanities Elective***					3
		Social/Behavioral Science Elective***					3
		Subtotal					(6)
<b>Fall Semester</b>							
COM	231	Public Speaking	3	0	0	0	3
EDU	157	Active Play	2	2	0	0	3
EDU	221	Children with Exceptionalities	3	0	0	0	3
EDU	251	Exploration Activities	3	0	0	0	3
		Major Course Elective (see below)					2-4
		Subtotal					(14-16)
<b>Spring Semester</b>							
EDU	234	Infants, Toddlers & Twos	3	0	0	0	3
EDU	259	Curriculum Planning	3	0	0	0	3
EDU	280	Language & Literacy Exp	3	0	0	0	3
EDU	284	Early Child Capstone Practicum	1	9	0	0	4
		Subtotal					(13)
<b>**Math or Natural Science requirement to be selected from the courses listed below (3-4 credit hours required):</b>							
AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
MAT	143	Quantitative Literacy	2	2	0	0	3
MAT	152	Statistical Methods	3	2	0	0	4
<b>***Humanities Elective to be selected from the courses listed below (3 credit hours required):</b>							
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
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
PHI	240	Introduction to Ethics	3	0	0	0	3

**\*\*\*\*Social/Behavioral Science Elective to be selected from the courses listed below (3 credit hours required, PSY 150 preferred):**

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	Introduction to Sociology	3	0	0	0	3

\*Denotes a corequisite, course cannot be taken by itself.

**Major Course Electives to be selected from the courses listed below (2-4 credit hours required):**

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
EDU 163	Classroom Mgt and Instruct	3	0	0	0	3
EDU 216	Foundations of Education	3	0	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 271	Educational Technology	2	2	0	0	3
EDU 289	Advanced Issues/ School Age	2	0	0	0	2
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1

**Total Semester Credit Hours in Program.....65-68**

**Early Childhood Education Career Entry Pathway (A55220C)  
Associate in Applied Science Degree  
Online Option**

Class Lab Clinic Work Credit Exp.

**Fall Semester (Odd Years)**

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
EDU 119	Intro Early Childhood Education	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(17)

**Spring Semester (Even Years)**

EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Or						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
	Math Requirement**					3
Or						
	Natural Science Requirement**					4
	Subtotal					(15-16)

**Summer Term (Even Years)**

	Humanities Elective***					3
	Social/Behavioral Science Elective****					3
	Subtotal					(6)

**Fall Semester (Even Years)**

COM 231	Public Speaking	3	0	0	0	3
EDU 157	Active Play	2	2	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 251	Exploration Activities	3	0	0	0	3
	Major Course Elective (see below)					2-4
	Subtotal					(14-16)

**Spring Semester (Odd Years)**

EDU 234	Infants, Toddlers & Twos	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
EDU 280	Language & Literacy Exp	3	0	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	0	4
	Subtotal					(13)

**Major Course Elective to be selected from the Major Course Elective list above (2-4 credit hours required)**

**Total Semester Credit Hours in Program.....65-68**

**Transfer Program  
Early Childhood Education Licensure Pathway (A55220L)  
Associate in Applied Science Degree**

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 122	College Transfer Success	0	2	0	0	1
EDU 119	Intro Early Childhood Edu	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(17)

**Spring Semester**

EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
ENG 112	Writing/Research in the Disl	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	Subtotal					(15)

**Summer Term**

PSY 150	General Psychology	3	0	0	0	3
	Humanities Elective***					3
	Social/Behavior Sci Elective**					3
	Subtotal					(9)

**Fall Semester**

BIO 111	General Biology I	3	3	0	0	4
COM 231	Public Speaking	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
Or						
	EDU Elective (see note below)					3
	Subtotal					(16)

**Spring Semester**

EDU 234	Infants, Toddlers & Twos	3	0	0	0	3
EDU 280	Language & Literacy Exp	3	0	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	0	4
	Natural Science Elective**					4
	Subtotal					(14)

**\*\*Natural Science Elective to be selected from the courses listed below (4 credit hours required):**

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4

**\*\*\*Humanities Elective to be selected from the courses listed below (3 credit hours required):**

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
PHI 240	Introduction to Ethics	3	0	0	0	3

**\*\*\*\*Social/Behavioral Science Elective to be selected from the courses listed below (3 credit hours required):**

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
SOC 210	Introduction to Sociology	3	0	0	0	3

**EDU Elective to be selected from the courses listed below only if you are exempt from taking EDU 250 (3 credit hours):**

EDU 163	Classroom Mgt and Instruct	3	0	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3
EDU 271	Educational Technology	2	2	0	0	3

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....71 credits**

**Transfer Program  
Early Childhood Education Non-Licensure  
Pathway (A55220NL)  
Associate in Applied Science Degree**

**Fall Semester**

ACA 122	College Transfer Success	0	2	0	0	1
EDU 119	Intro Early Childhood Edu	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
Subtotal						(17)

**Spring Semester**

EDU 131	Child, Family, & Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
Subtotal						(15)

**Summer Term**

PSY 150	General Psychology	3	0	0	0	3
	Humanities Elective***					3
	Social/Behavior Sci Elective****	3	0	0	0	3
Subtotal						(9)

**Fall Semester**

BIO 111	General Biology I	3	3	0	0	4
COM 231	Public Speaking	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3
Subtotal						(16)

**Spring Semester**

EDU 234	Infants, Toddlers & Twos	3	0	0	0	3
EDU 280	Language & Literacy Exp	3	0	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	0	4
	Natural Science Elective**					4
Subtotal						(14)

**\*\*Natural Science Elective to be selected from the courses listed below (4 credit hours required):**

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4

**\*\*\*\*Humanities Elective to be selected from the courses listed below (3 credit hours required):**

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
PHI 240	Introduction to Ethics	3	0	0	0	3

**\*\*\*\*Social/Behavioral Science Elective to be selected from the courses listed below (3 credit hours required):**

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
SOC 210	Introduction to Sociology	3	0	0	0	3

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....71 credits**

**Early Childhood Preschool (C55860)  
Certificate**

This curriculum prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and other preschool programs.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

EDU 119	Intro Early Childhood Edu	4	0	0	0	4
EDU 146	Child Guidance	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
Subtotal						(10)

**Spring Semester**

EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
Subtotal						(6)

**Total Semester Credit Hours in Program..... (16)**

**Early Childhood Administration (C55850)  
Certificate**

This curriculum prepares individuals pursuing administrating roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs. Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Summer Term</b>							
EDU	119	Intro Early Childhood Education	4	0	0	0	4
		Subtotal					(4)
<b>Fall Semester</b>							
EDU	153	Health, Safety & Nutrition	3	0	0	0	3
EDU	261	Early Childhood Admin I	3	0	0	0	3
		Subtotal					(6)
<b>Spring Semester</b>							
EDU	131	Child, Family & Community	3	0	0	0	3
EDU	262	Early Childhood Admin II	3	0	0	0	3
		Subtotal					(6)
<b>Total Semester Credit Hours in Program.....</b>			<b>16</b>				

**Infant/Toddler Care (C55290)  
Certificate**

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. For more information on developmental courses, see page 52 or speak to a program advisor.

Students who complete this certificate may apply for the National Infant-Toddler Child Development Associate (CDA Credential: NC Community College Track).

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
EDU	119	Intro Early Childhood Edu	4	0	0	0	4
EDU	144	Child Development I	3	0	0	0	3
EDU	153	Health, Safety & Nutrition	3	0	0	0	3
		Subtotal					(10)
<b>Spring Semester</b>							
EDU	131	Child, Family and Community	3	0	0	0	3
EDU	234	Infants, Toddlers, & Twos	3	0	0	0	3
		Subtotal					(6)
<b>Total Semester Credit Hours in Program.....</b>			<b>16</b>				

## School-Age Education (A55440)

### Associate in Applied Science

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

This curriculum complies with the standard approved by the State Board of Community Colleges. Please see the list of practicum requirements for the Early Childhood and School-Age programs on page 11.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. For more information on developmental courses, see page 52 or speak to a program advisor. Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream [www.taskstream.com](http://www.taskstream.com) to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program.

To transfer to a four-year institution, students must earn acceptable scores on PRAXIS I before enrolling in a bachelor's degree in Education. Students should work closely with their advisor to make appropriate course choices.

Class Lab Clinic Work Credit  
Exp.

#### Fall Semester

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
EDU 144	Child Development I	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 163	Classroom Mgt and Instruct	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Science Elective**					4
	Subtotal					(17)

#### Spring Semester

ENG 112	Writing/Research in the Discipl	3	0	0	0	3
EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
Or						
HIS 112	World Civilizations II	3	0	0	0	3
	Math Elective**					3-4
	Subtotal					(15-16)

#### Summer Term

	Major Course Elective (see below)	4
	Humanities Elective***	3
	Social/Behavioral Science Elective****	3
	Subtotal	(10)

#### Fall Semester

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
Or						
	EDU Elective (see note below)					3
	Major Course Elective (see below)					3-4
	Subtotal					(12-13)

#### Spring Semester

EDU 271	Educational Technology	2	2	0	0	3
EDU 280	Language/Literacy Exp.	3	0	0	0	3
EDU 285	Internship Exp-School-Age	1	9	0	0	4
EDU 289	Adv Issues/School Age	2	0	0	0	2
ENG 231	American Literature I	3	0	0	0	3
Or						
ENG 232	American Literature II	3	0	0	0	3
	Subtotal					(15)

This program works in conjunction with the general education core. Electives listed in the above program of study must be selected from below. Several articulation agreements are in place with four-year universities. Students who wish to transfer should work closely with their advisor to choose the appropriate courses.

#### \*\*Math Elective to be selected from the courses listed below (3-4 credit hours required):

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

#### \*\*Science Elective to be selected from the courses listed below (4 credit hours required):

BIO 111	General Biology I	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
PHY 151	College Physics I	3	2	0	0	4

#### \*\*\*Humanities Elective to be selected from the courses listed below (3 credit hours required):

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
PHI 240	Introduction to Ethics	3	0	0	0	3

#### \*\*\*\*Social/Behavioral Science Elective to be selected from the courses listed below (3 credit hours required):

ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	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

#### EDU Elective to be selected from the courses listed below only if you are exempt from taking EDU 250 (3-7 credit hours):

EDU 119	Intro to Early Childhood	4	0	0	0	4
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 157	Active Play	2	2	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	0	3
EDU 251	Exploration Activities	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
EDU 261	Early Childhood Admin I	3	0	0	0	3
EDU 262	Early Childhood Admin II	3	0	0	0	3

**Major Course Electives to be selected from the courses listed below (7-8 credits required)**

(No more than 6 credits of English or Math and only one International Language can be selected from this list.)

ASL 111	Elementary ASL I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
BIO 140	Environmental Biology	3	0	0	0	3
BIO 140A	Environmental Biology Lab*	0	3	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 132	Organic and Biochemistry	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
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	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 262	World Literature II	3	0	0	0	3
FRE 111	Elementary French I	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
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
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
MAT 172	Pre-calculus Trigonometry	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
PHY 151	College Physics I	3	2	0	0	4
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
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 69-72**

**Transfer Program  
School-Age Education (A55440LM)**

Pathway to Lees-McRae College Elementary Education

This program is an articulated program with Lees McRae College. Students who plan to attend any of the Education programs at Lees McRae should be enrolled in the School-Age Education program at Blue Ridge Community College (see below). Students must complete each course within the School-Age Education Degree with a grade of "C" or better for the course to transfer. Task Stream: Students who graduate from the program must complete an electronic portfolio in Task Stream [www.taskstream.com](http://www.taskstream.com) to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students will receive additional information about Task Stream when they enroll in the degree program. Students must earn acceptable scores on PRAXIS I before enrolling in Lees McRae Elementary Education Program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, Biology and/or Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

**Fall Semester**

ACA 122	College Transfer Success	0	2	0	0	1
EDU 144	Child Development I	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 163	Classroom Mgt and Instruct	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
BIO 111	General Biology	3	3	0	0	4
	Subtotal					(17)

**Spring Semester**

EDU 131	Child, Family and Community	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
HIS 111	World Civilizations I	3	0	0	0	3
	Or					
HIS 112	World Civilizations II	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	Subtotal					(15)

**Summer Term**

ASL 111	American Sign Language I	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
PSY 150	General Psychology	3	0	0	0	3
	Select one: ART 111, MUS 110	3	0	0	0	3
	Subtotal					(10)

**Fall Semester**

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
HIS 131	American History I	3	0	0	0	3
	Or					
HIS 132	American History II	3	0	0	0	3
MAT 152	Statistics Methods I	3	2	0	0	4
	Subtotal					(16)

**Spring Semester**

CIS 110	Intro to Computers	2	2	0	0	3
EDU 271	Educational Technology	2	2	0	0	3
EDU 285	Internship Exp-School-Age	1	9	0	0	4
EDU 289	Adv Issues/School Age	2	0	0	0	2
ENG 231	American Literature I	3	0	0	0	3
	Or					
ENG 232	American Literature II	3	0	0	0	3
	Subtotal					(15)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 73**

## Transfer Program

### School-Age Education (A55440MH)

#### Pathway to Mars Hill University Teacher Education Programs

This program is an articulated program with Mars Hill University. Students must complete each course within the program with a grade of "C" or better for the course to transfer. Students who graduate from the program must complete an electronic portfolio in TaskStream [www.taskstream.com](http://www.taskstream.com) to show competence in the National Association for the Education of Young Children (NAEYC) standards. Students transferring from BRCC must notify Dr. Susan Stigall at [ssigall@mhu.edu](mailto:ssigall@mhu.edu) for TaskStream training, in order to complete their Teacher Education Portfolio. Students must earn acceptable scores on PRAXIS I before enrolling in Mars Hill Teacher Education Programs.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	122	College Transfer Success	0	2	0	0	1
EDU	144	Child Development I	3	0	0	0	3
EDU	151	Creative Activities	3	0	0	0	3
EDU	163	Classroom Mgt and Instruct	3	0	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
Take one:		BIO 111 or CHM 151	3	3	0	0	4
		Subtotal					(17)

<b>Spring Semester</b>							
EDU	131	Child, Family and Community	3	0	0	0	3
EDU	145	Child Development II	3	0	0	0	3
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
HIS	111	World Civilizations I	3	0	0	0	3
		Or					
HIS	112	World Civilizations II	3	0	0	0	3
MAT	143	Quantitative Literacy	2	2	0	0	3
		Subtotal					(15)

<b>Summer Term</b>							
PSY	150	General Psychology	3	0	0	0	3
		Foreign Language & Lab					
		ASL, FRE, or SPA					4
		Select one from:					
		ART 111, MUS 110, PHI 240	3	0	0	0	3
		Subtotal					(10)

<b>Fall Semester</b>							
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
HIS	131	American History I	3	0	0	0	3
		Or					
HIS	132	American History II	3	0	0	0	3
MAT	152	Statistical Methods	3	2	0	0	4
		Subtotal					(16)

<b>Spring Semester</b>							
CIS	110	Introduction to Computers	2	2	0	0	3
EDU	271	Educational Technology	3	0	0	0	3
EDU	285	Internship Exp-School-Age	1	9	0	0	4
EDU	289	Adv Issues/School Age	2	0	0	0	2
ENG	231	American Literature I	3	0	0	0	3
		Or					
ENG	232	American Literature II	3	0	0	0	3
		Subtotal					(15)

#### \*\*Science Elective to be selected from the courses listed below (4 credit hours required):

BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
PHY	151	College Physics I	3	2	0	0	4

#### \*\*\*\*Social/Behavioral Science Elective to be selected from the courses listed below (3 credit hours required):

HIS	131	American History I	3	0	0	0	3
HIS	132	American History II	3	0	0	0	3

#### Bridge Courses for Middle Grades Concentration

##### (Math concentration)

HIS	236	North Carolina History	3	0	0	0	3
MAT	152	Statistical Methods	3	2	0	0	4

##### (Social Studies concentration)

MAT	271	Calculus I	3	2	0	0	4
POL	130	State and Local Government	3	0	0	0	3

#### Bridge Courses for ESL Concentration

One more semester of the same Foreign Language-Choose from:

ASL	111/181
ASL	112/182
ASL	211/281
FRE	111/181
FRE	112/182
SPA	111/181
SPA	112/182
SPA	211
SPA	212

**Total Semester Credit Hours in Program..... 73**

# Emergency Management Programs

## Emergency Management (A55460) Associate in Applied Science Degree

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, 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 curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
EPT	150	Incident Management	3	0	0	0	3
EPT	220	Terrorism and Emer. Mgt	3	0	0	0	3
		Subtotal					(13)
<b>Spring Semester</b>							
ENG	114	Prof Research and Reporting	3	0	0	0	3
EPT	140	Emergency Management	3	0	0	0	3
FIP	152	Fire Protection Law	3	0	0	0	3
FIP	228	Local Govt Finance	3	0	0	0	3
MAT	110	Math Measurement & Literacy	2	2	0	0	3
		Subtotal					(15)
<b>Summer Term</b>							
EPT	120	Sociology of Disaster	3	0	0	0	3
EPT	275	Emergency Ops Center Mgt	3	0	0	0	3
		Humanities/Fine Arts**					3
		Subtotal					(9)
<b>Fall Semester</b>							
EPT	210	Response & Recovery	3	0	0	0	3
		Major Course Elective***					9-12
		Subtotal					(12-15)
<b>Spring Semester</b>							
EPT	130	Mitigation & Preparedness	3	0	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		Major Course Elective***					6-8
		Subtotal					(12-14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following: (18 credits required)

CJC	120	Interviews/Interrogations	1	2	0	0	2
CJC	170	Critical Incident Mgmt Pub Saf	3	0	0	0	3
CJC	215	Organization & Administration	3	3	0	0	3
FIP	164	OSHA Standards	3	0	0	0	3
FIP	220	Fire Fighting Strategies	3	0	0	0	3
FIP	221	Adv Fire Fighting Strat	3	0	0	0	3
FIP	240	Fire Service Supervision	3	0	0	0	3
FIP	248	Fire Svc Personnel Adm	3	0	0	0	3
FIP	256	Munic Public Relations	3	0	0	0	3
FIP	260	Fire Protect Planning	3	0	0	0	3
FIP	276	Managing Fire Services	3	0	0	0	3

**Total Semester Credit Hours in Program.....64**

## Emergency Management (D55460) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
CIS	110	Introduction to Computers	2	2	0	0	3
		Or					
MAT	110	Math Measurement & Literacy	2	2	0	0	3
EPT	150	Incident Management	3	0	0	0	3
EPT	210	Response & Recovery	3	0	0	0	3
EPT	220	Terrorism and Emer. Mgt	3	0	0	0	3
		Major Course Elective***					3
		Subtotal					(16)
<b>Spring Semester</b>							
ENG	111	Writing and Inquiry	3	0	0	0	3
EPT	130	Mitigation & Preparedness	3	0	0	0	3
EPT	140	Emergency Management	3	0	0	0	3
FIP	152	Fire Protection Law	3	0	0	0	3
FIP	228	Local Govt Finance	3	0	0	0	3
		Major Course Elective***					3
		Subtotal					(18)
<b>Summer Term</b>							
EPT	120	Sociology of Disaster	3	0	0	0	3
EPT	275	Emergency Ops Center Mgt	3	0	0	0	3
		Subtotal					(6)

\*\*\*Major Course Electives are to be selected from the following:

CJC	120	Interviews/Interrogations	1	2	0	0	2
CJC	170	Critical Incident Mgmt Pub Saf	3	0	0	0	3
CJC	215	Organization & Administration	3	3	0	0	3
FIP	164	OSHA Standards	3	0	0	0	3
FIP	220	Fire Fighting strategies	3	0	0	0	3
FIP	221	Adv Fire Fighting Strat	3	0	0	0	3
FIP	240	Fire Service Supervision	3	0	0	0	3
FIP	248	Fire Svc Personnel Adm	3	0	0	0	3
FIP	256	Munic Public Relations	3	0	0	0	3
FIP	260	Fire Protect Planning	3	0	0	0	3
FIP	276	Managing Fire Services	3	0	0	0	3

**Total Semester Credit Hours in Program.....40**

## Emergency Management (C55460) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

### Fall Semester

EPT	210	Response & Recovery	3	0	0	0	3
EPT	220	Terrorism and Emer. Mgt	3	0	0	0	3
		Subtotal					(6)

### Spring Semester

EPT	130	Mitigation & Preparedness	3	0	0	0	3
EPT	140	Emergency Management	3	0	0	0	3
		Subtotal					(6)

### Summer Term

EPT	120	Sociology of Disaster	3	0	0	0	3
EPT	275	Emergency Ops Center Mgt	3	0	0	0	3
		Subtotal					(6)

**Total Semester Credit Hours in Program..... 18**

# Emergency Medical Science Programs

## Emergency Medical Science (A45340) Associate in Applied Science Degree

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement. The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

The Emergency Medical Science Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756; Phone: 727-210-2350; Fax:727-210-2354; caahep.org by the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), Suite 111-312, 8301 Lakeview Parkway, Rowlett, TX 75088; Phone: 214-703-8445; Fax: 214-703-8992; coaemsp.org.

Graduates will take the North Carolina Office of Emergency Medical Services (NCOEMS) examination for recognition as a paramedic. Graduates will also be eligible to take the National Registry of Emergency Medical Technicians (NREMT) examination. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, physician's offices, educational institutions, and government agencies.

Students should have good physical strength and flexibility; be able to see, hear, and communicate well; and have strong critical thinking skills. Blue Ridge Community College's clinical site partners require criminal background checks, drug testing, and tuberculosis screening along with proof of immunizations.

Students applying for admission to the Blue Ridge Emergency Medical Science program MUST meet the Blue Ridge Community College admission requirements. Admission to the general college does not guarantee admission to the Emergency Medical Science program. Special admission procedures for the Emergency Medical Science program are outlined on page 11.

Program Costs: In addition to tuition and textbooks, costs of this program include the following: EMS Testing, FISDAP Clinical Competency Tracking, uniforms (shirts, pants, shoes, and jacket), stethoscope, physical examination, immunizations/records, criminal background check, and drug screening.

Students are responsible for their own transportation to and from all clinical, laboratory, and class activities. Clinical and EMS field internship experiences may be scheduled morning, afternoons, evenings, and weekends.

Students who seek credit for EMT-Basic Certification, taken through continuing education, may request course credit by examination or experiential credit. Potential candidates who are within two years of their credential expiration date must provide documentation for recertification eligibility.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Spring Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	169	Anatomy & Physiology II	3	3	0	0	4
EMS	110	EMT	6	6	3	0	9
		Subtotal					(14)
<b>Fall Semester</b>							
BIO	168	Anatomy & Physiology I	3	3	0	0	4
EMS	122	EMS Clinical Practicum I	0	0	3	0	1
EMS	130	Pharmacology	3	3	0	0	4
EMS	131	Adv Airway Management	1	2	0	0	2
EMS	160	Cardiology I	2	3	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
		Subtotal					(17)
<b>Spring Semester</b>							
EMS	220	Cardiology II	2	3	0	0	3
EMS	221	EMS Clinical Practicum II	0	0	6	0	2
EMS	240	Patients W/ Spec Challenges	1	2	0	0	2
EMS	260	Trauma Emergencies	1	3	0	0	2
MAT	110	Math Measure & Literacy	2	2	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
		Subtotal					(15)
<b>Summer Term</b>							
EMS	231	EMS Clinical Practicum III	0	0	9	0	3
EMS	250	Medical Emergencies	3	3	0	0	4
EMS	270	Life Span Emergencies	3	3	0	0	4
		Subtotal					(11)
<b>Fall Semester</b>							
EMS	115	Defense Tactics for EMS	1	3	0	0	2
		Or					
EMS	235	EMS Management	2	0	0	0	2
EMS	241	EMS Clinical Practicum IV	0	0	12	0	4
EMS	285	EMS Capstone	1	3	0	0	2
ENG	114	Prof Research & Reporting	3	0	0	0	3
		Humanities Elective**					3
		Subtotal					(14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program..... 71**

**Emergency Medical Science (A45340B)  
Bridge Program**

The Emergency Medical Science bridge program has been established for students that have completed portions of their EMS requirements through a North Carolina community college Continuing Education program. In order to receive curriculum credit for EMS Continuing Education courses students must hold a current North Carolina EMT/PARAMEDIC credential.

Students must also successfully complete a comprehensive EMS entrance examination scoring a grade of "C" or better on the examination. Individuals successfully meeting the EMS entrance requirements will need to take the following classes to complete their EMS Associate of Applied Science Degree with Blue Ridge Community College.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	168	Anatomy & Physiology I	3	3	0	0	4
EMS	235	EMS Management	2	0	0	0	2
EMS	285	EMS Capstone	1	3	0	0	2
ENG	111	Writing and Inquiry	3	0	0	0	3
MAT	110	Math Measurement & Literacy	2	2	0	0	3
SOC	210	Introduction to Sociology	3	0	0	0	3
Subtotal							(18)

<b>Spring Semester</b>							
BIO	169	Anatomy & Physiology II	3	3	0	0	4
EMS	280	Bridging Course	2	2	0	0	3
ENG	114	Prof Research & Reporting	3	0	0	0	3
Humanities Elective**							3
Subtotal							(13)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....31**

**Emergency Medical Science (D45340)  
Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Spring Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	169	Anatomy & Physiology II	3	3	0	0	4
EMS	110	EMT	6	6	3	0	9
Subtotal							(14)

<b>Fall Semester</b>							
BIO	168	Anatomy & Physiology I	3	3	0	0	4
EMS	122	EMS Clinical Practicum I	0	0	3	0	1
EMS	130	Pharmacology	3	3	0	0	4
EMS	131	Adv Airway Management	1	2	0	0	2
EMS	160	Cardiology I	2	3	0	0	3
Subtotal							(14)

<b>Spring Semester</b>							
EMS	220	Cardiology II	2	3	0	0	3
EMS	221	EMS Clinical Practicum II	0	0	6	0	2
EMS	240	Patients W/ Spec Challenges	1	2	0	0	2
EMS	260	Trauma Emergencies	1	3	0	0	2
Gen Ed Elective**							3
Or							
		MAT 110	2	2	0	0	3
Subtotal							(12)

<b>Summer Term</b>							
EMS	231	EMS Clinical Practicum III	0	0	9	0	3
EMS	250	Medical Emergencies	3	3	0	0	4
EMS	270	Life Span Emergencies	3	3	0	0	4
Subtotal							(11)

<b>Fall Semester</b>							
EMS	241	EMS Clinical Practicum IV	0	0	12	0	4
EMS	285	EMS Capstone	1	3	0	0	2
ENG	111	Writing and Inquiry	3	0	0	0	3
Subtotal							(9)

\*\*Gen Ed Elective is to be selected from the Humanities or Social/Behavioral Science courses listed on page 52.

**Total Semester Credit Hours in Program.....60**

**Emergency Medical Science (C45340)**  
**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Required Courses</b>							
ACA 115	Success and Study Skills		0	2	0	0	1
BIO 168	Anatomy & Physiology I		3	3	0	0	4
BIO 169	Anatomy & Physiology II		3	3	0	0	4
EMS 110	EMT		6	6	3	0	9

**Total Semester Credit Hours in Program..... 18**

**Emergency Medical Science**  
**Health Science: Therapeutic and Diagnostic Services**

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT) upon completion of the program.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

**Emergency Medical Science (D45910)**  
**Diploma**

Emergency Medical Science: A program that prepares graduates to enter the workforce as Emergency Medical Technicians or Advanced Emergency Medical Technicians. The course of study provides the student an opportunity to acquire basic life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, and hospital/field internships. Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA 115	Success and Study Skills		0	2	0	0	1
BIO 168	Anatomy and Physiology I		3	3	0	0	4
EMS 110	EMT		6	6	3	0	9
HSC 110	Orientation to Health Careers		1	0	0	0	1
MED 120	Survey of Medical Terminology		2	0	0	0	2
	Subtotal						(17)

<b>Spring Semester</b>							
BIO 169	Anatomy and Physiology II		3	3	0	0	4
ENG 111	Writing and Inquiry		3	0	0	0	3
MAT 110	Math Measurement & Literacy		2	2	0	0	3
SOC 210	Introduction to Sociology		3	0	0	0	3
	Subtotal						(13)

<b>Summer Term</b>							
EMS 120	Advanced EMT		4	6	0	0	6
EMS 121	AEMT Clinical Practicum I		0	0	6	0	2
	Subtotal						(8)

**Total Semester Credit Hours in Program..... 38**

# Engineering Programs

## Transfer Program

### 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 bachelor's level 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 2.0 on a 4.0 scale.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. Prerequisites for International Languages may include FRE 110 or SPA 110.

## Universal General Education Transfer Component (UGETC)

Class Lab Clinic Work Credit Exp.

### English Composition (6 semester hours required)

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Subtotal						(6)

### Humanities/Fine Arts and Communications (6 semester hours required)

Select 1 course from the Humanities category and 1 course from the Fine Arts/Communications category

#### Humanities (3 semester hours required)

ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	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 110 will transfer for equivalency credit to the engineering programs of all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.

#### Fine Arts/Communications (3 semester hours required)

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 231	Public Speaking	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
Subtotal						(6)

### Social/Behavioral Science (6 semester hours required. ECO 251 is required. Select a second course)

#### Required:

ECO 251	Principles of Microeconomics	3	0	0	0	3
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#### Choose 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
Subtotal						(6)

### Mathematics (12 semester hours required\*)

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
Subtotal						(12)

\*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, specifically MAT 171 Pre-calculus Algebra and MAT 172 Pre-calculus Trigonometry.

### Natural Sciences (12 semester hours required)

CHM 151	General Chemistry I	3	3	0	0	4
PHY 251	General Physics I	3	2	0	0	4
PHY 252	General Physics II	3	2	0	0	4
Subtotal						(12)

### Degree Completion Component

ACA 122*	College Transfer Success	0	2	0	0	1
EGR 150	Introduction to Engineering	1	2	0	0	2
Subtotal						(3)

\*Students must complete ACA 122 within the first 30 hours of enrollment

### General Education and Pre-major Elective Courses (15 semester hours required)

Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement.

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.

Students should choose courses appropriate to the specific university and engineering major requirements.

BIO 111	General Biology I	3	2	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
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 214	Num Methods for Engineers	3	0	0	0	3
EGR 220	Engineering Statics	3	0	0	0	3
EGR 228	Intro to Solid Mechanics	3	0	0	0	3
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	Fit and Well for Life	1	2	0	0	2
Subtotal						(15)

**Total Semester Credit Hours in Program.....60**

### Recommended Semester by Semester Plan

Success in this program necessitates math to be taken every semester.

The appropriate level math class should be taken in the student's first semester, and a math course should be taken each subsequent semester until all required math courses have been completed with a grade of "C" or better.

ACA 122 and EGR 150 should be completed the first semester.

**Fall Semester**

ACA 122	College Transfer Success	0	2	0	0	1
EGR 150	Introduction to Engineering	1	2	0	0	2
DFT 170	Engineering Graphics	2	2	0	0	3
	Or					
	Major Course Elective**					
CHM 151	General Chemistry I	3	3	0	0	4
MAT 171	Pre-Calculus Algebra	3	2	0	0	4
	Subtotal					(13)

**Spring Semester**

CHM 152	General Chemistry II	3	3	0	0	4
	Or					
	Major Course Elective**					
ENG 111	Writing and Inquiry	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
MAT 172	Pre-Calculus Trigonometry	3	2	0	0	4
	Subtotal					(14)

**Summer Term**

ENG 112	Writing/Research in the Discipl	3	0	0	0	3
MAT 271	Calculus I	3	2	0	0	4
	Humanities Elective**					3
	Subtotal					(10)

**Fall Semester**

MAT 272	Calculus II	3	2	0	0	4
MAT 280	Linear Algebra	2	2	0	0	3
	Or					
	Major Course Elective**					
PHY 251	General Physics I	3	2	0	0	4
	Fine Arts Elective**					
	Subtotal					(14)

**Spring Semester**

MAT 273	Calculus III	3	2	0	0	4
EGR 220	Engineering Statics	3	0	0	0	3
	Or					
	Major Course Elective**					
PHY 252	General Physics II	3	2	0	0	4
MAT 285	Differential Equations	2	2	0	0	3
	Or					
	Major Course Elective**					
	Social Behavior Elective**					
	Subtotal					(17)

**Total Semester Credit Hours in Program.....60**

***This total excludes the 8 credit hours from MAT 171 and MAT 172, which are prerequisites and not part of the program.***

### Electronics Engineering Technology

**(A40200)**

**Associate in Applied Science Degree**

Engineering and Technology Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Electronics Engineering Technology program description: A course of study that prepares 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 an electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, or production control technician.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

The appropriate level math class should be taken the student's first semester, and a math course should be taken each subsequent semester until all required math courses have been completed with a grade of "C" or better.

ACA 122 and EGR 150 should be completed the first semester.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Pre-calculus Algebra	3	2	0	0	4
	Subtotal					(18)
<b>Spring Semester</b>						
EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 117	Motors and Controls	2	6	0	0	4
ELN 131	Analog Electronics	3	3	0	0	4
ENG 112	Writing/Research in the Disc	3	0	0	0	3
	Or					
ENG 114	Prof Research and Reporting	3	0	0	0	3
MAT 172	Precalculus Trigonometry	3	2	0	0	4
	Subtotal					(17)

**Summer Term**

ISC 112	Industrial Safety	2	0	0	0	2
PHY 131	Physics – Mechanics	3	2	0	0	4
	Or					
PHY 151	College Physics I	3	2	0	0	4
	Subtotal					(6)

**Fall Semester**

DFT 170	Engineering Graphics	2	2	0	0	3
ELC 128	Introduction to PLC	2	3	0	0	3
ELN 232	Intro to Microprocessors	3	3	0	0	4
	Social/Behavioral Science Elective**					3
	Major Course Elective***					1-4
	Subtotal					(14-17)

**Spring Semester**

ELC 228	PLC Applications	2	6	0	0	4
ELN 234	Communication Systems	3	3	0	0	4
MEC 276	Capstone Design Project	0	3	0	0	1
MNT 160	Industrial Fabrication	1	3	0	0	2
	Humanities Elective**					3
	Subtotal					(14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

CIS 115	Introduction to Prog/Logic	2	3	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
ELC 213	Instrumentation	3	2	0	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	0	3
MAT 152	Statistical Methods I	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
PHY 132	Physics-Elec & Magnetism	3	2	0	0	4
PHY 152	College Physics II	3	2	0	0	4
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1

**Total Semester Credit Hours in Program..... 69-72**

**Electronics Engineering Technology (D40200) Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
ELC 128	Intro to PLC	2	3	0	0	3
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
MAT 171	Precalculus Algebra	3	2	0	0	4
	Subtotal					(16)

**Spring Semester**

EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 117	Motors and Controls	2	6	0	0	4
ELN 131	Analog Electronics	3	3	0	0	4
MNT 160	Industrial Fabrication	1	3	0	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
	Or					
ISC 132	Manufacturing Quality/Control	2	3	0	0	3
	Subtotal					(15)

**Summer Term**

ENG 111	Writing and Inquiry	3	0	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
	Subtotal					(5)

**Total Semester Credit Hours in Program..... 36**

**Basic Electronics (C40200BE) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 133	Digital Electronics	3	3	0	0	4
MAT 171	Pre-calculus Algebra	3	2	0	0	4

**Total Semester Credit Hours in Program..... 13**

### Advanced Electronics (C40200AE)

#### Certificate

It is strongly recommended that students take the Basic Electronics Certificate prior to the Advanced Electronics Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 131	Circuit Analysis I	3	3	0	0	4
ELN 232	Intro to Microprocessors	3	3	0	0	4
	Subtotal					(10)

#### Spring Semester

ELN 131	Analog Electronics	3	3	0	0	4
ELN 234	Communication Systems	3	3	0	0	4
	Subtotal					(8)

**Total Semester Credit Hours in Program..... 18**

### Industrial Electronics (C40200IE)

#### Certificate

It is strongly recommended that students take the Basic Electronics Certificate prior to the Industrial Electronics Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ELC 128	Introduction to PLC	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
	Subtotal					(5)

#### Spring Semester

EGR 125	Appl Software for Tech	1	2	0	0	2
ELC 117	Motors and Controls	2	6	0	0	4
ELC 228	PLC Applications	2	6	0	0	4
	Subtotal					(10)

**Total Semester Credit Hours in Program..... 15**

*Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.*

### Mechanical Engineering Technology

#### (A40320)

#### Associate in Applied Science Degree

Engineering and Technology Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial technology managers, or research technicians.

Mechanical Engineering Technology program description: A course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

The appropriate level math class should be taken the student's first semester, and a math course should be taken each subsequent semester until all required math courses have been completed with a grade of "C" or better.

ACA 122 and EGR 150 should be completed the first semester.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
DFT 170	Engineering Graphics	2	2	0	0	3
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 131	Circuit Analysis I	3	3	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
	Subtotal					(17)

#### Spring Semester

COM 231	Public Speaking	3	0	0	0	3
DFT 154	Intro Solid Modeling	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MEC 145	Mfg. Materials I	2	3	0	0	3
	Subtotal					(15)

**Summer Term**

ISC 112	Industrial Safety	2	0	0	0	2
PHY 131	Physics – Mechanics	3	2	0	0	4
	Or					
PHY 151	College Physics I	3	2	0	0	4
	Major Course Elective***					2-4
	Subtotal					(8-10)

**Fall Semester**

EGR 250	Statics/Strength of Materials	4	3	0	0	5
ELC 128	Intro to PLC	2	3	0	0	3
ENG 112	Writing/Research in the Disc	3	0	0	0	3
	Or					
ENG 114	Professional Research/Report	3	0	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
	Subtotal					(14)

**Spring Semester**

EGR 130	Engineering Cost Control	2	2	0	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	0	2
MEC 260	Fund of Machine Design	2	3	0	0	3
MEC 276	Capstone Design Project	0	3	0	0	1
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(15)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following (Minimum 2 credits required):

CHM 151	General Chemistry	3	3	0	0	4
DFT 151	CAD I	2	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	0	3
LOG 125	Transportation Logistics	3	0	0	0	3
LOG 215	Supply Chain Management	3	0	0	0	3
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAT 152	Statistical Methods I	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
MEC 110	Introduction to CAD/CAM	1	2	0	0	2
MEC 130	Mechanisms	2	2	0	0	3
MEC 155	Environmental Benign Mfg	2	2	0	0	3
PLA 110	Introduction to Plastics	2	0	0	0	2
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1
WLD 212	Inert Gas Welding	1	3	0	0	2
WLD 262	Inspection and Testing	2	2	0	0	3

**Total Semester Credit Hours in Program..... 69-71**

**Mechanical Engineering Technology (A40320PR)**

**Associate in Applied Science Degree  
Pre Engineering Technology**

This program focuses on maximizing transferability to a four year Engineering Technology Program. Students planning to transfer to a four year Engineering Technology Program must contact the admissions office at the receiving institution to determine which courses should be completed prior to transfer.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4
DFT 170	Engineering Graphics	2	2	0	0	3
EGR 150	Intro to engineering	1	2	0	0	2
MAT 171	Precalculus Algebra	3	2	0	0	4
	Subtotal					(14)

**Spring Semester**

DFT 154	Intro Solid Modeling	2	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MEC 145	Mfg. Materials I	2	3	0	0	3
	Subtotal					(13)

**Summer Term**

ISC 112	Industrial Safety	2	0	0	0	2
PHY 131	Physics – Mechanics	3	2	0	0	4
	Or					
PHY 151	College Physics I	3	2	0	0	4
	Major Course Elective***					4
	Subtotal					(10)

**Fall Semester**

COM 231	Public Speaking	3	0	0	0	3
EGR 250	Statics/Strength of Materials	4	3	0	0	5
ENG 112	Writing/Research in the Disc	3	0	0	0	3
	Or					
ENG 114	Professional Research/Report	3	0	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
	Subtotal					(14)

**Spring Semester**

MAT 271	Calculus I	3	2	0	0	4
MEC 260	Fund of Machine Design	2	3	0	0	3
MEC 276	Capstone Design Project	0	3	0	0	1
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Subtotal					(14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

MAT 152	Statistical Methods I	3	2	0	0	4
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1

**Total Semester Credit Hours in Program..... 65**

### Mechanical Engineering Technology (D40320) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
DFT 170	Engineering Graphics	2	2	0	0	3
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 128	Intro to PLC	2	3	0	0	3
ELC 131	Circuit Analysis I	3	3	0	0	4
MAT 171	Precalculus Algebra	3	2	0	0	4
Subtotal						(17)
<b>Spring Semester</b>						
DFT 154	Intro Solid Modeling	2	3	0	0	3
EGR 125	Appl Software for Tech	1	2	0	0	2
EGR 130	Engineering Cost Control	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MEC 145	Mfg. Materials I	2	3	0	0	3
Subtotal						(14)
<b>Summer Term</b>						
ISC 112	Industrial Safety	2	0	0	0	2
PHY 131	Physics – Mechanics	3	2	0	0	4
Or						
PHY 151	College Physics I	3	2	0	0	4
Major Course Elective***						1-4
Subtotal						(7-10)
***Major Course Electives are to be selected from the following (1-4 credits):						
CHM 151	General Chemistry	3	3	0	0	4
DFT 151	CAD I	2	3	0	0	3
ISC 132	Mfg Quality Control	2	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	0	3
LOG 125	Transportation Logistics	3	0	0	0	3
LOG 215	Supply Chain Management	3	0	0	0	3
MAC 121	Intro to CNC	2	0	0	0	2
MAC 141	Machining Applications I	2	6	0	0	4
MAT 152	Statistical Methods I	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
MEC 110	Introduction to CAD/CAM	1	2	0	0	2
MEC 130	Mechanisms	2	2	0	0	3
MEC 155	Environmental Benign Mfg	2	2	0	0	3
PLA 110	Introduction to Plastics	2	0	0	0	2
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1
WLD 212	Intert Gas Welding	1	3	0	0	2
WLD 262	Inspection and Testing	2	2	0	0	3

**Total Semester Credit Hours in Program..... 38-41**

### Hydraulics (C40320HY) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 128	Intro to PLC	2	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
Subtotal						(9)
<b>Spring Semester</b>						
HYD 121	Hydraulics/Pneumatics II	1	3	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MEC 130	Mechanisms	2	2	0	0	3
Subtotal						(7)

**Total Semester Credit Hours in Program..... 16**

### Pre-Engineering\* (C40320PR) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. **This program of study does not qualify for federal and/or state financial aid.**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
DFT 170	Engineering Graphics	2	2	0	0	3
EGR 150	Introduction to Engineering	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4

**Total Semester Credit Hours in Program..... 13**

## Mechatronics Engineering Technology (A40350)

### Associate in Applied Science Degree

Engineering and Technology Pathway Description: These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial technology managers, or research technicians.

Mechatronics Engineering Technology program description:

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servo mechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

The appropriate level-I math class should be taken the student's first semester, and a math course should be taken each subsequent semester until all required math courses have been completed with a grade of "C" or better.

ACA 122 and EGR 150 should be completed the first semester.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Or						
ACA	122	College Transfer Success	0	2	0	0	1	
DFT	170	Engineering Graphics	2	2	0	0	3	
EGR	150	Introduction to Engineering	1	2	0	0	2	
ELC	131	Circuit Analysis I	3	3	0	0	4	
ENG	111	Writing and Inquiry	3	0	0	0	3	
MAT	171	Pre-calculus Algebra	3	2	0	0	4	
		Subtotal					(17)	
<b>Spring Semester</b>								
ATR	112	Intro to Automation	2	3	0	0	3	
EGR	125	Appl Software for Tech	1	2	0	0	2	
ELC	117	Motors and Controls	2	6	0	0	4	
MAT	172	Pre-calculus Trigonometry	3	2	0	0	4	
		Humanities Elective**					3	
		Subtotal					(16)	
<b>Summer Term</b>								
ISC	112	Industrial Safety	2	0	0	0	2	
PHY	131	Physics – Mechanics	3	2	0	0	4	
		Or						
PHY	151	College Physics I	3	2	0	0	4	
		Major Course Elective***					1-4	
		Subtotal					(7-10)	

### Fall Semester

ATR	211	Robot Programming	2	3	0	0	3	
EGR	250	Statics/Strength of Materials	4	3	0	0	5	
ELC	128	Introduction to PLC	2	3	0	0	3	
ENG	112	Writing/Research in the Discip	3	0	0	0	3	
		Or						
ENG	114	Prof Research and Reporting	3	0	0	0	3	
HYD	110	Hydraulics/Pneumatics I	2	3	0	0	3	
		Subtotal					(17)	

### Spring Semester

ATR	219	Automation Troubleshooting	1	3	0	0	2	
ELC	213	Instrumentation	3	2	0	0	4	
MEC	130	Mechanisms	2	2	0	0	3	
MEC	276	Capstone Design Project	0	3	0	0	1	
		Social/Behavioral Science Elective**					3	
		Subtotal					(13)	

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

EGR	115	Intro to Technology	2	3	0	0	3	
EGR	115A	Intro to Technology Lab	0	3	0	0	1	
EGR	130	Engineering Cost Control	2	2	0	0	3	
ELC	228	PLC Applications	2	6	0	0	4	
ISC	132	Mfg Quality Control	2	3	0	0	3	
ISC	170	Problem-Solving Skills	3	0	0	0	3	
ISC	220	Lean Manufacturing	2	2	0	0	3	
LOG	110	Introduction to Logistics	3	0	0	0	3	
LOG	125	Transportation Logistics	3	0	0	0	3	
LOG	215	Supply Chain Management	3	0	0	0	3	
MAC	118	Machine Shop Basic	1	3	0	0	2	
MAC	141	Machining Applications I	2	6	0	0	4	
MAC	171	Measure/Material & Safety	0	2	0	0	1	
MAT	152	Statistical Methods I	3	2	0	0	4	
MAT	271	Calculus I	3	2	0	0	4	
MNT	160	Industrial Fabrication	1	3	0	0	2	
WBL	111	Work-Based Learning I	0	0	0	10	1	
WBL	121	Work-Based Learning II	0	0	0	10	1	
WBL	131	Work-Based Learning III	0	0	0	10	1	

**Total Semester Credit Hours in Program..... 70-73**

## Mechatronics Engineering Technology (D40350) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Or						
ACA	122	College Transfer Success	0	2	0	0	1	
EGR	150	Introduction to Engineering	1	2	0	0	2	
ELC	128	Introduction to PLC	2	3	0	0	3	
ELC	131	Circuit Analysis I	3	3	0	0	4	
MAT	171	Pre-calculus Algebra	3	2	0	0	4	
		Subtotal					(14)	

**Spring Semester**

ATR 112	Intro to Automation	2	3	0	0	3
ELC 213	Instrumentation	3	2	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
MEC 130	Mechanisms	2	2	0	0	3
	Major Course Elective***					3-4
	Subtotal					(16-17)

**Summer Term**

EGR 125	Appl Software for Tech	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
PHY 131	Physics – Mechanics	3	2	0	0	4
	Or					
PHY 151	College Physics I	3	2	0	0	4
	Subtotal					(8)

\*\*\*Major Course Electives are to be selected from the following:

EGR 130	Engineering Cost Control	2	2	0	0	3
ISC 132	Mfg Quality Control	2	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	0	3
LOG 125	Transportation Logistics	3	0	0	0	3
LOG 215	Supply Chain Management	3	0	0	0	3
MAC 141	Machining Applications I	2	6	0	0	4
MAT 152	Statistical Methods I	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4

**Total Semester Credit Hours in Program..... 38-39**

**Mechatronics Engineering Technology\* – Basic Technician (C40350BM) Certificate**

Students should take the Mechanical Engineering - Pre-Engineering Certificate prior to the Mechatronics Engineering Technology – Basic Technician Certificate program.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. **This program of study does not qualify for federal and/or state financial aid.**

		Class	Lab	Clinic	Work	Credit
					Exp.	

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
ELC 128	Introduction to PLC	2	3	0	0	3
ELC 131	Circuit Analysis I	3	3	0	0	4
EGR 150	Introduction to Engineering	1	2	0	0	2
	Subtotal					(10)

**Spring Semester**

EGR 125	Appl Software for Tech	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
	Subtotal					(4)

**Total Semester Credit Hours in Program..... 14**

**Mechatronics Engineering Technology – Logistics (C40350LG) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	

**Spring Semester**

EGR 125	Appl Software for Tech	1	2	0	0	2
EGR 130*	Engineering Cost Control	2	2	0	0	3
ISC 132	Mfg Quality Control	2	3	0	0	3
	Subtotal					(8)

**Demand Dependent**

LOG 110	Introduction to Logistics	3	0	0	0	3
LOG 125	Transportation Logistics	3	0	0	0	3
LOG 215	Supply Chain Management	3	0	0	0	3
	Subtotal					(9)

\*EGR-130 has a prerequisite of MAT-121 or MAT-171. Students will need to complete the Math prerequisite before taking EGR-130.

**Total Semester Credit Hours in Program..... 17**

**Mechatronics Engineering Technology – Maintenance Technician (C40350MM) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	

**Fall Semester**

ATR 112	Intro to Automation	2	3	0	0	3
ELC 131	Circuit Analysis I	3	3	0	0	4
MNT 160	Industrial Fabrication	1	3	0	0	2
	Subtotal					(9)

**Spring Semester**

ELC 213	Instrumentation	3	2	0	0	4
ISC 112	Industrial Safety	2	0	0	0	2
MEC 130	Mechanisms	2	2	0	0	3
	Subtotal					(9)

**Total Semester Credit Hours in Program..... 18**

## Mechatronics Engineering Technology – Industrial Manufacturing Production Technician Apprenticeship (C40350A) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Summer Term</b>							
MAC	171	Measure/Material & Safety	0	2	0	0	1
Subtotal							(1)
<b>Fall Semester</b>							
ISC	170	Problem Solving Skills	3	0	0	0	3
Subtotal							(3)
<b>Spring Semester</b>							
EGR	115	Intro to Technology	2	3	0	0	3
EGR	115A	Intro to Technology Lab	0	3	0	0	1
Subtotal							(4)
<b>Fall Semester</b>							
ISC	220	Lean Manufacturing	2	2	0	0	3
MNT	110	Intro to Maint Procedure	1	3	0	0	2
Subtotal							(5)

**Total Semester Credit Hours in Program..... 13**

*Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.*

# Film and Video Production Technology Programs

## Film and Video Production Technology (A30140)

### Associate in Applied Science Degree

Film and video is more than a career path; it is a journey to develop your voice, share your vision, and tell your story. The Film and Video Production Technology curriculum is designed to facilitate media literacy and community engagement through the moving image. Culture is inundated with media; a film education offers opportunities to become an active and informed participant, engaged in the conversations taking place on a global scale.

The project-based classes in Film and Video are designed to push you creatively, while providing you with a solid foundation in filmmaking technique and a strong background in film history. This program is not just about how you turn on the camera, but about answering the bigger questions of "why".

In the FVP program at Blue Ridge, we believe your voice matters; no one can make the films you will make. Our award-winning faculty have diverse backgrounds in all areas of cinema, and provide you with the support, resources, and mentorship to develop broad skills across multiple cinematic disciplines, from fiction to non-fiction to experimental practices in cinematography, sound design, editing, screenwriting, production management, set design, and film analysis.

Film and Video isn't simply an academic program, but is truly a community of filmmakers with shared goals of cinematic success. Students in the program work both independently and collaboratively to bring their visions to screen and make a difference.

Graduates of the BRCC Film and Video Program are prepared to transfer to four-year universities or begin their careers in the film industry locally or nationally. The program equips students with a diverse set of technical and conceptual skills, preparing them for the creative challenges they will face as filmmakers.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	2	0	0	0	1	
	Or							
ACA	122	College Transfer Success	2	0	0	0	1	
ENG	111	Writing and Inquiry	3	0	0	0	3	
FVP	111	Intro to Film and Video	2	3	0	0	3	
FVP	112	Art Dept. Operations I	1	4	0	0	3	
FVP	114	Camera and Lighting I	2	3	0	0	3	
FVP	116	Sound Operations	2	3	0	0	3	
		Subtotal						(16)

### Spring Semester

ENG	112	Writing/Research in the Discipl	3	0	0	0	3	
	Or							
ENG	114	Profess Research and Report	3	0	0	0	3	
FVP	113	Grip and Electrical I	1	4	0	0	3	
FVP	115	Camera and Lighting II	2	3	0	0	3	
FVP	120	Art Dept. Operations II	1	4	0	0	3	
FVP	220	Editing I	2	3	0	0	3	
		Subtotal						(15)

### Summer Term

MAT	143	Quantitative Literacy	2	2	0	0	3	
	Or							
MAT	171	Pre-calculus Algebra	3	2	0	0	4	
		Humanities Elective**					3	
		Social/Behavioral Science Elective**					3	
		Subtotal						(9-10)

### Fall Semester

FVP	130	Grip and Electrical II	1	4	0	0	3	
FVP	212	Production Techniques I	1	12	0	0	5	
FVP	221	Editing II	2	3	0	0	3	
FVP	240	Introduction to Screenwriting	3	0	0	0	3	
		Major Course Elective***					1-3	
		Subtotal						(15-18)

### Spring Semester

FVP	213	Production Techniques II	1	12	0	0	5	
FVP	215	Production Management	2	3	0	0	3	
		Major Course Elective***					4-6	
		Subtotal						(12-14)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following (7 credits required):

ART	131	Drawing I	0	6	0	0	3	
ART	132	Drawing II	0	6	0	0	3	
ART	135	Figure Drawing I	0	6	0	0	3	
ART	171	Computer Art I	0	6	0	0	3	
ART	264	Digital Photography I	1	4	0	0	4	
ART	265	Digital Photography II	1	4	0	0	3	
ART	266	Videography I	0	6	0	0	3	
ART	267	Videography II	0	6	0	0	3	
ART	271	Computer Art II	0	6	0	0	3	
ART	275	Intro to Graphic Design	0	6	0	0	3	
CIS	110	Introduction to Computers	2	2	0	0	3	
COM	120	Intro to Interpersonal Com	3	0	0	0	3	
COM	140	Intro to Intercult Com	3	0	0	0	3	
COM	231	Public Speaking	3	0	0	0	3	
DRA	130	Acting I	0	6	0	0	3	
DRA	140	Stagecraft I	0	6	0	0	3	
DRA	141	Stagecraft II	0	6	0	0	3	
DRA	145	Stage Make-up	1	2	0	0	2	
DRA	170	Play Production I	0	9	0	0	3	
DRA	171	Play Production II	0	9	0	0	3	
FRE	111	Elementary French I	3	0	0	0	3	
FVP	223	Postproduction Sound Design	1	4	0	0	3	
FVP	227	Multimedia Production	2	3	0	0	3	
SGD	111	Introduction to SGD	2	3	0	0	3	
SGD	112	SGD Design	2	3	0	0	3	
SGD	114	3D Modeling	2	3	0	0	3	
SGD	116	Graphic Design Tools	2	2	0	0	3	
SGD	117	Art for Games	2	3	0	0	3	
SGD	162	SG 3D Animation	2	3	0	0	3	
SGD	214	3D Modeling II	2	3	0	0	3	
SPA	111	Elementary Spanish I	3	0	0	0	3	
WBL	111	Work Based Learning I	0	0	0	10	1	
WBL	121	Work Based Learning II	0	0	0	20	2	
WBL	131	Work Based Learning III	0	0	0	30	3	

**Total Hours in the Program.....69-70**

**Film and Video Production Technology (D30140) Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Fall Semester</b>					
ACA 115	Success and Study Skills	0	2	0	1
Or					
ACA 122	College Transfer Success	2	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
FVP 111	Intro to Film and Video	2	3	0	3
FVP 112	Art Dept. Operations I	1	4	0	3
FVP 114	Camera and Lighting I	2	3	0	3
FVP 116	Sound Operations	2	3	0	3
Subtotal					(16)
<b>Spring Semester</b>					
FVP 113	Grip and Electrical I	1	4	0	3
FVP 215	Production Management	2	3	0	3
FVP 220	Editing I	2	3	0	3
Major Course Elective***					3
Subtotal					(12)
<b>Summer Term</b>					
MAT 143	Quantitative Literacy	2	2	0	3
Or					
MAT 171	Pre-calculus Algebra	3	2	0	4
Subtotal					(3-4)
<b>Fall Semester</b>					
FVP 212	Production Techniques I	1	12	0	5
FVP 240	Introduction to Screenwriting	3	0	0	3
Subtotal					(8)

\*\*\*Major Course Electives are to be selected from the following:

FVP 115	Camera & Lighting II	2	3	0	3
FVP 221	Editing II	2	3	0	3
FVP 223	Postproduction Sound Design	1	4	0	3

**Total Semester Credit Hours in Program.....39-40**

**Film and Video Production Technology (C30140) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Fall Semester</b>					
FVP 111	Intro to Film and Video	2	3	0	3
FVP 112	Art Dept. Operations I	1	4	0	3
Or					
FVP 113*	(See Spring Semester)				
FVP 114	Camera and Lighting I	2	3	0	3
FVP 116	Sound Operations	2	3	0	3
Subtotal					(9 or 12)
<b>Spring Semester</b>					
FVP 113*	Grip and Electrical I	1	4	0	3
FVP 220	Editing I	2	3	0	3
Subtotal					(3 or 6)

**Total Semester Credit Hours in Program..... 15**

\*Take either FVP 112 in the fall or FVP 113 in the spring

# Fire Protection Technology Programs

## Fire Protection Technology (A55240) Associate in Applied Science Degree

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Coursework includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skill	0	2	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
FIP 120	Intro to Fire Protection	3	0	0	0	3
FIP 124	Fire Prevention and Public Ed	3	0	0	0	3
FIP 128	Detection and Investigation	3	0	0	0	3
	Subtotal					(13)

<b>Spring Semester</b>						
ENG 114	Prof Research and Reporting	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
	Subtotal					(15)

<b>Summer Term</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
	Humanities/Fine Arts**					3
	Subtotal					(9)

<b>Fall Semester</b>						
FIP 146	Fire Protection Systems	3	2	0	0	4
FIP 230	Chem of Hazardous Mat I	5	0	0	0	5
FIP 276	Managing Fire Services	3	0	0	0	3
	Major Course Elective***					3-4
	Subtotal					(15-16)

<b>Spring Semester</b>						
FIP 164	OSHA Standards	3	0	0	0	3
FIP 221	Adv Fire Fighting Strategies	3	0	0	0	3
FIP 240	Fire Service Supervision	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	Major Course Elective***					3-4
	Subtotal					(15-16)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

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	3	0	0	0	3
EPT 210	Response & Recovery	3	0	0	0	3
EPT 220	Terrorism & Emer. Mgt.	3	0	0	0	3
EPT 275	Emergency Ops Center Mgt.	3	0	0	0	3
FIP 136	Inspections and Codes	3	0	0	0	3
FIP 224	Fire Instructor I & II	4	0	0	0	4
FIP 226	Fire Officer I & II	4	0	0	0	4
FIP 232	Hydraulics and Water Dist.	2	2	0	0	3
FIP 248	Fire Service Personnel Admin	3	0	0	0	3
FIP 256	Municipal Public Relations	3	0	0	0	3
FIP 260	Fire Protect Planning	3	0	0	0	3
FIP 277	Fire and Social Behavior	3	0	0	0	3

**Total Semester Credit Hours in Program.....67-69**

## Fire Protection Technology (D55240) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skill	0	2	0	0	1
FIP 120	Intro to Fire Protection	3	0	0	0	3
FIP 124	Fire Prevention and Public Edu	3	0	0	0	3
FIP 128	Detection and Investigation	3	0	0	0	3
FIP 146	Fire Protection Systems	3	2	0	0	4
FIP 276	Managing Fire Services	3	0	0	0	3
	Subtotal					(17)
<b>Spring Semester</b>						
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 221	Adv Firefighting Strategies	3	0	0	0	3
FIP 228	Local Government Finance	3	0	0	0	3
FIP 240	Fire Service Supervision	3	0	0	0	3
	Subtotal					(18)
<b>Summer Term</b>						
MAT 110	Math Measurement & Literacy	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(6)

**Total Semester Credit Hours in Program..... 41**

## Fire Protection Technology (C55240) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

### Fall Semester

FIP	120	Intro to Fire Protection	3	0	0	0	3
FIP	124	Fire Prevention and Public Edu	3	0	0	0	3
		Subtotal					(6)

### Spring Semester

FIP	132	Building Construction	3	0	0	0	3
FIP	152	Fire Protection Law	3	0	0	0	3
FIP	220	Firefighting Strategies	3	0	0	0	3
FIP	228	Local Government Finance	3	0	0	0	3
		Subtotal					(12)

**Total Semester Credit Hours in Program..... 18**

# General Education Programs

## General Education (A10300) Associate in General Education

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

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

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

This program is designed for students who wish to complete two years of college and are not planning to transfer to four-year institutions. Many of the courses may, however, transfer depending on the senior institution and the degree major on a course-by-course basis.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

### Required General Education Courses

		Class	Lab	Clinic	Work	Credit
					Exp.	
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
	Subtotal					(6)

### Humanities/Fine Arts (Select 3 semester credit hours from the following)

ART 111	Art Appreciation	3	0	0	0	3
DRA 111	Theater 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
FRE 111	Elementary French I	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
PHI 210	History of Philosophy	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1
	Subtotal					(3)

### Social/Behavioral Sciences (Select 3 semester credit hours from the following)

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 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
SOC 220	Social Problems	3	0	0	0	3
	Subtotal					(3)

### Mathematics/Natural Sciences (Select at least 3 semester credit hours from the following)

BIO 111	General Biology I	3	3	0	0	4
CHM 131	Introduction to Chemistry	3	0	0	0	3
CHM 131A	Introduction to Chemistry Lab*	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
MAT 171	Pre-calculus Algebra	3	2	0	0	4
PHY 151	College Physics I	3	2	0	0	4
	Subtotal					(9)

### Oral Communication

COM 231	Public Speaking	3	0	0	0	3
	Subtotal					(3)

### Other Required Hours (46-47 semester credit hours)

ACA 115	Success and Study Skills	0	2	0	0	1
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**Note:** ACA 115 Success and Study Skills is a required course for all degree and Diploma programs at BRCC but is not part of the Comprehensive Articulation Agreement for transferability. Students should take this course their first semester or in the semester required by their particular program. Students who are enrolled as special credit students should take this course before they have completed 12 semester hours.

Other required hours include additional general education and professional courses. Select courses from any associate degree program offered at Blue Ridge Community College. Prerequisites and corequisites must be met.

A maximum of 7 semester credit hours from the following may be included:

PED 110	Fit and Well for Life	1	2	0	0	2
PED 111	Physical Fitness I	0	3	0	0	1
PED 117	Weight Training I	0	2	0	0	1
PED 118	Weight Training II	0	2	0	0	1
PED 119	Circuit Training	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 123	Yoga II	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PED 218	Pilates II	0	2	0	0	1
	Subtotal					(46-47)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....64-65**

## General Occupational Technology (A55280) Associate in Applied Science Degree

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

### Required General Education Courses

ACA	115	Success and Study Skills	0	2	0	0	1
		Or					
ACA	122	College Transfer Success	0	2	0	0	1
ENG	111	Writing and Inquiry	3	0	0	0	3
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
		Or					
ENG	114	Prof Research and Reporting	3	0	0	0	3
		Math Elective*					3-4
		Social/Behavioral Science Elective**					3
		Humanities Elective**					3
		Subtotal					(16-17)

**48-49** additional credit hours must be chosen from a combination of major courses for curriculums approved to be offered by the college. Work-based Learning may be included up to a maximum of 8 semester hours of credit.

\*Math Elective may include any Mathematics course (100 level or higher).

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....65**

# Healthcare Programs

## Associate Degree (A45110) Associate in Applied Science Degree

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 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Special admission procedures for the Associate Degree Nursing program are outlined on page 8.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 168	Anatomy and Physiology I	3	3	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
NUR 111	Intro To Health Concepts	4	6	6	0	8
	Subtotal					(16)
<b>Spring Semester</b>						
BIO 169	Anatomy and Physiology II	3	3	0	0	4
NUR 112	Health-Illness Concepts	3	0	6	0	5
NUR 211	Health Care Concepts	3	0	6	0	5
PSY 150	General Psychology	3	0	0	0	3
	Subtotal					(17)
<b>Summer Term</b>						
BIO 175	General Microbiology	2	2	0	0	3
	Or					
BIO 275	Microbiology	3	3	0	0	4
NUR 114	Holistic Health Concepts	3	0	6	0	5
PSY 241	Developmental Psychology	3	0	0	0	3
	Subtotal					(11-12)
<b>Fall Semester</b>						
ENG 112	Writing/Research in the Discip	3	0	0	0	3
	Or					
ENG 114	Profes Research and Reporting	3	0	0	0	3
NUR 113	Family Health Concepts	3	0	6	0	5
NUR 212	Health System Concepts	3	0	6	0	5
	Humanities Elective**					3
	Subtotal					(16)
<b>Spring Semester</b>						
NUR 213	Complex Health Concepts	4	3	15	0	10
	Subtotal					(10)

\*\*Humanities Elective is to be selected from ART 111, ART 114, ART 115, MUS 110, or PHI 240.

**Total Semester Credit Hours in Program.....70-71**

## General Education - Nursing (A1030N) Associate in General Education

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>English Composition (6 SHC)</b>						
ENG 111	Writing and Inquiry	3	0	0	0	3
	And					
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
	Or					
ENG 114	Prof Research & Reporting	3	0	0	0	3
	Subtotal					(6)
<b>Humanities/Fine Arts (9 SHC)</b>						
(Select 6 semester credit hours from the following)						
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
PHI 240	Introduction to Ethics	3	0	0	0	3
	Subtotal					(9)
<b>Literature</b>						
(Select 3 semester credit hours from the following)						
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
	Subtotal					(3)
<b>Social/Behavioral Sciences (15 SHC)</b>						
The following three courses are required (9 SHC))						
PSY 150	General Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	Subtotal					(9)
<b>Sociology</b>						
(Select 3 semester credit hours from the following)						
SOC 213	Sociology of the Family	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
	Subtotal					(3)

**History**

(Select 3 semester credit hours from the following)

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
	Subtotal					(15)

**Natural Sciences (15-16 SHC)****Anatomy and Physiology**

(8 semester credit hours required)

BIO 168	Anatomy and Physiology I	3	3	0	0	4
BIO 169	Anatomy and Physiology II	3	3	0	0	4

**Microbiology**

BIO 175	General Microbiology	2	2	0	0	3
	Or					
BIO 275	Microbiology	3	3	0	0	4

**Chemistry**

(4 semester credit hours required)

CHM 131	Introduction to Chemistry	3	0	0	0	3
	And					
CHM 131A	Introduction to Chemistry Lab*	0	2	0	0	1
	Or					
CHM 151	General Chemistry I	3	3	0	0	4
	Subtotal					(15-16)

**Mathematics**

(7-8 semester credit hours required)

MAT 152	Statistical Methods I	3	2	0	0	4
	And					
MAT 143	Quantitative Literacy	2	2	0	0	3
	Or					
MAT 171	Pre-calculus Algebra	3	2	0	0	4
	Subtotal					(7-8)

**Other Required Hours (7-8 SHC)****Academic Transition (1 SHC)**

All AGE-Nursing students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA 122	College Transfer Success	0	2	0	0	1
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Other required hours include additional general education and professional courses. Select courses from any associate degree program offered at Blue Ridge Community College. Prerequisites and Corequisites must be met.

**Social Behavioral Science/Elective (6-7 SHC)**

(Select two courses from either the Social Behavioral Science or Elective category or one from each.)

**Social Behavioral Science**

ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
POL 120	American Government	3	0	0	0	3

**Electives**

(Suggested electives include foreign language, speech, culture and computer science)

ANT 210	General Anthropology	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
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 182	ASL Lab 2*	0	2	0	0	1
AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
COM 120	Intro Interpersonal Com	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3
DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	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
FRE 111	Elementary French I*	3	0	0	0	3
FRE 112	Elementary French II*	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 182	French Lab 2*	0	2	0	0	1
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
HUM 110	Technology and Society	3	0	0	0	3
HUM 123	Appalachian Culture	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
POL 130	State and Local Government	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
REL 211	Intro to Old Testament	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	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
SPA 111	Elementary Spanish I*	3	0	0	0	3
SPA 112	Elementary Spanish II*	3	0	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1
SPA 182	Spanish Lab 2*	0	2	0	0	1
	Subtotal					(6-7)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....60**

**Transfer Program  
Regionally Increasing Baccalaureate  
Nurses (RIBN) Program  
Associate in Applied Science Degree (BRCC) to  
Bachelor of Science in Nursing Degree at Western  
Carolina University**

The RIBN curriculum comprises four years in nursing studies. Students graduate with both an Associate in Applied Science Degree in Nursing from Blue Ridge Community College and a bachelor's degree in Nursing from Western Carolina University. Students enroll in both WCU and BRCC for the first three years of the program, and at WCU for the final year. Students are eligible to apply to take the National Council Examination (NCLEX-RN) after three years at BRCC.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Special admission procedures for the RIBN program are outlined on page 10. Contact Student Services on either campus for additional information.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
ACA	115	Success and Study Skills	0	2	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
MAT	171	Precalculus Algebra	3	2	0	0	4
		Liberal Arts (WCU)					3
		Subtotal					(16)
<b>Spring Semester</b>							
BIO	169	Anatomy and Physiology II	3	3	0	0	4
CHM	132	Organic and Biochemistry	3	3	0	0	4
CIS	110	Introduction to Computers	2	2	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
		Liberal Arts (WCU)					3
		Subtotal					(17)
<b>Fall Semester</b>							
NUR	111	Intro to Health Concepts	4	6	6	0	8
PED	110	Fit and Well for Life	1	2	0	0	2
PSY	241	Developmental Psychology	3	0	0	0	3
		Liberal Arts (WCU)					3
		Subtotal					(16)
<b>Spring Semester</b>							
BIO	175	General Microbiology	2	2	0	0	3
		Or					
BIO	275	Microbiology	3	3	0	0	4
NUR	112	Health Illness Concepts	3	0	6	0	5
NUR	211	Health Care Concepts	3	0	6	0	5
		Liberal Arts (WCU)					3
		Subtotal					(16-17)
<b>Summer Term</b>							
NSG	346	(WCU)					3
NUR	114	Holistic Health Concepts	3	0	6	0	5
		Subtotal					(8)

**Fall Semester**

ENG	112	Writing/Research in the Discip	3	0	0	0	3
		Or					
ENG	114	Profes Research and Reporting	3	0	0	0	3
NUR	113	Family Health Concepts	3	0	6	0	5
NUR	212	Health System Concepts	3	0	6	0	5
		Liberal Arts (WCU)					3
		Subtotal					(16)

**Spring Semester – Year 3**

COM	231	Public Speaking	3	0	0	0	3
NUR	213	Complex Health Concepts	4	3	15	0	10
		Liberal Arts (WCU)					3
		Subtotal					(16)

\*Remainder of credit hours will be completed at Western Carolina University (Online and at Biltmore Park campus)

**Total Semester Credit Hours in Program.....128-129**

**Nurse Aide (C45840)  
Certificate**

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit
						Exp.	
<b>Fall Semester</b>							
NAS	101	Nurse Aide I	3	4	3	0	6
		Subtotal					(6)
<b>Spring Semester</b>							
NAS	102	Nurse Aide II	3	2	6	0	6
		Subtotal					(6)

**Total Semester Credit Hours in Program..... 12**

**Transfer Program  
Occupational Therapy Assistant (A103000)  
1 + 1 Articulated Program with South College**

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at South College Asheville campus. The student will make separate application to South College during their first year to continue the program.

Limited spaces are available at South College in this program. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at South College. Students should consult South College for the latest admission requirements. Students start their major courses at South College in either April or October, so students interested in transferring should contact South College in either February or March to complete pre-admission items

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class Lab Clinic Work Credit Exp.

**Required Courses**

ACA	115	Success and Study Skills	0	2	0	0	1
	Or						
ACA	122	College Transfer Success	0	2	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	0	4
BIO	169	Anatomy and Physiology II	3	3	0	0	4
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 Discip	3	0	0	0	3
MAT	121	Algebra/Trigonometry I	2	2	0	0	3
MED	121	Medical Terminology I	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		Humanities Elective**					3

\*\*Any college transferable humanities course will satisfy this requirement.

**Total Semester Credit Hours to be taken at BRCC.....30**

**Transfer Program  
Physical Therapist Assistant (A10300PT)  
1 + 1 Articulated Program with South College**

In this program, students will complete the first year of related courses at Blue Ridge Community College, and the second year, a professional core of courses at South College, Asheville campus. The student will make separate application to South College during their first year to continue the program.

Limited spaces are available at South College in this program. Successful completion of courses at Blue Ridge Community College does not guarantee a specific entry date at South College. Students should consult South College for the latest admission requirements. Students start their major courses at South College in either April or October, so students interested in transferring should contact South College in either February or March to complete pre-admission items

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class Lab Clinic Work Credit Exp.

**Required Courses**

ACA	115	Success and Study Skills	0	2	0	0	1
	Or						
ACA	122	College Transfer Success	0	2	0	0	1
BIO	168	Anatomy and Physiology I	3	3	0	0	4
BIO	169	Anatomy and Physiology II	3	3	0	0	4
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 Discip	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
MAT	143	Quantitative Literacy	2	2	0	0	3
	Or						
MAT	172	Precalculus Trigonometry	3	2	0	0	4
MED	121	Medical Terminology I	3	0	0	0	3
PSY	150	General Psychology	3	0	0	0	3
		Humanities Elective**					3

\*\*Any college transferable Humanities course will satisfy this requirement.

**Total Semester Credit Hours to be taken at BRCC..... 33-35**

## Surgical Technology (A45740) Associate in Applied Science Degree

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Hwy 19 North, Suite 158, Clearwater, FL 33763; Phone: 727-210-2350; Fax: 727-210-2354; caahep.org by the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; Phone: 303-694-9262; Fax: 303-741-3655; arcstsa.org.

Graduates will take the National Certification Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA) within thirty (30) days of completion. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physician offices, and central supply processing units.

This curriculum complies with the standard approved by the State Board of Community Colleges. Special admission procedures apply to this program. See page 12 for details.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
BIO	168	Anatomy/Physiology I	3	3	0	0	4	
ENG	111	Writing and Inquiry	3	0	0	0	3	
SUR	110	Introduction to Surgical Tech	3	0	0	0	3	
SUR	111	Periop Patient Care	5	6	0	0	7	
		Subtotal						(18)
<b>Spring Semester</b>								
BIO	169	Anatomy/Physiology II	3	3	0	0	4	
SUR	122	Surgical Procedures I	5	3	0	0	6	
SUR	123	SUR Clinical Practice I	0	0	21	0	7	
		Subtotal						(17)
<b>Summer Term</b>								
PSY	150	General Psychology	3	0	0	0	3	
SUR	134	Surgical Procedures II	5	0	0	0	5	
SUR	135	SUR Clinical Practice II	0	0	12	0	4	
SUR	137	Prof Success Prep	1	0	0	0	1	
		Subtotal						(13)
<b>Fall Semester</b>								
CIS	110	Introduction to Computers	2	2	0	0	3	
ENG	114	Prof Research and Reporting	3	0	0	0	3	
SUR	212	SUR Clinical Supplement*	0	0	12	0	4*	
		Humanities Elective**					3	
		Social /Behavioral Science Elective**					3	
		Subtotal						(12 or 16)
<b>Spring Semester</b>								
BUS	137	Principles of Management	3	0	0	0	3	
SUR	210	Adv SUR Clinical Practice	0	0	6	0	2	
SUR	211	Adv Theoretical Concepts	2	0	0	0	2	
		Subtotal						(7)

\*SUR 212 (SUR Clinical Supplement) is required for students who have completed the Surgical Technology Diploma Program and wish to continue with advanced placement in the Surgical Technology Associate in Applied Science degree program. This course may be waived with documentation of having worked 500 hours or primarily scrubbed 125 surgical cases.

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....67 or 71**

## Surgical Technology (D45740) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
BIO	168	Anatomy/Physiology I	3	3	0	0	4	
ENG	111	Writing and Inquiry	3	0	0	0	3	
SUR	110	Introduction to Surgical Tech	3	0	0	0	3	
SUR	111	Periop Patient Care	5	6	0	0	7	
		Subtotal						(18)
<b>Spring Semester</b>								
BIO	169	Anatomy/Physiology II	3	3	0	0	4	
SUR	122	Surgical Procedures I	5	3	0	0	6	
SUR	123	SUR Clinical Practice I	0	0	21	0	7	
		Subtotal						(17)
<b>Summer Term</b>								
PSY	150	General Psychology	3	0	0	0	3	
SUR	134	Surgical Procedures II	5	0	0	0	5	
SUR	135	SUR Clinical Practice II	0	0	12	0	4	
SUR	137	Profess Success Preparation	1	0	0	0	1	
		Subtotal						(13)

**Total Semester Credit Hours in Program.....48**

## Transfer Program

### Pharmacy (A10400WP)

#### Associate in Science Pathway to Wingate University School of Pharmacy

The Wingate University School of Pharmacy and Blue Ridge Community College have agreed to partner in an effort to outline a specific pathway for students to obtain an Associate in Science Degree that also meets the prerequisite coursework requirements for application to the Wingate University School of Pharmacy. Completion of the Associate in Science degree or the listed courses does not guarantee admission to Wingate University School of Pharmacy. Acceptance into Wingate University School of Pharmacy is competitive based grades from individual courses listed below, the pharmacy school assessment test (PCAT) scores, and a personal interview.

The courses listed are required in order to apply for admission to Wingate University School of Pharmacy. The courses listed will satisfy Blue Ridge Community College requirements for the Associate in Science degree. Other courses may be used to complete the Associate in Science degree but may not meet the requirements for application to Wingate University School of Pharmacy. All pharmacy prerequisites must be completed by the end of Spring Semester of the year in which pharmacy school enrollment is requested.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Students who do not meet one of the requirements for MAT 271 must also take MAT 171 and MAT 172.

For more detailed information about the Pharmacy pathway, contact the Dean for Arts and Sciences.

Class Lab Clinic Work Credit  
Exp.

#### Required Courses

ACA	122	College Transfer success	1	0	0	0	1
BIO	111	General Biology I	3	3	0	0	4
BIO	168	Anatomy and Physiology I	3	3	0	0	4
BIO	169	Anatomy and Physiology II	3	3	0	0	4
BIO	275	Microbiology	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
CHM	251	Organic Chemistry I	3	3	0	0	4
CHM	252	Organic Chemistry II	3	3	0	0	4
COM	231	Public Speaking	3	0	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	0	3
		Or					
ECO	252	Principles of Macroeconomics	3	0	0	0	3
ENG	111	Writing and Inquiry	3	0	0	0	3
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
MAT	152	Statistical Methods I	3	2	0	0	4
MAT	271	Calculus I	3	2	0	0	4
PHY	151	College Physics I	3	2	0	0	4
		Or					
PHY	251	General Physics I	3	3	0	0	4
		Humanities/Fine Arts*					3
		Social/Behavioral Sciences**					3

\*Humanities recommendations: ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, PHI 240

\*\*Social/Behavioral Sciences recommendations: HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210

**Total Semester Credit Hours to be taken at BRCC..... 63**

## High School Programs Career and College Promise

Success in today's global economy may require a two or four year degree, a certificate, or diploma. Through Career & College Promise (CCP), qualified high school juniors and seniors in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.

Blue Ridge Community College offers the Career and College Promise options listed below to help advance eligible students' post-high school success:

**College Transfer:** College transfer pathways provide up to 35 hours of tuition-free course credits toward the Associate in Arts degree, Associate in Science degree, Associate in Engineering degree, or Associate Degree Nursing. All the courses are a part of the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement (CAA) between the 16 universities of the UNC system and the Community College System. All universities in the UNC system have agreed to accept these courses as general education courses. A student completing these courses and the additional courses required for an AA or AS, and following the requirements of the CAA, will be able to transfer to one of the UNC schools as a junior. Many private colleges in the state also agree to the CAA. By completing an AA or AS prior to transfer, the student will save considerable time and money in pursuing four-year degrees. To begin one of these pathways, the student must be a high school junior or senior, be "college-ready", and have a weighted high school GPA of 3.0.

**Career Technical Education:** Technical careers programs provide a means for high school students to earn tuition-free course credits at an NC Community College toward a job credential, Certificate or Diploma in a technical career. BRCC offers a number of programs leading to CCP Certificates or Diplomas—as shown below.

### Henderson County Early College High School (HCECHS):

HCECHS allows high school students to begin earning tuition-free college credits in the ninth grade. HCECHS is housed at BRCC on the Henderson County Campus. All offices and classrooms for the high school are located in the Molly A. Parkhill Innovative High School building. Admittance to HCECHS is through an application and selection process. For additional information, contact HCECHS at 300 E Campus Dr, Flat Rock, NC 28731, phone (828) 697-4561, or on the web at hendersoncountypublicschoolsnc.org.

Special admission procedures for the High School programs are outlined on page 11.

## College Transfer Pathways for High School Students

### Associate in Arts Pathway (P1012C)

This pathway is designed for high school juniors and seniors who wish to begin study toward an Associate in Arts degree and a baccalaureate degree in a non-STEM major.

Class Lab Clinic Work Credit  
Exp.

#### Required Courses (7 semester hours required)

ACA	122	College Transfer Success	0	2	0	0	1
ENG	111	Writing and Inquiry	3	0	0	0	3
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
Subtotal							(7)

#### Humanities/Fine Arts (9 semester hours required)

Three courses from at least two different discipline areas must be selected.

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	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
PHI	240	Introduction to Ethics	3	0	0	0	3
Subtotal							(9)

#### Social/Behavioral Science (9 semester hours required)

Three courses from at least two different discipline areas must be selected.

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
Subtotal							(9)

#### Mathematics (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
Subtotal							(3-4)

#### Natural Sciences (4 semester credit hours required from the following.)

AST	111	Descriptive Astronomy	3	0	0	0	3
AST	111A	Descriptive Astronomy Lab*	0	2	0	0	1
BIO	111	General Biology I	3	3	0	0	4
CHM	151	General Chemistry I	3	3	0	0	4
Subtotal							(4)

\*Denotes a corequisite, course cannot be taken by itself.

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

**Total Semester Credit Hours in Pathway..... 32-41\***

### Associate in Engineering Pathway (P1052C)

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

Class Lab Clinic Work Credit Exp.

**Required Courses** (15 semester hours required)

ACA 122	College Transfer Success	0	2	0	0	1
DFT 170	Engineering Graphics	2	2	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3
EGR 150	Introduction to Engineering	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Subtotal						(15)

**Humanities/Fine Arts** (3 semester hours required)

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 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
PHI 240	Introduction to Ethics	3	0	0	0	3
Subtotal						(3)

**Mathematics** (8 semester credit hours required from the following)

MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
Subtotal						(8)

**\*\* This total excludes the 8 credit hours from MAT 171 and MAT 172, which are prerequisites and not part of the program.\*\***

**Natural Sciences** (8 semester credit hours required from the following)

CHM 151	General Chemistry I	3	3	0	0	4
PHY 251	General Physics I	3	2	0	0	4
PHY 252	General Physics II	3	2	0	0	4
Subtotal						(8)

**\*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

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

**Total Semester Credit Hours in Pathway..... 34**

### Associate Degree Nursing (ADN) Pathway (P1032C)

The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing.

Class Lab Clinic Work Credit Exp.

**Required Courses** (7 semester hours required)

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Or						
ENG 114	Professional Research & Report	3	0	0	0	3
ACA 122	College Transfer Success	0	2	0	0	1
Subtotal						(7)

**Humanities/Fine Arts** (3 semester hours required)

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
PHI 240	Introduction to Ethics	3	0	0	0	3
Subtotal						(3)

**Social/Behavioral Science** (6 semester hours required)

PSY 150	General Psychology	3	0	0	0	3
PSY 241	Developmental Psych	3	0	0	0	3
Subtotal						(6)

**Natural Sciences** (One science sequence must be selected from the following.)

BIO 165	Anatomy and Physiology I	3	3	0	0	4
And						
BIO 166	Anatomy and Physiology II	3	3	0	0	4
Or						
BIO 168	Anatomy and Physiology I	3	3	0	0	4
And						
BIO 169	Anatomy and Physiology II	3	3	0	0	4
Subtotal						(8)

**Total Semester Credit Hours in Pathway..... 24**

### Associate in Science Pathway (P1042C)

This pathway is designed for high school juniors and seniors who wish to begin study toward an Associate in Arts degree and a baccalaureate degree in a STEM or technical major.

Class Lab Clinic Work Credit Exp.

**Required Courses** (7 semester hours required)

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
ACA 122	College Transfer Success	0	2	0	0	1
Subtotal						(7)

**Humanities/Fine Arts** (6 semester hours required)

Two courses from two different discipline areas must be selected.

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 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
PHI 240	Introduction to Ethics	3	0	0	0	3
Subtotal						(6)

**Social/Behavioral Science** (6 semester hours required)

Two courses from two different discipline areas must be selected.

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
Subtotal						(6)

**Mathematics** (Select two 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 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
Subtotal						(8)

**Natural Sciences** (One science sequence must be selected from the following.)

BIO 111	General Biology I	3	3	0	0	4
And						
BIO 112	General Biology II	3	3	0	0	4
Or						
CHM 151	General Chemistry I	3	3	0	0	4
And						
CHM 152	General Chemistry II	3	3	0	0	4
Or						
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
Subtotal						(8)

**\*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

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

**Total Semester Credit Hours in Pathway 35-43\***

# Career Technical Education Pathways for High School Students

## Accounting and Finance - Accounting and Finance Core (C25800BP) Certificate - CCP

			Class	Lab	Clinic	Work Credit	Exp.
ACC 120	Prin of Financial Accounting	3	2	0	0	4	
ACC 121	Prin of Managerial Accounting	3	2	0	0	4	
BUS 115	Business Law I	3	0	0	0	3	
ECO 251	Principles of Microeconomics	3	0	0	0	3	

**Total Semester Credit Hours in Program..... 14**

## Accounting and Finance - Bookkeeping Certificate - CCP (C25800KP)

			Class	Lab	Clinic	Work Credit	Exp.
ACC 120	Prin of Financial Accounting	3	2	0	0	4	
ACC 121	Prin of Managerial Accounting	3	2	0	0	4	
ACC 122	Principles of Financial Acct. II	3	0	0	0	3	
ACC 150	Accounting Software Appl	1	3	0	0	2	
CTS 130	Spreadsheet	2	2	0	0	3	

**Total Semester Credit Hours in Program..... 16**

## Accounting and Finance - Payroll Certificate - CCP (C25800DP)

			Class	Lab	Clinic	Work Credit	Exp.
ACC 120	Prin of Financial Accounting	3	2	0	0	4	
ACC 122	Principles of Financial Acct. II	3	0	0	0	3	
ACC 140	Payroll Accounting	1	3	0	0	2	
ACC 150	Accounting Software Appl	1	3	0	0	2	
BUS 153	Human Resource Management	3	0	0	0	3	
CTS 130	Spreadsheet	2	2	0	0	3	

**Total Semester Credit Hours in Program..... 17**

## Alternative Transportation Technology Diploma – CCP (D60420P)

			Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	1	
ATT 115	Green Trans Safety and Service	1	2	0	0	2	
ATT 125	Hybrid-Electric Transportation	2	4	0	0	4	
ATT 130	Biofuels for Transportation	2	3	0	0	3	
ATT 135	Gaseous Fuels for Transport	2	3	0	0	3	
ATT 140	Emerging Transport Tech	2	3	0	0	3	
ENG 110	Freshman Composition	3	0	0	0	3	
MAT 110	Math Measurement & Literacy	2	2	0	0	3	
TRN 120	Basic Transport Electricity	4	3	0	0	5	
TRN 130	Intro to Sustainable Transport	2	2	0	0	3	
TRN 140	Transport Climate Control	1	2	0	0	2	
TRN 140A	Transport Climate Control Lab*	1	2	0	0	2	
TRN 145	Advanced Transp Electronics	2	3	0	0	3	

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 37**

**Alternative Transportation Technology – Alternative Fuels**

**Certificate – CCP (C60420FP)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
ATT	115	Green Trans Safety and Service	1	2	0	0	2
ATT	135	Gaseous Fuels for Trans	2	3	0	0	3
ATT	140	Emerging Transport Tech	2	3	0	0	3
TRN	120	Basic Transport Electricity	4	3	0	0	5
TRN	130	Intro to Sustainable Trans	2	2	0	0	3

**Total Semester Credit Hours in Program..... 16**

**Automotive Light-Duty Diesel Technology Diploma – CCP (D60430P)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
ACA	115	Success and Study Skills	0	2	0	0	1
ATT	130	Biofuels for Transportation	2	3	0	0	3
ENG	110	Freshman Composition	3	0	0	0	3
HET	134	Diesel Fuel & Power Sys	2	3	0	0	3
LDD	112	Intro to Light-Duty Diesel	2	2	0	0	3
LDD	116	Diesel Electric Drive	2	6	0	0	4
LDD	181	LDD Fuel Systems	2	6	0	0	4
LDD	183	Air, Exhaust, Emissions	2	6	0	0	4
MAT	110	Math Measurement & Literacy	2	2	0	0	3
TRN	120	Basic Transport Electricity	4	3	0	0	5
TRN	130	Intro to Sustainable Trans	2	2	0	0	3
TRN	140	Transport Climate Control	1	2	0	0	2
TRN	140A	Transport Climate Control Lab*	1	2	0	0	2

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 40**

**Automotive Light-Duty Diesel Technology - Light-Duty Diesel Fuel Systems**

**Certificate – CCP (C60430LP)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
LDD	112	Intro Light-Duty Diesel	2	2	0	0	3
LDD	181	LDD Fuel Systems	2	6	0	0	4
LDD	183	Air, Exhaust, Emissions	2	6	0	0	4
TRN	120	Basic Transport Electricity	4	3	0	0	5

**Total Semester Credit Hours in Program..... 16**

**Automotive Systems Technology Diploma – CCP (D60160P)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
ACA	115	Success and Study Skills	0	2	0	0	1
AUT	141	Suspension and Steering Sys	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
AUT	181	Engine Performance 1	2	3	0	0	3
AUT	181A	Engine Performance 1 Lab*	0	3	0	0	1
AUT	183	Engine Performance 2	2	6	0	0	4
ENG	110	Freshman Composition	3	0	0	0	3
MAT	110	Math Measurement & Literacy	2	2	0	0	3
TRN	111	Chassis Maint/Light Repair	2	6	0	0	4
TRN	112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN	120	Basic Transport Electricity	4	3	0	0	5
TRN	130	Intro to Sustainable Trans	2	2	0	0	3
TRN	140	Transport Climate Control	1	2	0	0	2
TRN	140A	Transport Climate Control Lab*	1	2	0	0	2

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 43**

**Automotive Systems Technology – Engine Performance**

**Certificate – CCP (C60160P)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
AUT	181	Engine Performance 1	2	3	0	0	3
AUT	181A	Engine Performance 1 Lab*	0	3	0	0	1
AUT	183	Engine Performance 2	2	6	0	0	4
TRN	112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN	120	Basic Transport Electricity	4	3	0	0	5

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 17**

**Automotive Systems Technology – Auto MAST Level I**

**Certificate – CCP (C60160NP)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
AUT	141	Suspension and Steering	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
TRN	111	Chassis Maint/Light Repair	2	6	0	0	4
TRN	130	Intro to Sustainable Trans	2	2	0	0	3

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 15**

**Automotive Systems Technology – Auto MAST Level II**

**Certificate – CCP (C60160EP)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
AUT	181	Engine Performance 1	2	3	0	0	3
AUT	181A	Engine Performance 1 Lab*	0	3	0	0	1
TRN	112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN	120	Basic Transport Electricity	4	3	0	0	5
TRN	140	Trans Climate Control	1	2	0	0	2
TRN	140A	Trans Climate Control Lab	1	2	0	0	2

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 17**

**Business Administration - Basic Certificate – CCP (C25120P)**

			Class	Lab	Clinic	Work	Credit
						Exp.	
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
MKT	120	Principles of Marketing	3	0	0	0	3

**Total Semester Credit Hours in Program..... 15**

**Business Administration - Entrepreneurship  
Certificate – CCP (C25120EP)**

	Class	Lab	Clinic	Work Exp.	Credit
ACC 120	Princip of Financial Accounting	3	2	0	4
BUS 139	Entrepreneurship I	3	0	0	3
BUS 230	Small Business Mgmt	2	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 232	Social Media Marketing	3	2	0	4

**Total Semester Credit Hours in Program..... 17**

**Collision Repair and Refinishing Technology  
Diploma – CCP (D60130P)**

	Class	Lab	Clinic	Work Exp.	Credit
ACA 115	Success and Study Skills	0	2	0	1
AUB 111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 131	Structural Damage I	2	4	0	4
AUB 136	Plastics and Adhesives	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2
ENG 110	Freshman Composition	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
TRN 111	Chassis Maint/Light Repair	2	6	0	4
TRN 120	Basic Transport Electricity	4	3	0	5
TRN 140	Transport Climate Control	1	2	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	2
TRN 180	Basic Welding for Transport	1	4	0	3
TRN 180A	Basic Welding for Trans Lab*	0	3	0	1

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 40**

**Collision Repair and Refinishing –  
Insurance Estimating  
Certificate – CCP (C60130IP)**

	Class	Lab	Clinic	Work Exp.	Credit
AUB 111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 131	Structural Damage I	2	4	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
AUB 162	Autobody Estimating	1	2	0	2

**Total Semester Credit Hours in Program..... 16**

**Computer-Integrated Machining  
Diploma – CCP (D50210P)**

	Class	Lab	Clinic	Work Exp.	Credit
ACA 115	Success and Study Skills	0	2	0	1
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 125	Appl Software for Tech	1	2	0	2
ENG 111	Writing and Inquiry	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MAC 112	Machining Technology II	2	12	0	6
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 141	Machining Applications I	2	6	0	4
MAC 151	Machining Calculations	1	2	0	2
MAT 110	Math Measure & Literacy	2	2	0	3
WBL 111	Work-Based Learning	0	0	0	10

**Total Semester Credit Hours in Program..... 37**

**Computer-Integrated Machining – CNC  
Turning Operator  
Certificate – CCP (C50210TP)**

	Class	Lab	Clinic	Work Exp.	Credit
BPR 111	Print Reading	1	2	0	2
MAC 112	Machining Technology II	2	12	0	6
MAC 121	Intro to CNC	2	0	0	2
MAC 122	CNC Turning	1	3	0	2
MAC 141	Machining Applications I	2	6	0	4

**Total Semester Credit Hours in Program..... 16**

**Computer-Integrated Machining – CNC  
Milling Operator  
Certificate – CCP (C50210MP)**

	Class	Lab	Clinic	Work Exp.	Credit
BPR 111	Print Reading	1	2	0	2
MAC 112	Machining Technology II	2	12	0	6
MAC 121	Intro to CNC	2	0	0	2
MAC 124	CNC Milling	1	3	0	2
MAC 141	Machining Applications I	2	6	0	4

**Total Semester Credit Hours in Program..... 16**

**Computer-Integrated Machining –  
Machinist – Entry  
Certificate – CCP (C50210EP)**

	Class	Lab	Clinic	Work Exp.	Credit
BPR 111	Print Reading	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 112	Machining Technology II	2	12	0	6
MAC 141	Machining Applications I	2	6	0	4
MAC 151	Machining Calculations	1	2	0	2

**Total Semester Credit Hours in Program..... 16**

**Computer-Integrated Machining –  
Manufacturing Technician  
Certificate - CCP (C50210FP)**

	Class	Lab	Clinic	Work Exp.	Credit
ATR 112	Intro to Automation	2	3	0	3
BPR 111	Print Reading	1	2	0	2
BPR 121	Blueprint Reading-Mech	1	2	0	2
EGR 125	Appl Software for Tech	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 121	Intro to CNC	2	0	0	2
MAT 110	Math Measure & Literacy	2	2	0	3

**Total Semester Credit Hours in Program..... 16**

**Computer-Integrated Machining – Plastic Injection Molding**  
**Certificate - CCP (C50210PP)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
ATR 112	Intro to Automation	2	3	0	0	3
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
PLA 110	Intro to Plastics	2	0	0	0	2
PLA 162	Plastics Manuf Processes	2	3	0	0	3

**Total Semester Credit Hours in Program..... 12**

**Criminal Justice Technology - Foundations of CJC**  
**Certificate – CCP (C55180P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
CJC 111	Intro 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 131	Criminal Law	3	0	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3

**Total Semester Credit Hours in Program..... 18**

**Education–Infant/Toddler Care**  
**Certificate – CCP (C55290P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
EDU 119	Intro to Early Child 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 153	Health, Safety & Nutrition	3	0	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	0	3

**Total Semester Credit Hours in Program..... 16**

**Education–Early Childhood Preschool**  
**Certificate – CCP (C55860P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
EDU 119	Intro to Early Child Education	4	0	0	0	4
EDU 131	Child, Family, & 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 153	Health, Safety and Nutrition	3	0	0	0	3

**Total Semester Credit Hours in Program..... 16**

**Education-School-Age – Teacher Educator**  
**Certificate– CCP (C55440TP)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
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 216	Foundations of Education	3	0	0	0	3
EDU 221	Children with Exceptionalities*	3	0	0	0	3

\*Must have EDU 144 and EDU 145 before taking this course

**Total Semester Credit Hours in Program..... 15**

**Electronics Engineering Technology Basic**  
**Certificate – CCP (C40200P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
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

**Total Semester Credit Hours in Program..... 12**

**Emergency Medical Science**  
**Certificate – CCP (C45340P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
BIO 168	Anatomy & Physiology I	3	3	0	0	4
BIO 169	Anatomy & Physiology II	3	3	0	0	4
EMS 110	EMT	6	6	3	0	9
HSC 110	Orientation to Health Careers	1	0	0	0	1

**Total Semester Credit Hours in Program..... 18**

**Film and Video Production Technology**  
**Certificate – CCP (C30140P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
FVP 111	Intro to Film and Video	2	3	0	0	3
FVP 113	Grip & Electrical I	1	4	0	0	3
FVP 114	Camera & lighting I	2	3	0	0	3
FVP 116	Sound Operations	2	3	0	0	3
FVP 220	Editing I	2	3	0	0	3

**Total Semester Credit Hours in Program..... 15**

**Fire Protection Technology**  
**Diploma – CCP (D55240P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
ACA 115	Success & Study Skills	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
FIP 120	Intro to Fire Protection	3	0	0	0	3
FIP 124	Fire Prevention and Public Ed	3	0	0	0	3
FIP 128	Detection and Investigation	3	0	0	0	3
FIP 132	Building Construction	3	0	0	0	3
FIP 146	Fire Protection Systems	3	2	0	0	4
FIP 152	Fire Protection Law	3	0	0	0	3
FIP 220	Fire-Fighting Strategies	3	0	0	0	3
FIP 221	Adv Fire Fighting Strategies	3	0	0	0	3
FIP 228	Local Govt Finance	3	0	0	0	3
FIP 240	Fire Service Supervision	3	0	0	0	3
FIP 276	Managing Fire Services	3	0	0	0	3

**Total Semester Credit Hours in Program..... 41**

**Fire Protection Technology**  
**Certificate – CCP (C55240P)**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
FIP 120	Intro to Fire Protection	3	0	0	0	3
FIP 124	Fire Prevention and Public Ed	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 Govt Finance	3	0	0	0	3

**Total Semester Credit Hours in Program..... 18**

**Horticulture Technology - Landscape****Certificate – CCP (C15240LP)**

	Class	Lab	Clinic	Work	Credit	Exp.
HOR 112	Landscape Design I	2	3	0	0	3
HOR 114	Landscape Construction	2	2	0	0	3
HOR 116	Landscape Management I	2	2	0	0	3
HOR 118	Equipment Op & Maint	1	3	0	0	2
HOR 213	Landscape Design II	2	2	0	0	3
HOR 215	Landscape Irrigation	2	2	0	0	3

**Total Semester Credit Hours in Program..... 17****Horticulture Technology - Turfgrass****Certificate – CCP (C15240TP)**

	Class	Lab	Clinic	Work	Credit	Exp.
GCM 220	Golf Course Maint Systems	3	0	0	0	3
HOR 118	Equipment Op & Maint	1	3	0	0	2
HOR 215	Landscape Irrigation	2	2	0	0	3
TRF 110	Intro Turfgrass Cult & ID	3	2	0	0	4
TRF 260	Adv Turfgrass Mgmt	3	2	0	0	4

**Total Semester Credit Hours in Program..... 16****Information Technology -****Computer Programming****Certificate – CCP (C25590CP)**

	Class	Lab	Clinic	Work	Credit	Exp.
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 115	Info Sys Business Concepts	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
CSC 153	C# Programming	2	3	0	0	3
CSC 251	Adv JAVA Programming	2	3	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3

**Total Semester Credit Hours in Program..... 18****Information Technology - Operating System Admin****Certificate – CCP (C25590SP)**

	Class	Lab	Clinic	Work	Credit	Exp.
CTI 120	Network & Sec Foundation	2	2	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 220	Linux/Unix Admin I	2	2	0	0	3
NOS 230	Windows Administration I	2	2	0	0	3
SEC 160	Security Administration I	2	2	0	0	3

**Total Semester Credit Hours in Program..... 18****Information Technology - Routing & Switching****Certificate – CCP (C25590RP)**

	Class	Lab	Clinic	Work	Credit	Exp.
CTI 120	Network & Sec Foundation	2	2	0	0	3
NET 125	Introduction to Networks	1	4	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NET 225	Routing & Switching I	1	4	0	0	3
NET 226	Routing and Switching II	1	4	0	0	3
SEC 160	Security Administration I	2	2	0	0	3

**Total Semester Credit Hours in Program..... 18****Interpreter Education -****ASL and Deaf Culture****Certificate – CCP (C55300P)**

	Class	Lab	Clinic	Work	Credit	Exp.
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 281	ASL Lab 3	0	2	0	0	1
IPP 112	Comparative Cultures	3	0	0	0	3

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 15****Mechanical Engineering Technology****Hydraulics Certificate – CCP (C40320HP)**

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	1
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 128	Introduction to PLC	2	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
HYD 121	Hydraulics/Pneumatics II	1	3	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MEC 130	Mechanisms	2	2	0	0	3

**Total Semester Credit Hours in Program..... 16****Mechatronics Engineering Technology - Industrial Manufacturing Production Technician - Apprenticeship****Certificate – CCP (C40350AP)**

	Class	Lab	Clinic	Work	Credit	Exp.
EGR 115	Intro to Technology	2	3	0	0	3
EGR 115A	Intro to Technology Lab	0	3	0	0	1
ISC 170	Problem Solving Skills	3	0	0	0	3
ISC 220	Lean Manufacturing	2	2	0	0	3
MAC 171	Measure/Material & Safety	0	2	0	0	1
MNT 110	Intro to Maint Procedures	1	3	0	0	2

**Total Semester Credit Hours in Program..... 13****Mechatronics Engineering Technology – Basic Certificate – CCP (C40350BP)**

	Class	Lab	Clinic	Work	Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	0	1
EGR 125	Appl Software for Tech	1	2	0	0	2
EGR 150	Introduction to Engineering	1	2	0	0	2
ELC 128	Intro to PLC	2	3	0	0	3
ELC 131	Circuit Analysis I	3	3	0	0	4
ISC 112	Industrial Safety	2	0	0	0	2

**Total Semester Credit Hours in Program..... 14**

**Mechatronics Engineering Technology - Maintenance**

**Certificate – CCP (C40350MP)**

	Class	Lab	Clinic	Work Credit	Exp.
ATR 112	Intro to Automation	2	3	0	3
EGR 125	Appl Software for Tech	1	2	0	2
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4

**Total Semester Credit Hours in Program..... 16**

**Nurse Aide**

**Certificate – CCP (C45840P)**

	Class	Lab	Clinic	Work Credit	Exp.
NAS 101	Nurse Aide I	3	4	3	6
NAS 103	Home Health Care Nurse Aide	4	4	0	6

**Total Semester Credit Hours in Program..... 12**

**Simulation and Game Development**

**Certificate – CCP (C25450P)**

	Class	Lab	Clinic	Work Credit	Exp.
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3

**Total Semester Credit Hours in Program..... 15**

**Welding Technology**

**Diploma – CCP (D50420P)**

	Class	Lab	Clinic	Work Credit	Exp.
ACA 115	Success and Study Skills	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
WLD 265	Automated Welding/Cutting	2	6	0	4

**Total Semester Credit Hours in Program..... 39**

**Welding Technology – Basic Welding**

**Certificate – CCP (C50420BP)**

	Class	Lab	Clinic	Work Credit	Exp.
WLD 110	Cutting Processes	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 117	Industrial SMAW	1	4	0	3
WLD 141	Symbols & Specifications	2	2	0	3
WLD 212	Inert Gas Welding	1	3	0	2

**Total Semester Credit Hours in Program..... 12**

**Welding Technology – Multiple Plate Welding**

**Certificate – CCP (C50420EP)**

	Class	Lab	Clinic	Work Credit	Exp.
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3

**Total Semester Credit Hours in Program..... 18**

**Welding Technology – Industrial Welding**

**Certificate – CCP (C50420IP)**

	Class	Lab	Clinic	Work Credit	Exp.
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 117	Industrial SMAW	1	4	0	3
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4

**Total Semester Credit Hours in Program..... 16**

**Welding Technology – Industrial Maintenance**

**Certificate – CCP (C50420MP)**

	Class	Lab	Clinic	Work Credit	Exp.
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4

**Total Semester Credit Hours in Program..... 16**

# Horticulture Programs

## Horticulture Technology (A15240) Associate in Applied Science Degree

Plant Systems Pathway Description: These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Horticulture Technology program description: A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
HOR	112	Landscape Design I	2	3	0	0	3	
HOR	124	Nursery Operations	2	3	0	0	3	
		Or						
HOR	134	Greenhouse Operations	2	2	0	0	3	
HOR	160	Plant Materials I	2	2	0	0	3	
HOR	162	Applied Plant Science	2	2	0	0	3	
HOR	168	Plant Propagation	2	2	0	0	3	
		Subtotal						(16)
<b>Spring Semester</b>								
ENG	111	Writing and Inquiry	3	0	0	0	3	
HOR	161	Plant Materials II	2	2	0	0	3	
HOR	166	Soils and Fertilizers	2	2	0	0	3	
HOR	235	Greenhouse Production	2	2	0	0	3	
		Social/Behavioral Science Elective**					3	
		Subtotal						(15)
<b>Summer Term</b>								
HOR	152	Horticultural Practices	0	3	0	0	1	
HOR	164	Horticulture Pest Mgt	2	2	0	0	3	
HOR	265	Advanced Plant Materials	1	2	0	0	2	
MAT	110	Math Measurement & Literacy	2	2	0	0	3	
		Subtotal						(9)

**Fall Semester**

AGR	121	Biological Pest Mgmt	3	0	0	0	3	
COM	231	Public Speaking	3	0	0	0	3	
		Or						
ENG	114	Prof Research and Reporting	3	0	0	0	3	
		Major Course Elective***					9	
		Subtotal						(15)

**Spring Semester**

WBL	111	Work-Based Learning I	0	0	0	10	1	
		Humanities Elective**					3	
		Major Course Elective***					9	
		Subtotal						(13)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

AGR	265	Organic Crop Prod: Spring	2	2	0	0	3	
AGR	267	Permaculture	2	2	0	0	3	
BUS	280	REAL Small Business	4	0	0	0	4	
CIS	110	Introduction to Computers	2	2	0	0	3	
GCM	220	Golf Course Maint Systems	3	0	0	0	3	
HOR	114	Landscape Construction	2	2	0	0	3	
HOR	116	Landscape Management I	2	2	0	0	3	
HOR	118	Equipment Op & Maint	1	3	0	0	2	
HOR	142	Fruit & Vegetable Prod	1	2	0	0	2	
HOR	154	Intro to Horticultural Therapy	2	4	0	0	4	
HOR	213	Landscape Design II	2	2	0	0	3	
HOR	215	Landscape Irrigation	2	2	0	0	3	
HOR	225	Nursery Production	2	2	0	0	3	
HOR	245	Hort Specialty Crops	2	2	0	0	3	
HOR	257	Arboriculture Practices	1	3	0	0	2	
HOR	271	Garden Center Mgmt	2	0	0	0	2	
TRF	110	Intro Turfgrass Cult & ID	3	2	0	0	4	
TRF	260	Adv Turfgrass Mgmt	3	2	0	0	4	
VEN	135	Intro to Viticulture	3	2	0	0	4	

**Total Hours Required in Program.....68**

Students may earn a more focused Associate of Applied Science degree in Horticulture Technology by selecting the Major Course Electives included in the following pathways:

**Landscape Pathway (A15240L)**

HOR	114	Landscape Construction	2	2	0	0	3	
HOR	116	Landscape Management I	2	2	0	0	3	
HOR	118	Equipment Op & Maint	1	3	0	0	2	
HOR	213	Landscape Design II	2	2	0	0	3	
HOR	215	Landscape Irrigation	2	2	0	0	3	
TRF	110	Intro Turfgrass Cult & ID	3	2	0	0	4	

**Ornamental Plant Production Pathway (A15240H)**

HOR	118	Equipment Op & Maint	1	3	0	0	2	
HOR	124	Nursery Operations	2	3	0	0	3	
HOR	134	Greenhouse Operations	2	2	0	0	3	
HOR	215	Landscape Irrigation	2	2	0	0	3	
HOR	225	Nursery Production	2	2	0	0	3	
HOR	245	Hort Specialty Crops	2	2	0	0	3	
HOR	257	Arboriculture Practices	1	3	0	0	2	

**Small Fruits/Specialty Crops Pathway (A15240S)**

AGR	265	Organic Crop Prod: Spring	2	2	0	0	3	
HOR	118	Equipment Op & Maint	1	3	0	0	2	
HOR	142	Fruit & Vegetable Prod	1	2	0	0	2	
HOR	225	Nursery Production	2	2	0	0	3	
HOR	245	Hort Specialty Crops	2	2	0	0	3	
VEN	135	Intro to Viticulture	3	2	0	0	4	

**Turfgrass Management Pathway (A15240T)**

GCM 220	Golf Course Maint Systems	3	0	0	0	3
HOR 118	Equipment Op & Maint	1	3	0	0	2
HOR 215	Landscape Irrigation	2	2	0	0	3
HOR 257	Arboriculture Practices	1	3	0	0	2
TRF 110	Intro Turfgrass Cult & ID	3	2	0	0	4
TRF 260	Adv Turfgrass Mgmt	3	2	0	0	4

**Horticulture Technology (D15240)**

**Diploma**

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
HOR 112	Landscape Design I	2	3	0	0	3
HOR 124	Nursery Operations	2	3	0	0	3
Or						
HOR 134	Greenhouse Operations	2	2	0	0	3
HOR 160	Plant Materials I	2	2	0	0	3
HOR 162	Applied Plant Science	2	2	0	0	3
HOR 168	Plant Propagation	2	2	0	0	3
Subtotal						(16)

**Spring Semester**

ENG 111	Writing and Inquiry	3	0	0	0	3
HOR 161	Plant Materials II	2	2	0	0	3
HOR 166	Soils and Fertilizers	2	2	0	0	3
HOR 235	Greenhouse Production	2	2	0	0	3
Subtotal						(12)

**Summer Term**

HOR 152	Horticultural Practices	0	3	0	0	1
HOR 164	Horticulture Pest Mgt	2	2	0	0	3
HOR 265	Advanced Plant Materials	1	2	0	0	2
MAT 110	Math Measurement & Literacy	2	2	0	0	3
Subtotal						(9)

**Total Semester Credit Hours in Program..... 37**

**Horticulture – Landscape (C15240L)**

**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Required Courses**

HOR 112	Landscape Design I	2	3	0	0	3
HOR 114	Landscape Construction	2	2	0	0	3
HOR 116	Landscape Management I	2	2	0	0	3
HOR 118	Equipment Op & Maint	1	3	0	0	2
HOR 213	Landscape Design II	2	2	0	0	3
HOR 215	Landscape Irrigation	2	2	0	0	3

**Total Semester Credit Hours in Program..... 17**

**Horticulture – Ornamental Plant Production (C15240H)**

**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Required Courses**

AGR 121	Biological Pest Mgmt	3	0	0	0	3
HOR 168	Plant Propagation	2	2	0	0	3
HOR 225	Nursery Production	2	2	0	0	3
HOR 235	Greenhouse Production	2	2	0	0	3
HOR 245	Hort Specialty Crops	2	2	0	0	3
HOR 257	Arboriculture Practices	1	3	0	0	2

**Total Semester Credit Hours in Program..... 17**

**Horticulture – Small Fruits/Specialty Crops (C15240SF)**

**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Required Courses**

AGR 121	Biological Pest Mgmt	3	0	0	0	3
AGR 265	Organic Crop Prod: Spring	2	2	0	0	3
HOR 142	Fruit & Vegetable Prod	1	2	0	0	2
HOR 225	Nursery Production	2	2	0	0	3
HOR 235	Greenhouse Production	2	2	0	0	3
HOR 245	Hort Specialty Crops	2	2	0	0	3

**Total Semester Credit Hours in Program..... 17**

**Horticulture – Turfgrass Management (C15240TM)**

**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Required Courses**

GCM 220	Golf Course Maint Systems	3	0	0	0	3
HOR 118	Equipment Op & Maint	1	3	0	0	2
HOR 215	Landscape Irrigation	2	2	0	0	3
TRF 110	Intro Turfgrass Cult & ID	3	2	0	0	4
TRF 260	Adv Turfgrass Mgmt	3	2	0	0	4

**Total Semester Credit Hours in Program..... 16**

# Information Technology Programs

## Information Technology Associate in Applied Science Degree

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector and with organizations that use information technology systems to process information and automate business processes.

Course work is designed to develop a student's ability to create, store, communicate, exchange, and use information to solve technical issues related to information security, interactive media, network systems, software development, and information technology support and services.

Graduates should qualify for employment in entry-level positions with business, 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

## Information Technology - Computer Programming & Development Pathway (A25590PR)

### Associate in Applied Science Degree

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA	115					1
	Or					
ACA	122					1
CIS	115					3
CSC	151					3
CTI	110					3
CTI	120					3
ENG	111					3
	Subtotal					(16)
<b>Spring Semester</b>						
CIS	110					3
CSC	153					3
CSC	251					3
CTS	115					3
CTS	130					3
DBA	110					3
	Subtotal					(18)
<b>Summer Term</b>						
ENG	114					3
MAT	143					3
	Or					
MAT	152					4
	Or					
MAT	171					4
	Subtotal					(6-7)
<b>Fall Semester</b>						
CSC	121					3
CTS	240					3
NOS	120					3
	Or					
NOS	125					3
	Or					
NOS	130					3
	Social/Behavioral Science Elective**					3
	Subtotal					(12)

### Spring Semester

CSC	249	Data Structure & Algorithms	2	3	0	0	3
WBL	111	Work-Based Learning I	0	0	0	10	1
		Humanities Elective**					3
		Major Course Electives****					6
		Subtotal					(13)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....65-66**

## Information Technology - Network Management Pathway (A25590NE)

### Associate in Applied Science Degree

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA	115					1
	Or					
ACA	122					1
CTI	110					3
CTI	120					3
ENG	111					3
NET	125					3
NET	225					3
	Subtotal					(16)
<b>Spring Semester</b>						
CIS	110					3
CTS	115					3
NET	126					3
NET	226					3
	Subtotal					(12)
<b>Summer Term</b>						
ENG	114					3
MAT	143					3
	Or					
MAT	152					4
	Or					
MAT	171					4
	Subtotal					(6-7)
<b>Fall Semester</b>						
CTI	141					3
	Or					
CTS	130					3
	Or					
DBA	110					3
CTS	240					3
NOS	120					3
	Or					
NOS	125					3
NOS	130					3
SEC	160					3
	Subtotal					(15)
<b>Spring Semester</b>						
NOS	230					3
WBL	111					1
	Humanities Elective**					3
	Social/Behavioral Science Elective**					3
	Major Course Electives****					6
	Subtotal					(16)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....65-66**

**Information Technology - Support and Services Pathway (A25590SS)**  
**Associate in Applied Science Degree**

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
CTI 110	Web, Pgm & DB Foundation	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
CTS 120	Hardware/Software Support	2	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NOS 130	Windows Single user	2	2	0	0	3
	Subtotal					(16)

<b>Spring Semester</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
	Or					
DBA 110	Database Concepts	2	3	0	0	3
CTS 155	Tech Support Functions	2	2	0	0	3
CTS 220	Adv Hard/Software Support	2	3	0	0	3
	Subtotal					(15)

<b>Summer Term</b>						
ENG 114	Writing and Inquiry	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
	Or					
MAT 171	Precalculus Algebra	3	2	0	0	4
	Subtotal					(6-7)

<b>Fall Semester</b>						
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTS 240	Project Management	2	2	0	0	3
NET 125	Introduction to Networks	1	4	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
	Social/Behavioral Science Elective**					3
	Subtotal					(15)

<b>Spring Semester</b>						
NOS 230	Windows Administration I	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Humanities Elective**					3
	Major Course Electives****					6
	Subtotal					(13)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following: (select courses not already required for your pathway)

BUS 110	Introduction to Business	3	0	0	0	3
CIS 115	Intro to Prog & Logic	2	3	0	0	3
CSC 111	Intro to Ethical Hacking	3	0	0	0	3
CSC 121	Python Programming	2	3	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
CSC 153	C# Programming	2	3	0	0	3
CSC 234	Advanced C++ Prog	2	3	0	0	3
CSC 251	Advanced JAVA Prog	2	3	0	0	3
CTI 141	Cloud & Storage Concepts	1	4	0	0	3
CTS 120	Hardware/Soft Support	2	3	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
CTS 155	Tech Support Functions	2	2	0	0	3
CTS 220	Adv Hard/Soft Support	2	3	0	0	3
CTS 225	Spreadsheet Data Analysis	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
NET 125	Introduction to Networks	1	4	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NET 225	Routing & Switching I	1	4	0	0	3

NET 226	Routing and Switching II	1	4	0	0	3
NET 241	Introduction to VOIP	2	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	0	3
NOS 125	Linux/Unix Scripting	2	2	0	0	3
NOS 220	Linux/Unix Admin I	2	2	0	0	3
NOS 230	Windows Administration I	2	2	0	0	3
SEC 110	Security Concepts	2	2	0	0	3
SEC 150	Secure Communications	2	2	0	0	3
SEC 160	Security Administration I	2	2	0	0	3
WEB 115	Web Markup and Scripting	2	2	0	0	3
WEB 151	Mobile Application Dev I	2	2	0	0	3

**Total Semester Credit Hours in Program.....65-66**

**Computer Programming (D25590PR)**  
**Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		

<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 115	Intro to Prog & Logic	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
CTI 110	Web, Pgm & DB Foundation	2	2	0	0	3
CTI 120	Network & Sec Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(16)

<b>Spring Semester</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
CSC 153	C# Programming	2	3	0	0	3
CSC 249	Data Structure & Algorithms	2	3	0	0	3
CSC 251	Adv JAVA Programming	2	3	0	0	3
	Subtotal					(15)

<b>Fall Semester</b>						
CSC 121	Python Programming	2	3	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
	Or					
DBA 110	Database Concepts	2	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
	Or					
MAT 152	Statistical Methods I	3	2	0	0	4
	Or					
MAT 171	Precalculus Algebra	3	2	0	0	4
	Subtotal					(9-10)

**Total Semester Credit Hours in Program..... 40-41**

### System Support (D25590SS) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Or						
ACA	122	College Transfer Success	0	2	0	0	1	
CTI	110	Web, Pgm & DB Foundation	2	2	0	0	3	
CTI	120	Network & Sec Foundation	2	2	0	0	3	
CTS	120	Hardware/Software Support	2	3	0	0	3	
CTS	155	Tech Support Functions	2	2	0	0	3	
ENG	111	Writing and Inquiry	3	0	0	0	3	
		Subtotal					(16)	

<b>Spring Semester</b>								
CIS	110	Introduction to Computers	2	2	0	0	3	
CTS	115	Info Sys Business Concepts	3	0	0	0	3	
CTS	220	Adv Hard/Software Support	2	3	0	0	3	
MAT	143	Quantitative Literacy	2	2	0	0	3	
		Or						
MAT	152	Statistical Methods I	3	2	0	0	4	
		Or						
MAT	171	Precalculus Algebra	3	2	0	0	4	
NOS	230	Windows Administration I	2	2	0	0	3	
		Subtotal					(15-16)	

<b>Fall Semester</b>								
CTI	141	Cloud & Storage Concepts	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	
		Subtotal					(9)	

**Total Semester Credit Hours in Program..... 40-41**

### Computer Programming (C25590PR) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
CIS	110	Introduction to Computers	2	2	0	0	3	
CTS	115	Info Sys Business Concepts	2	3	0	0	3	
CSC	151	JAVA Programming	2	3	0	0	3	
		Subtotal					(9)	
<b>Spring Semester</b>								
CSC	153	C# Programming	2	3	0	0	3	
CSC	251	Adv JAVA Programming	2	3	0	0	3	
CTS	130	Spreadsheet	2	2	0	0	3	
		Subtotal					(9)	

**Total Semester Credit Hours in Program..... 18**

### Operating System Administration (C25590OS) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
CTI	120	Network & Sec Foundation	2	2	0	0	3	
NOS	120	Linux/UNIX Single User	2	2	0	0	3	
NOS	130	Windows Single user	2	2	0	0	3	
SEC	160	Security Administration I	2	2	0	0	3	
		Subtotal					(12)	
<b>Spring Semester</b>								
NOS	220	Linux/Unix Admin I	2	2	0	0	3	
NOS	230	Windows Administration I	2	2	0	0	3	
		Subtotal					(6)	

**Total Semester Credit Hours in Program..... 18**

### Routing and Switching (C25590RS) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
CTI	120	Network & Sec Foundation	2	2	0	0	3	
NET	125	Introduction to Networks	1	4	0	0	3	
NET	225	Routing & Switching I	1	4	0	0	3	
SEC	160	Security Administration I	2	2	0	0	3	
		Subtotal					(12)	
<b>Spring Semester</b>								
NET	126	Routing Basics	1	4	0	0	3	
NET	226	Routing and Switching II	1	4	0	0	3	
		Subtotal					(6)	

**Total Semester Credit Hours in Program..... 18**

# Interpreter Education Programs

## Interpreter Education (A55300) Associate in Applied Science Degree

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA	115					
	Or					
ACA	122					
ASL	111					
ASL	112					
ASL	181					
ASL	182					
IPP	111					
IPP	112					
	Subtotal					(15)
<b>Spring Semester</b>						
ASL	211					
ASL	212					
ASL	281					
ASL	282					
ENG	111					
IPP	130					
IPP	152					
	Subtotal					(17)
<b>Summer Term</b>						
ASL	221					
ASL	250					
MAT	143					
	Or					
MAT	152					
IPP	161					
	Subtotal					(14-15)

### Fall Semester

ASL	222	Advanced ASL II	3	0	0	0	3
ASL	252	ASL Classifiers	0	2	0	0	1
ENG	112	Writing/Research in the Discipl	3	0	0	0	3
	Or						
ENG	114	Prof. Research and Reporting	3	0	0	0	3
IPP	221	Simultaneous Interpreting I	2	6	0	0	5
	Subtotal						(12)

### Spring Semester

IPP	222	Simultaneous Interpret II	2	6	0	0	5
WBL	111	Work-Based Learning I	0	0	0	10	1
WBL	115	Work-Based Learning Seminar	1	0	0	0	1
		Humanities Elective**					3
		Social/Behavioral Science Elective**					3
	Subtotal						(13)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....71-72**

## Interpreter Education (D55300) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	Exp.
<b>Fall Semester</b>						
ACA	115					
	Or					
ACA	122					
ASL	111					
ASL	112					
ASL	181					
ASL	182					
IPP	111					
IPP	112					
	Subtotal					(15)
<b>Spring Semester</b>						
ASL	211					
ASL	212					
ASL	281					
ASL	282					
ENG	111					
IPP	152					
	Subtotal					(14)
<b>Summer Term</b>						
ASL	250					
MAT	143					
IPP	161					
	Subtotal					(11)

**Total Semester Credit Hours in Program.....40**

## Interpreter Education (C55300) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit
						Exp.	
ACA	115	Success and Study Skills	0	2	0	0	1
	Or						
ACA	122	College Transfer Success	0	2	0	0	1
ASL	111	Elementary ASL I	3	0	0	0	3
ASL	112	Elementary ASL II	3	0	0	0	3
ASL	181	ASL Lab I	0	2	0	0	1
ASL	182	ASL Lab 2	0	2	0	0	1
ENG	111	Writing and Inquiry	3	0	0	0	3
IPP	111	Intro to Interpretation	3	0	0	0	3
IPP	112	Comparative Cultures	3	0	0	0	3

**Total Semester Credit Hours in Program..... 18**

# Office Administration Programs

## Office Administration Associate in Applied Science Degree

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 110	Math Measurement & Lit	2	2	0	0	3
	Or					
MAT 143	Quantitative Literacy	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
	Degree Pathway course					3
	Subtotal					(16)

<b>Spring Semester</b>						
ENG 114	Prof. Research and Reporting	3	0	0	0	3
MKT 223	Customer Service	3	0	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
	Humanities Elective**					3
	Degree Pathway course					3
	Subtotal					(15)

<b>Summer Term</b>						
CTS 125	Presentation Graphics	2	2	0	0	3
OST 233	Office Publications Design	2	2	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
	Major Course Elective***					3
	Social/Behavioral Science Elective*					3
	Subtotal					(14)

<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 125	Personal Finance	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Subtotal					(13)

<b>Spring Semester</b>						
ACC 140	Payroll Accounting	1	2	0	0	2
BUS 270	Professional Development	3	0	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Major Course Elective***					3
	Degree Pathway course					3
	Subtotal					(15)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

ACC 150	Acct Software Application	1	3	0	0	2
BUS 110	Introduction to Business	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 230	Small Business Mgmt	3	0	0	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
MKT 220	Advertising and Sales Promo	3	0	0	0	3
MKT 225	Marketing Research	3	0	0	0	3
MKT 227	Marketing Applications	3	0	0	0	3
MKT 232	Social Media Marketing	3	2	0	0	4
OST 141	Med Office Terms I	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 153	Office Finance Solutions	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 243	Med Office Simulation	2	2	0	0	3
OST 271	Office Web Technologies	2	2	0	0	3
WBL 113	Work-Based Learning I	0	0	0	30	3
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 122	Work-Based Learning II	0	0	0	20	2
WBL 123	Work-Based Learning II	0	0	0	30	3
WBL 131	Work-Based Learning III	0	0	0	10	1
WBL 132	Work-Based Learning III	0	0	0	20	2

**Total Semester Credit Hours in Program.....66-73**

**Students should select one of the following Degree Pathways:**

### General Office Admin Pathway (A25370GO)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Spring Semester</b>						
OST 153	Office Finance Solutions	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 271	Office Web Technologies	2	2	0	0	3

**Total Semester Credit Hours in Program..... 73**

### Office Finance Pathway (A25370F)

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACC 120	Prin of Financial Accounting	3	2	0	0	4
BUS 125	Personal Finance	3	0	0	0	3
<b>Spring Semester</b>						
OST 153	Office Finance Solutions	2	2	0	0	3

**Total Semester Credit Hours in Program.....67**

### Office Software Pathway (A25370S)

**Fall Semester**

CTS 130	Spreadsheet	2	2	0	0	3
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**Spring Semester**

CTS 130	Spreadsheet	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3

**Summer Term**

CTS 130	Spreadsheet	2	2	0	0	3
OST 233	Office Publications Design	2	2	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3

**Total Semester Credit Hours in Program..... 73**

### Office Administration - General Office (D25370) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Intro to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Humanities Elective**					3
Or						
	Social/Behavioral Science Elective**					3
	Subtotal					(16)

**Spring Semester**

BUS 270	Professional Development	3	0	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 236	Adv Word Processing	2	2	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(16)

**Summer Term**

CTS 125	Presentation Graphics	2	2	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
OST 284	Emerging Technologies	1	2	0	0	2
	Subtotal					(11)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program..... 43**

### Office Administration – Medical Office (D25370M) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
OST 136	Word Processing	2	2	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
	Humanities Elective**					3
Or						
	Social/Behavioral Science Elective**					3
	Subtotal					(16)

**Spring Semester**

BUS 270	Professional Development	3	0	0	0	3
DBA 110	Database Concepts	2	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
OST 289	Office Admin Capstone	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(16)

**Summer Term**

CIS 110	Intro to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 243	Med Office Simulation	2	2	0	0	3
	Subtotal					(12)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program..... 44**

### Office Administration - Healthcare Management (D25370HM) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Subtotal					(16)

**Spring Semester**

BUS 270	Professional Development	3	0	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(16)

**Summer Term**

CIS 110	Intro to Computers	2	2	0	0	3
MAT 110	Math Measurement & Lit	2	2	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
Subtotal						(12)

**Total Semester Credit Hours in Program..... 44**

**Office Administration – Basic Office (C25370) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(9)

**Spring Semester**

CTS 130	Spreadsheet	2	2	0	0	3
OST 134	Text Entry & Formatting	2	2	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(7)

**Total Semester Credit Hours in Program..... 16**

**Office Administration – Medical Office (C25370M) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

OST 141	Med Office Terms I	3	0	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(9)

**Spring Semester**

OST 136	Word Processing	2	2	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
Subtotal						(6)

**Summer Term**

OST 149	Medical Legal Issues	3	0	0	0	3
Subtotal						(3)

**Total Semester Credit Hours in Program..... 18**

**Office Administration – Basic Office Bookkeeping (C25370B) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

CIS 110	Intro to Computers	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Office Editing	3	0	0	0	3
OST 184	Records Management	2	2	0	0	3
Subtotal						(12)

**Spring Semester**

OST 134	Text Entry & Formatting	2	2	0	0	3
OST 153	Office Finance Solutions	2	2	0	0	3
Subtotal						(6)

**Total Semester Credit Hours in Program..... 18**

**Office Administration – Healthcare Management (C25370HM) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
Or						
ACA 122	College Transfer Success	0	2	0	0	1
HMT 110	Intro to Healthcare Mgt	3	0	0	0	3
OST 141	Med Office Terms I	3	0	0	0	3
Subtotal						(7)

**Spring Semester**

HMT 211	Long-Term Care Admin	3	0	0	0	3
HMT 212	Mgt of Healthcare Org	3	0	0	0	3
OST 148	Med Ins & Billing	3	0	0	0	3
Subtotal						(9)

**Total Semester Credit Hours in Program..... 16**

# Simulation and Game Development Programs

## Simulation and Game Development (A25450)

### Associate in Applied Science Degree

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the healthcare industry, engineering, forensics, education, NASA and government agencies.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Fall Semester</b>					
ACA 115	Success and Study Skills	0	2	0	1
Or					
ACA 122	College Transfer Success	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
SGD 114	3D Modeling	2	3	0	3
SGD 116	Graphic Design Tools	2	2	0	3
Subtotal					(16)
<b>Spring Semester</b>					
ENG 114	Prof. Research and Reporting	3	0	0	3
SGD 112	SGD Design	2	3	0	3
SGD 117	Art for Games	2	3	0	3
SGD 213	SGD Programming II	2	3	0	3
SGD 214	3D Modeling II	2	3	0	3
Subtotal					(15)
<b>Summer Term</b>					
SGD 162	SG 3D Animation	2	3	0	3
SGD 237	Rigging 3D Models	2	3	0	3
Social/Behavioral Science Elective**					
Subtotal					(9)
<b>Fall Semester</b>					
ART 131	Drawing I	0	6	0	3
SGD 174	SG Level Design	2	3	0	3
SGD 212	SGD Design II	2	3	0	3
Humanities Elective**					
Major Course Elective***					
Subtotal					(15)

### Spring Semester

MAT 143	Quantitative Literacy	2	2	0	0	3
SGD 135	Serious Games	3	0	0	0	3
SGD 288	SGD Portfolio Design	1	2	0	0	2
SGD 289	SGD Project	2	3	0	0	3
Major Course Elective***						3
Subtotal					(14)	

\* Humanities Electives are to be selected from the courses listed on page 52. ART 114 or ART 115 is strongly recommended.

\*\* Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

BUS 110	Introduction to Business	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	Java Programming	2	3	0	0	3
CSC 153	C# Programming	2	3	0	0	3
SGD 165	SG Character Development	2	3	0	0	3
SGD 168	Mobile SG Programming I	2	3	0	0	3
SGD 172	Virtual SG Environments	2	3	0	0	3
SGD 244	3D Modeling III	2	3	0	0	3
SGD 274	SG Level Design II	2	3	0	0	3
SGD 285	SG Software Engineering	2	3	0	0	3

**Total Semester Credit Hours in Program.....69**

## Simulation and Game Development (D25450) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work Exp.	Credit	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	1	
Or						
ACA 122	College Transfer Success	0	2	0	1	
ENG 111	Writing and Inquiry	3	0	0	3	
SGD 111	Introduction to SGD	2	3	0	3	
SGD 113	SGD Programming	2	3	0	3	
SGD 114	3D Modeling	2	3	0	3	
SGD 116	Graphic Design Tools	2	2	0	3	
Subtotal					(16)	
<b>Spring Semester</b>						
ENG 114	Prof. Research and Reporting	3	0	0	3	
SGD 112	SGD Design	2	3	0	3	
SGD 117	Art for Games	2	3	0	3	
SGD 213	SGD Programming II	2	3	0	3	
SGD 214	3D Modeling II	2	3	0	3	
Subtotal					(15)	
<b>Summer Term</b>						
SGD 162	SG 3D Animation	2	3	0	3	
SGD 112	SGD Design	2	3	0	3	
Major Course Elective***						
Subtotal					(9)	
<b>Summer Term</b>						
SGD 162	SG 3D Animation	2	3	0	3	
Subtotal					(3)	
<b>Fall Semester</b>						
ART 131	Drawing I	0	6	0	3	
SGD 174	SG Level Design	2	3	0	3	
SGD 212	SGD Design II	2	3	0	3	
Subtotal						(9)

\*\*\*Major Course Electives are to be selected from the following:

SGD 117	Art for Games	2	3	0	0	3
SGD 213	SGD Programming II	2	3	0	0	3
SGD 214	3D Modeling II	2	3	0	0	3

**Total Semester Credit Hours in Program..... 37**

**Simulation and Game Development –  
Character Design (C25450C)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
SGD 114	3D Modeling I	2	3	0	0	3
SGD 116	Graphic Design Tools	2	2	0	0	3
	Subtotal					(7)
<b>Spring Semester</b>						
ART 131	Drawing I	0	6	0	0	3
SGD 165	SG Character Development	2	3	0	0	3
	Subtotal					(6)
<b>Fall Semester</b>						
SGD 117	Art for Games	2	3	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program..... 16**

**Simulation and Game Development –  
Game Art (C25450A)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
SGD 111	Introduction to SGD	2	3	0	0	3
SGD 114	3D Modeling I	2	3	0	0	3
SGD 116	Graphic Design Tools	2	2	0	0	3
	Subtotal					(10)
<b>Spring Semester</b>						
ART 131	Drawing I	0	6	0	0	3
SGD 117	Art for Games	2	3	0	0	3
	Subtotal					(6)

**Total Semester Credit Hours in Program..... 16**

**Simulation and Game Development -  
Game Design (C25450)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
SGD 111	Introduction to SGD	2	3	0	0	3
SGD 113	SGD Programming	2	3	0	0	3
	Subtotal					(6)
<b>Spring Semester</b>						
SGD 112	SGD Design	2	3	0	0	3
	Subtotal					(3)
<b>Fall Semester</b>						
SGD 114	3D Modeling	2	3	0	0	3
SGD 174	SG Level Design	2	3	0	0	3
SGD 212	SGD Design II	2	3	0	0	3
	Subtotal					(9)

**Total Semester Credit Hours in Program..... 18**

**Simulation and Game Development –  
Game Programming (C25450B)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
SGD 111	Introduction to SGD	2	3	0	0	3
SGD 113	SGD Programming	2	3	0	0	3
	Subtotal					(7)
<b>Spring Semester</b>						
SGD 213	SGD Programming II	2	3	0	0	3
	Subtotal					(3)
<b>Fall Semester</b>						
SGD 174	SG Level Design	2	3	0	0	3
SGD 285	SG Software Engineering	2	3	0	0	3
	Subtotal					(6)

**Total Semester Credit Hours in Program..... 16**

## Simulation and Game Development – Modeling (C25450M) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Or						
ACA	122	College Transfer Success	0	2	0	0	1	
SGD	114	3D Modeling I	2	3	0	0	3	
SGD	116	Graphic Design Tools	2	2	0	0	3	
		Subtotal					(7)	
<b>Spring Semester</b>								
SGD	214	3D Modeling II	2	3	0	0	3	
		Subtotal					(3)	
<b>Fall Semester</b>								
SGD	244	3D Modeling III	2	3	0	0	3	
ART	131	Drawing I	0	6	0	0	3	
		Or						
		***See Below						
		Subtotal					(3-6)	
<b>Spring Semester</b>								
		Major Course Elective***					3	
		Subtotal					(0-3)	

\*\*\*Major Course Electives are to be selected from the following:

**If ART 131 was not taken in the 2nd Fall Semester, SGD 165 or SGD 172 should be taken the 2nd Spring Semester**

ART	131	Drawing I	0	6	0	0	3	
SGD	165	SG Character Development	2	3	0	0	3	
SGD	172	Virtual SG Environments	2	3	0	0	3	

**Total Semester Credit Hours in Program..... 16**

# Transfer Programs

## Associate in Arts (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 student will have opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The program is divided into a 31-32 SHC Universal General Education Transfer Component (UGETC) and a 28-29 SHC Degree Completion Component. Courses selected should be chosen carefully to match the requirements of the university or college where the student plans to transfer. Other than course sequences governed by pre-requisites, the two components may be completed in any order.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA 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 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. Course substitutions may invalidate the protections afforded under the Comprehensive Articulation Agreement.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. Prerequisites for International Languages may include FRE 110 or SPA 110.

## Universal General Education Transfer Component (UGETC)

Class Lab Clinic Work Credit  
Exp.

### English Composition (6 semester hours required)

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
	Subtotal					(6)

### Humanities/Fine Arts (9 semester hours required) (Three courses from at least two different discipline areas must be selected.)

#### Art

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

#### Communications

COM 231	Public Speaking	3	0	0	0	3
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#### Literature

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

#### Music

MUS 110	Music Appreciation	3	0	0	0	3
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### Philosophy

PHI 240	Introduction to Ethics	3	0	0	0	3
	Subtotal					(9)

### Social/Behavioral Science (9 semester hours required. Three courses from at least two different discipline areas must be selected)

#### Economics

ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

#### History

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

#### Political Science

POL 120	American Government	3	0	0	0	3
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#### Psychology

PSY 150	General Psychology	3	0	0	0	3
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#### Sociology

SOC 210	Introduction to Sociology	3	0	0	0	3
	Subtotal					(9)

### Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO 111	General Biology I	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
	Subtotal					(4)

### Mathematics (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
	Subtotal					(3-4)

## Degree Completion Component

### Required Courses

All AA students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA 122	College Transfer Success	0	2	0	0	1
	Subtotal					(1)

## General Education Courses

Students must select 13-14 SHC of additional general education courses from the Universal General Education Transfer Component above and/or the following General Education Courses. A minimum of 45 SHC of UGETC and General Education Courses must be taken. These courses should be carefully selected in consultation with advisors at the University where the student plans to transfer. 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.

Courses marked with an asterisk (\*) have a corresponding lab which must be taken at the same time.

ANT 210	General Anthropology	3	0	0	0	3
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 212	Intermediate ASL II	3	0	0	0	3
BIO 112	General Biology II	3	3	0	0	4
BIO 140	Environmental Biology*	3	0	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	0	1

CHM 131	Introduction to Chemistry*	3	0	0	0	3	ART 281	Sculpture I	0	6	0	0	3
CHM 131A	Intro. to Chemistry Lab	0	3	0	0	1	ART 282	Sculpture II	0	6	0	0	3
CHM 132	Organic and Biochemistry	3	3	0	0	4	ART 283	Ceramics I	0	6	0	0	3
CHM 152	General Chemistry II	3	3	0	0	4	ART 284	Ceramics II	0	6	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3	ASL 181	ASL Lab 1*	0	2	0	0	1
CIS 115	Intro to Prog & Logic	2	3	0	0	3	ASL 182	ASL Lab 2*	0	2	0	0	1
COM 120	Intro Interpersonal Com	3	0	0	0	3	ASL 281	ASL Lab 3*	0	2	0	0	1
COM 140	Intro Intercultural Com	3	0	0	0	3	ASL 282	ASL Lab 4*	0	2	0	0	1
DRA 111	Theatre Appreciation	3	0	0	0	3	BIO 145	Ecology	3	3	0	0	4
DRA 112	Literature of the Theatre	3	0	0	0	3	BIO 163	Basic Anat & Physiology	4	2	0	0	5
DRA 211	Theatre History I	3	0	0	0	3	BIO 165	Anatomy and Physiology I	3	3	0	0	4
DRA 212	Theatre History II	3	0	0	0	3	BIO 166	Anatomy and Physiology II	3	3	0	0	4
ECO 151	Survey of Economics	3	0	0	0	3	BIO 168	Anatomy and Physiology I	3	3	0	0	4
ENG 113	Literature-Based Research	3	0	0	0	3	BIO 169	Anatomy and Physiology II	3	3	0	0	4
ENG 114	Prof Research & Reporting	3	0	0	0	3	BIO 175	General Microbiology	2	2	0	0	3
ENG 241	British Literature I	3	0	0	0	3	BIO 242	Natural Resource Conservation	3	0	0	0	3
ENG 242	British Literature II	3	0	0	0	3	BIO 275	Microbiology	3	3	0	0	4
ENG 252	Western World Literature	3	0	0	0	3	BUS 110	Introduction to Business	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3	BUS 115	Business Law I	3	0	0	0	3
FRE 111	Elementary French I*	3	0	0	0	3	BUS 137	Principles of Management	3	0	0	0	3
FRE 112	Elementary French II*	3	0	0	0	3	BUS 228	Business Statistics	2	2	0	0	3
FRE 211	Intermediate French I*	3	0	0	0	3	CHM 251	Organic Chemistry I	3	3	0	0	4
FRE 212	Intermediate French II*	3	0	0	0	3	CHM 252	Organic Chemistry II	3	3	0	0	4
GEO 111	World Regional Geography	3	0	0	0	3	CJC 111	Intro to Criminal Justice	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3	CJC 121	Law Enforcement Operations	3	0	0	0	3
HUM 160	Introduction to Film	3	0	0	0	3	CJC 141	Corrections	3	0	0	0	3
MAT 172	Precalculus Trigonometry	3	2	0	0	4	CSC 134	C++ Programming	2	3	0	0	3
MAT 271	Calculus I	3	2	0	0	4	CSC 151	JAVA Programming	2	3	0	0	3
MAT 272	Calculus II	3	2	0	0	4	CTS 115	Info Sys Business Concepts	3	0	0	0	3
MAT 273	Calculus III	3	2	0	0	4	DFT 170	Engineering Graphics	2	2	0	0	3
PHI 210	History of Philosophy	3	0	0	0	3	DRA 120	Voice for Performance	3	0	0	0	3
PHY 151	College Physics I	3	2	0	0	4	DRA 124	Readers Theatre	3	0	0	0	3
PHY 152	College Physics II	3	2	0	0	4	DRA 130	Acting I	0	6	0	0	3
PHY 251	General Physics I	3	3	0	0	4	DRA 131	Acting II	0	6	0	0	3
PHY 252	General Physics II	3	3	0	0	4	DRA 140	Stagecraft I	0	6	0	0	3
PSY 237	Social Psychology	3	0	0	0	3	DRA 141	Stagecraft II	0	6	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3	DRA 145	Stage Make-up	1	2	0	0	2
PSY 281	Abnormal Psychology	3	0	0	0	3	DRA 170	Play Production I	0	9	0	0	3
REL 110	World Religions	3	0	0	0	3	DRA 171	Play Production II	0	9	0	0	3
REL 211	Intro to Old Testament	3	0	0	0	3	DRA 211	Theatre History I	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3	DRA 212	Theatre History II	3	0	0	0	3
REL 221	Religion in America	3	0	0	0	3	DRA 270	Play Production III	0	9	0	0	3
SOC 213	Sociology of the Family	3	0	0	0	3	DRA 271	Play Production IV	0	9	0	0	3
SOC 220	Social Problems	3	0	0	0	3	EDU 144	Child Development I	3	0	0	0	3
SPA 111	Elementary Spanish I*	3	0	0	0	3	EDU 145	Child Development II	3	0	0	0	3
SPA 112	Elementary Spanish II*	3	0	0	0	3	EDU 216	Foundations of Education	3	0	0	0	3
SPA 211	Intermediate Spanish I*	3	0	0	0	3	EDU 221	Children with Exceptionalities	3	0	0	0	3
SPA 212	Intermediate Spanish II*	3	0	0	0	3	EGR 150	Intro to Engineering	1	2	0	0	2
	Subtotal					(13-14)	EGR 220	Engineering Statics	3	0	0	0	3
							ENG 125	Creative Writing I	3	0	0	0	3
							ENG 272	Southern Literature	3	0	0	0	3
							FRE 141	Culture and Civilization	3	0	0	0	3
							FRE 151	Francophone Literature	3	0	0	0	3
							FRE 181	French Lab 1*	0	2	0	0	1
							FRE 182	French Lab 2*	0	2	0	0	1
							FRE 281	French Lab 3*	0	2	0	0	1
							FRE 282	French Lab 4*	0	2	0	0	1
							HEA 110	Personal Health and Wellness	3	0	0	0	3
							HIS 236	North Carolina History	3	0	0	0	3
							HUM 110	Technology and Society	3	0	0	0	3
							HUM 123	Appalachian Culture	3	0	0	0	3
							HUM 160	Introduction to Film	2	2	0	0	3
							HUM 180	International Cultural Explorer	2	3	0	0	3
							MAT 280	Linear Algebra	2	2	0	0	3
							MAT 285	Differential Equations	2	2	0	0	3
							MUS 121	Music Theory I	3	2	0	0	4
							MUS 122	Music Theory II	3	2	0	0	4
							MUS 151	Class Music I	0	2	0	0	1
							MUS 152	Class Music II	0	2	0	0	1
							MUS 251	Class Music III	0	2	0	0	1
							MUS 252	Class Music IV	0	2	0	0	1
							PED 110	Fit and Well for Life	1	2	0	0	2
							PED 111	Physical Fitness I	0	3	0	0	1
							PED 117	Weight Training I	0	3	0	0	1

### Electives

Select 14-15 SHC from the above courses and/or the Electives listed below. In choosing elective courses: 2 semester hours are recommended for Health and PE. CIS 110, listed under the General Education Courses above, is also recommended. 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.

ACC 120	Principles of Financial Acc	3	2	0	0	4
ACC 121	Principles of Managerial Acc	3	2	0	0	4
ART 121	Two-Dimensional Design	0	6	0	0	3
ART 122	Three-Dimensional Design	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 132	Drawing II	0	6	0	0	3
ART 171	Computer Art I	0	4	0	0	3
ART 231	Printmaking I	0	6	0	0	3
ART 232	Printmaking II	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 264	Digital Photography I	0	6	0	0	3
ART 265	Digital Photography II	0	6	0	0	3
ART 266	Videography I	0	6	0	0	3
ART 267	Videography II	0	6	0	0	3
ART 271	Computer Art II	0	6	0	0	3

PED 118	Weight Training II	0	3	0	0	1
PED 119	Circuit Training	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 123	Yoga II	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PED 218	Pilates II	0	2	0	0	1
PHS 130	Earth Science	3	2	0	0	4
POL 130	State and Local Government	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 271	Sports Psychology	3	0	0	0	3
SPA 141	Culture and Civilization	3	0	0	0	3
SPA 161	Cultural Immersion	2	3	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1
SPA 182	Spanish Lab 2*	0	2	0	0	1
SPA 221	Spanish Conversation	3	0	0	0	3
SPA 231	Reading and Composition	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 282	Spanish Lab 4*	0	2	0	0	1
Subtotal						(14-15)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....60**

**Associate in Fine Arts in Theatre (A10800)**

The Associate in Fine Arts in Theatre degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**English Composition (6 semester hours required)**

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
Subtotal						(6)

**Humanities/Fine Arts (9 semester hours required)**

**(Three courses from at least two different discipline areas must be selected.)**

**Art**

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

**Communications**

COM 231	Public Speaking	3	0	0	0	3
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**Literature**

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

**Music**

MUS 110	Music Appreciation	3	0	0	0	3
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**Philosophy**

PHI 240	Introduction to Ethics	3	0	0	0	3
Subtotal						(9)

**Social/Behavioral Science (9 semester hours required. Three courses from at least two different discipline areas must be selected)**

**Economics**

ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

**History**

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

**Political Science**

POL 120	American Government	3	0	0	0	3
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**Psychology**

PSY 150	General Psychology	3	0	0	0	3
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**Sociology**

SOC 210	Introduction to Sociology	3	0	0	0	3
Subtotal						(9)

**Mathematics (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
MAT 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
Subtotal						(3-4)

**Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)**

AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO 111	General Biology I	3	3	0	0	4
CHM 151	General Chemistry I	3	3	0	0	4
Subtotal						(4)

**Academic Transition (1 hour required)**

ACA 122	College Transfer Success	0	2	0	0	1
Subtotal						(1)

**Theatre (6 hours required)**

DRA 211	Theatre History I	3	0	0	0	3
DRA 212	Theatre History II	3	0	0	0	3
Subtotal						(6)

**Drama Electives (9 semester hours required)**

**Choose 1 Track:**

**Acting Track**

DRA 130	Acting I	0	6	0	0	3
DRA 135	Acting for the Camera I	1	4	0	0	3
DRA 170	Play Production I	0	9	0	0	3

**Technical Track**

DRA 140	Stagecraft I	0	6	0	0	3
DRA 141	Stagecraft II	0	6	0	0	3
DRA 170	Play Production I	0	9	0	0	3
Subtotal						(9)

**Additional Program Electives (12-14 semester hours required)**

An additional 12-14 semester credit hours of courses should be selected from the BRCC catalog which satisfy the Comprehensive Articulation Agreement as a general education core requirement or as a pre-major and/or elective course requirement.

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 Semester Credit Hours in Program.....60-61**

## Transfer Program Associate in Fine Arts in Visual Arts (A10600)

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 45 or speak to your program advisor.

		Class	Lab	Clinic	Work	Credit	
					Exp.		
<b>English Composition (6 semester hours required)</b>							
ENG 111	Writing and Inquiry	3	0	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	0	3
	Subtotal						(6)
<b>Humanities/Fine Arts (6 semester hours required) (Two courses from two different discipline areas must be selected.)</b>							
<b>Art</b>							
ART 111	Art Appreciation	3	0	0	0	0	3
<b>Communications</b>							
COM 231	Public Speaking	3	0	0	0	0	3
<b>Literature</b>							
ENG 231	American Literature I	3	0	0	0	0	3
ENG 232	American Literature II	3	0	0	0	0	3
ENG 241	British Literature I	3	0	0	0	0	3
ENG 242	British Literature II	3	0	0	0	0	3
<b>Music</b>							
MUS 110	Music Appreciation	3	0	0	0	0	3
<b>Philosophy</b>							
PHI 240	Introduction to Ethics	3	0	0	0	0	3
	Subtotal						(6)
<b>Social/Behavioral Science (6 semester hours required. Two courses from two different discipline areas must be selected)</b>							
<b>Economics</b>							
ECO 251	Principles of Microeconomics	3	0	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	0	3
<b>History</b>							
HIS 111	World Civilizations I	3	0	0	0	0	3
HIS 112	World Civilizations II	3	0	0	0	0	3
HIS 131	American History I	3	0	0	0	0	3
HIS 132	American History II	3	0	0	0	0	3
<b>Political Science</b>							
POL 120	American Government	3	0	0	0	0	3
<b>Psychology</b>							
PSY 150	General Psychology	3	0	0	0	0	3
<b>Sociology</b>							
SOC 210	Introduction to Sociology	3	0	0	0	0	3
	Subtotal						(6)

### Mathematics (Select one course from the following)

MAT 143	Quantitative Literacy	2	2	0	0	0	3
MAT 152	Statistical Methods I	3	2	0	0	0	4
MAT 171	Pre-Calculus Algebra	3	2	0	0	0	4
MAT 271	Calculus I	3	2	0	0	0	4
MAT 272	Calculus II	3	2	0	0	0	4
	Subtotal						(3-4)

### Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)

AST 111	Descriptive Astronomy	3	0	0	0	0	3
AST 111A	Descriptive Astronomy Lab*	0	2	0	0	0	1
BIO 111	General Biology I	3	3	0	0	0	4
CHM 151	General Chemistry I	3	3	0	0	0	4
	Subtotal						(4)

### Academic Transition (1 semester hour required)

ACA 122	College Transfer Success	0	2	0	0	0	1
	Subtotal		(1)				

### Required Art Courses (15 semester hours required)

ART 114	Art History Survey I	3	0	0	0	0	3
ART 115	Art History Survey II	3	0	0	0	0	3
ART 121	Two-Dimensional Design	0	6	0	0	0	3
ART 122	Three-Dimensional Design	0	6	0	0	0	3
ART 131	Drawing I	0	6	0	0	0	3
	Subtotal						(15)

### Electives (18-20 semester hours required)

An additional 18-20 SHC of courses should be selected from the courses in the BRCC catalog classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Subtotal (18-20)

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 Semester Credit Hours in Program..... 60-61

## Associate in Science (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 student will have opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The program is divided into a 34 SHC Universal General Education Transfer Component (UGETC) and a 26 SHC Degree Completion Component. Courses selected should be chosen carefully to match the requirements of the university or college where the student plans to transfer. Other than course sequences governed by pre-requisites, the two components may be completed in any order.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA 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 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. Course substitutions may invalidate the protections afforded under the Comprehensive Articulation Agreement.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. Prerequisites for International Languages may include FRE 110 or SPA 110.

### Universal General Education Transfer Component (UGETC)

Class Lab Clinic Work Credit  
Exp.

#### English Composition (6 semester hours required)

ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Discipl	3	0	0	0	3
	Subtotal					(6)

#### Humanities/Fine Arts (6 semester hours required)

(Two courses from two different discipline areas must be selected.)

##### Art

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

##### Communications

COM 231	Public Speaking	3	0	0	0	3
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##### Literature

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

##### Music

MUS 110	Music Appreciation	3	0	0	0	3
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##### Philosophy

PHI 240	Introduction to Ethics	3	0	0	0	3
	Subtotal					(6)

### Social/Behavioral Science (6 semester hours required. Two courses from two different areas must be selected.)

#### Economics

ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3

#### History

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

#### Political Science

POL 120	American Government	3	0	0	0	3
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#### Psychology

PSY 150	General Psychology	3	0	0	0	3
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#### Sociology

SOC 210	Introduction to Sociology	3	0	0	0	3
	Subtotal					(6)

### Natural Sciences (One course sequence of 8 SHC required from the following.)

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 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
PHY 252	General Physics II	3	3	0	0	4
	Subtotal					(8)

### Mathematics (Select two 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 271	Calculus I	3	2	0	0	4
MAT 272	Calculus II	3	2	0	0	4
	Subtotal					(8)

### Degree Completion Component

#### Required Courses

All AS students are required to take the following course. Course should preferably be taken the first semester, but no later than the second semester.

ACA 122	College Transfer Success	0	2	0	0	1
	Subtotal					(1)

#### General Education Courses

Students must select 11 SHC of additional general education courses from the Universal General Education Transfer Component above and/or the following General Education Courses. A minimum of 45 SHC of UGETC and General Education Courses must be taken. These courses should be carefully selected in consultation with advisors at the University where the student plans to transfer. Courses marked with an asterisk (\*) have a corresponding lab which must be taken at the same time.

ANT 210	General Anthropology	3	0	0	0	3
ASL 111	Elementary ASL I	3	0	0	0	3
ASL 112	Elementary ASL II	3	0	0	0	3
ASL 211	Intermediate ASL I	3	0	0	0	3
ASL 212	Intermediate ASL II	3	0	0	0	3
AST 111	Descriptive Astronomy	3	0	0	0	3
AST 111A	Descriptive Astronomy Lab	0	2	0	0	1
BIO 140	Environmental Biology*	3	0	0	0	3
BIO 140A	Environmental Biology Lab	0	3	0	0	1
CHM 131	Introduction to Chemistry*	3	0	0	0	3
CHM 131A	Intro. to Chemistry Lab	0	3	0	0	1
CHM 132	Organic and Biochemistry	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
CIS 115	Intro to Prog & Logic	2	3	0	0	3
COM 120	Intro Interpersonal Com	3	0	0	0	3
COM 140	Intro Intercultural Com	3	0	0	0	3

DRA 111	Theatre Appreciation	3	0	0	0	3
DRA 112	Literature of the Theatre	3	0	0	0	3
DRA 211	Theatre History I	3	0	0	0	3
DRA 212	Theatre History II	3	0	0	0	3
ECO 151	Survey of Economics	3	0	0	0	3
ENG 113	Literature-Based Research	3	0	0	0	3
ENG 252	Western World Literature	3	0	0	0	3
ENG 262	World Literature II	3	0	0	0	3
FRE 111	Elementary French I*	3	0	0	0	3
FRE 112	Elementary French II*	3	0	0	0	3
FRE 211	Intermediate French I*	3	0	0	0	3
FRE 212	Intermediate French II*	3	0	0	0	3
GEO 111	World Regional Geography	3	0	0	0	3
HUM 110	Technology and Society	3	0	0	0	3
HUM 160	Introduction to Film	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 273	Calculus III	3	2	0	0	4
PHI 210	History of Philosophy	3	0	0	0	3
PSY 237	Social Psychology	3	0	0	0	3
PSY 241	Developmental Psychology	3	0	0	0	3
PSY 281	Abnormal Psychology	3	0	0	0	3
REL 110	World Religions	3	0	0	0	3
REL 211	Intro to Old Testament	3	0	0	0	3
REL 212	Intro to New Testament	3	0	0	0	3
REL 221	Religion in America	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
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
	Subtotal					(11)

**Electives**

Select 14 SHC from the above courses and/or the Electives listed below. In choosing elective courses: 2 semester hours are recommended for Health and PE. CIS 110, listed under the General Education Courses above, is also recommended. 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

ACC 120	Principles of Financial Acc	3	2	0	0	4
ACC 121	Principles of Managerial Acc	3	2	0	0	4
ART 121	Two-Dimensional Design	0	6	0	0	3
ART 122	Three-Dimensional Design	0	6	0	0	3
ART 131	Drawing I	0	6	0	0	3
ART 132	Drawing II	0	6	0	0	3
ART 171	Computer Art I	0	6	0	0	3
ART 231	Printmaking I	0	6	0	0	3
ART 232	Printmaking II	0	6	0	0	3
ART 240	Painting I	0	6	0	0	3
ART 241	Painting II	0	6	0	0	3
ART 264	Digital Photography I	1	4	0	0	3
ART 265	Digital Photography II	1	4	0	0	3
ART 266	Videography I	0	6	0	0	3
ART 267	Videography II	0	6	0	0	3
ART 271	Computer Art II	0	6	0	0	3
ART 281	Sculpture I	0	6	0	0	3
ART 282	Sculpture II	0	6	0	0	3
ART 283	Ceramics I	0	6	0	0	3
ART 284	Ceramics II	0	6	0	0	3
ASL 181	ASL Lab 1*	0	2	0	0	1
ASL 182	ASL Lab 2*	0	2	0	0	1
ASL 281	ASL Lab 3*	0	2	0	0	1
ASL 282	ASL Lab 4*	0	2	0	0	1
BIO 145	Ecology	3	3	0	0	4
BIO 163	Basic Anat & Physiology	4	2	0	0	5
BIO 165	Anatomy and Physiology I	3	3	0	0	4
BIO 166	Anatomy and Physiology II	3	3	0	0	4
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
BIO 242	Natural Resource Conservation	3	0	0	0	3
BIO 275	Microbiology	3	3	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
BUS 228	Business Statistics	2	2	0	0	3
CHM 251	Organic Chemistry I	3	3	0	0	4
CHM 252	Organic Chemistry II	3	3	0	0	4
CJC 111	Intro to Criminal Justice	3	0	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	0	3
CJC 141	Corrections	3	0	0	0	3
COM 160	Small Group Communication	3	0	0	0	3
CSC 134	C++ Programming	2	3	0	0	3
CSC 151	JAVA Programming	2	3	0	0	3
CTS 115	Info Sys Business Concepts	3	0	0	0	3
DFT 170	Engineering Graphics	2	2	0	0	3
DRA 120	Voice for Performance	3	0	0	0	3
DRA 124	Readers Theatre	3	0	0	0	3
DRA 130	Acting I	0	6	0	0	3
DRA 131	Acting II	0	6	0	0	3
DRA 140	Stagecraft I	0	6	0	0	3
DRA 141	Stagecraft II	0	6	0	0	3
DRA 145	Stage Make-up	1	2	0	0	2
DRA 170	Play Production I	0	9	0	0	3
DRA 171	Play Production II	0	9	0	0	3
DRA 270	Play Production III	0	9	0	0	3
DRA 271	Play Production IV	0	9	0	0	3
EGR 150	Intro to Engineering	1	2	0	0	2
EGR 220	Engineering Statics	3	0	0	0	3
ENG 125	Creative Writing I	3	0	0	0	3
ENG 272	Southern Literature	3	0	0	0	3
FRE 141	Culture and Civilization	3	0	0	0	3
FRE 151	Francophone Literature	3	0	0	0	3
FRE 181	French Lab 1*	0	2	0	0	1
FRE 182	French Lab 2*	0	2	0	0	1
FRE 281	French Lab 3*	0	2	0	0	1
FRE 282	French Lab 4*	0	2	0	0	1
HEA 110	Personal Health and Wellness	3	0	0	0	3
HIS 236	North Carolina History	3	0	0	0	3
HUM 123	Appalachian Culture	3	0	0	0	3
HUM 160	Introduction to Film	3	0	0	0	3
HUM 180	International Cultural Explorer	3	0	0	0	3
MAT 280	Linear Algebra	2	2	0	0	3
MAT 285	Differential Equations	2	2	0	0	3
MUS 121	Music Theory I	3	2	0	0	4
MUS 122	Music Theory II	3	2	0	0	4
MUS 151	Class Music I	0	2	0	0	1
MUS 152	Class Music II	0	2	0	0	1
MUS 251	Class Music III	0	2	0	0	1
MUS 252	Class Music IV	0	2	0	0	1
PED 110	Fit and Well for Life	1	2	0	0	2
PED 111	Physical Fitness I	0	3	0	0	1
PED 117	Weight Training I	0	3	0	0	1
PED 118	Weight Training II	0	3	0	0	1
PED 119	Circuit Training	0	3	0	0	1
PED 120	Walking for Fitness	0	3	0	0	1
PED 121	Walk, Jog, Run	0	3	0	0	1
PED 122	Yoga I	0	2	0	0	1
PED 123	Yoga II	0	2	0	0	1
PED 217	Pilates I	0	2	0	0	1
PED 218	Pilates II	0	2	0	0	1
PHS 130	Earth Science	3	2	0	0	4
POL 130	State and Local Government	3	0	0	0	3
PSY 231	Forensic Psychology	3	0	0	0	3
PSY 271	Sports Psychology	3	0	0	0	3
SPA 141	Culture and Civilization	3	0	0	0	3
SPA 161	Cultural Immersion	2	3	0	0	3
SPA 181	Spanish Lab 1*	0	2	0	0	1
SPA 182	Spanish Lab 2*	0	2	0	0	1
SPA 221	Spanish Conversation	3	0	0	0	3
SPA 231	Reading and Composition	3	0	0	0	3
SPA 281	Spanish Lab 3*	0	2	0	0	1
SPA 282	Spanish Lab 4*	0	2	0	0	1
	Subtotal					(14)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....60**

# Transportation Programs

## Alternative Transportation Technology\* (D60420) Diploma

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

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

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

Alternative Transportation Technology program description: The Alternative Transportation Technology program prepares individuals to apply technical knowledge and skills to the maintenance of alternative fuel vehicles (AFV), hybrid electric vehicles and the conversion of standard vehicles to AFV status. Topics includes instruction in electrical vehicles, hybrid electric vehicles, liquefied petroleum gas (LPG) vehicles, compressed natural gas (CNG) vehicles, hybrid fuel technology, electrical and electronic systems, engine performance, diagnosis and repair, and conversion/installation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. \*This program of study qualifies for a prorated amount of federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
ACA	115	Success and Study Skills	0	2	0	0	1	
		Or						
ACA	122	College Transfer Success	0	2	0	0	1	
ATT	115	Green Trans. Safety & Serv.	1	2	0	0	2	
TRN	111	Maint. & Light Repair	2	6	0	0	4	
TRN	120	Basic Trans Electricity	4	3	0	0	5	
TRN	130	Intro to Sustainable Trans	2	2	0	0	3	
		Subtotal					(15)	
<b>Spring Semester</b>								
ATT	135	Gaseous Fuels for Trans.	2	3	0	0	3	
ATT	140	Emerging Trans Tech	2	3	0	0	3	
ENG	110	Freshman Composition	3	0	0	0	3	
		Or						
ENG	111	Writing and Inquiry	3	0	0	0	3	
MAT	110	Math Measurement & Lit	2	2	0	0	3	
TRN	145	Adv. Trans. Electronics	2	3	0	0	3	
		Subtotal					(15)	

<b>Summer Term</b>								
ATT	125	Hybrid Elect. Drive	2	4	0	0	4	
ATT	130	Biofuels for Trans.	2	3	0	0	3	
TRN	140	Trans. Climate Control	1	2	0	0	2	
TRN	140A	Trans. Climate Control Lab*	1	2	0	0	2	
WBL	111	Work Based Learning 1	0	0	10	0	1	
		Subtotal					(12)	

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 42**

## Alternative Transportation Technology – Advanced Electric Drive (C60420AE) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
TRN	120	Basic Transport Electricity	4	3	0	0	5	
TRN	130	Intro to Sustainable Transport	2	2	0	0	3	
		Subtotal					(8)	
<b>Spring Semester</b>								
ATT	125	Hybrid-Electric Transportation	2	4	0	0	4	
ATT	140	Emerging Transport Tech	2	3	0	0	3	
TRN	145	Adv Transportation Electronics	2	3	0	0	3	
		Subtotal					(10)	

**Total Semester Credit Hours in Program..... 18**

## Alternative Transportation Technology – Alternative Fuels (C60420AF) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

			Class	Lab	Clinic	Work	Credit	
						Exp.		
<b>Fall Semester</b>								
TRN	120	Basic Transport Electricity	4	3	0	0	5	
TRN	130	Intro to Sustainable Trans	2	2	0	0	3	
		Subtotal					(8)	
<b>Spring Semester</b>								
ATT	115	Green Trans Safety and Service	1	2	0	0	2	
ATT	135	Gaseous Fuels for Trans	2	3	0	0	3	
ATT	140	Emerging Transport Tech	2	3	0	0	3	
		Subtotal					(8)	

**Total Semester Credit Hours in Program..... 16**

*Students may earn additional certificates in the Mobile Equipment Maintenance and Repair Pathway programs. Speak to a faculty advisor for more information.*

**Automotive Light-Duty Diesel Technology\*  
(D60430)  
Diploma**

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

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

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

Automotive Light-Duty Diesel program description: The Automotive Light-Duty Diesel program prepares individuals to apply technical knowledge and skills to diagnose, adjust, repair, or overhaul light duty diesel vehicles under one ton classification. Topics include instruction in electrical systems, diesel-electric drive, engine performance, engine repair, emission systems, and all types of diesel engines related to the light duty diesel vehicle. Program includes technicians working primarily with automobile diesel engines.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study qualifies for a prorated amount of federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA	115	Success and Study Skills	0	2	0	1
		Or				
ACA	122	College Transfer Success	0	2	0	1
LDD	112	Intro to Light Duty Diesel	2	2	0	3
TRN	120	Basic Trans. Electricity	4	3	0	5
TRN	130	Intro. to Sustainable Trans	2	2	0	3
		Subtotal				(12)
<b>Spring Semester</b>						
ENG	110	Freshman Composition	3	0	0	3
		Or				
ENG	111	Writing and Inquiry	3	0	0	3
HET	134	Diesel Fuel and Power Sys.	2	3	0	3
LDD	181	LDD Fuel Systems	2	6	0	4
LDD	183	Air. Exhaust & Emissions	2	6	0	4
MAT	110	Math Measurement & Lit.	2	2	0	3
		Subtotal				(17)
<b>Summer Term</b>						
LDD	116	Diesel Electric Drive	2	6	0	4
LDD	284	LDD Test & Diagnosis	2	3	0	3
TRN	140	Trans. Climate Control	2	2	0	2
TRN	140A	Trans. Climate Control Lab*	2	2	0	2
WBL	111	Work Based Learning 1	0	0	10	1
		Subtotal				(12)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 41**

**Automotive Light-Duty Diesel Technology –  
Light-Duty Diesel Fuel Systems (C60430LF)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
LDD	112	Intro Light-Duty Diesel	2	2	0	3
TRN	120	Basic Transport Electricity	4	3	0	5
TRN	130	Intro to Sustainable Transport	2	2	0	3
		Subtotal				(11)
<b>Spring Semester</b>						
HET	134	Diesel Fuel & Power Systems	2	3	0	3
LDD	181	LDD Fuel Systems	2	6	0	4
		Subtotal				(7)

**Total Semester Credit Hours in Program..... 18**

**Automotive Light-Duty Diesel Technology –  
Light-Duty Diesel Performance (C60430LD)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Learning Center Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
LDD	112	Intro Light-Duty Diesel	2	2	0	3
TRN	130	Intro to Sustainable Transport	2	2	0	3
		Subtotal				(6)
<b>Spring Semester</b>						
HET	134	Diesel Fuel & Power Systems	2	3	0	3
LDD	183	Air. Exhaust, Emissions	2	6	0	4
		Subtotal				(7)
<b>Summer Term</b>						
LDD	284	LDD Test and Diagnosis	2	3	0	3
		Subtotal				(3)

**Total Semester Credit Hours in Program..... 16**

**Students may earn additional certificates in the Mobile Equipment Maintenance and Repair Pathway programs. Speak to a faculty advisor for more information.**

## Automotive Systems Technology (A60160) Associate in Applied Science Degree

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

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

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

Automotive Systems Technology program description: The automotive systems program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Topics include 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.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
TRN 111	Chassis Maint/Light Repair	2	6	0	0	4
TRN 120	Basic Transport Electricity	4	3	0	0	5
	Subtotal					(14)
<b>Spring Semester</b>						
AUT 141	Suspension & Steering Sys	2	3	0	0	3
AUT 181	Engine Performance 1	2	3	0	0	3
AUT 181A	Engine Performance 1 Lab*	0	3	0	0	1
ENG 110	Freshman Composition	3	0	0	0	3
	Or					
ENG 111	Writing and Inquiry	3	0	0	0	3
	Humanities Elective**					3
	Major Course Elective***					1
	Subtotal					(14)
<b>Summer Term</b>						
AUT 183	Engine Performance 2	2	6	0	0	4
MAT 110	Math Measurement & Literacy	2	2	0	0	3
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	0	2
	Subtotal					(11)

### Fall Semester

AUT 116	Engine Repair	2	3	0	0	3
COM 120	Intro Interpersonal Comm	3	0	0	0	3
	Or					
ENG 114	Prof Research and Reporting	3	0	0	0	3
TRN 112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN 145	Adv Trans Electronics	2	3	0	0	3
	Major Course Electives***					1
	Subtotal					(14)

### Spring Semester

AUT 221	Auto Transm/Transaxles	2	3	0	0	3
AUT 231	Manual Trans/Axles/Drtrains	2	3	0	0	3
	Major Course Electives***					4
	Social/Behavioral Science Elective**					3
	Subtotal					(13)

\*Denotes a corequisite, course cannot be taken by itself.

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

ATT 125	Hybrid-Electric Transportation	2	4	0	0	4
AUT 116A	Engine Repair Lab*	0	3	0	0	1
AUT 141A	Suspension & Steering Lab*	0	3	0	0	1
HET 134	Diesel Fuel & Power Systems	2	3	0	0	3
LDD 112	Intro to Light Duty Diesel	2	2	0	0	3
TRN 130	Intro to Sustainable Transport	2	2	0	0	3
TRN 180	Basic Welding for Transport	1	4	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1
WBL 132	Work-Based Learning III	0	0	0	20	2

**Total Semester Credit Hours in Program.....66**

## Automotive Systems Technology (D60160) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
TRN 111	Chassis Maint/Light Repair	2	6	0	0	4
	Or					
TRN 112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN 120	Basic Transport Electricity	4	3	0	0	5
	Subtotal					(14)
<b>Spring Semester</b>						
AUT 141	Suspension & Steering Sys	2	3	0	0	3
AUT 181	Engine Performance 1	2	3	0	0	3
AUT 181A	Engine Performance 1 Lab*	0	3	0	0	1
ENG 110	Freshman Composition	3	0	0	0	3
	Or					
ENG 111	Writing and Inquiry	3	0	0	0	3
	Major Course Elective***					3-4
	Subtotal					(13-14)

**Summer Term**

AUT 183	Engine Performance 2	2	6	0	0	4
MAT 110	Math Measurement & Literacy	2	2	0	0	3
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	0	2
Subtotal						(11)

\*Denotes a corequisite, course cannot be taken by itself.

\*\*\*Major Course Electives are to be selected from the following:

ATT 125	Hybrid-Electric Transportation	2	4	0	0	4
AUT 141A	Suspension & Steering Lab*	0	3	0	0	1
HET 134	Diesel Fuel & Power Systems	2	3	0	0	3
LDD 112	Intro to Light Duty Diesel	2	2	0	0	3
TRN 130	Intro to Sustainable Transport	2	2	0	0	3
TRN 180	Basic Welding for Transport	1	4	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WBL 131	Work-Based Learning III	0	0	0	10	1

**Total Semester Credit Hours in Program..... 38-39**

**Automotive Systems Technology – Mobile Equipment Technician (C60160MT) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

TRN 112	Powertrain Maint/Light Repair	2	6	0	0	4
TRN 120	Basic Transport Electricity	4	3	0	0	5
Subtotal						(9)

**Spring Semester**

TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	0	2
Subtotal						(4)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 13**

**Automotive Systems Technology – Chassis Technician (C60160CT) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab*	0	3	0	0	1
TRN 111	Chassis Maint/Light Repair	2	6	0	0	4
Subtotal						(8)

**Spring Semester**

AUT 141	Suspension & Steering Sys	2	3	0	0	3
AUT 141A	Suspension & Steering Lab*	0	3	0	0	1
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(5)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 13**

**Automotive Systems Technology – Electrical/Electronic Technician (C60160ET) Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

TRN 111	Chassis Maint/Light Repair	2	6	0	0	4
TRN 120	Basic Transport Electricity	4	3	0	0	5
TRN 145	Adv Transp Electronics	2	3	0	0	3
Subtotal						(12)

**Spring Semester**

ATT 125	Hybrid-Electric Transportation	2	4	0	0	4
WBL 111	Work-Based Learning I	0	0	0	10	1
Subtotal						(5)

**Total Semester Credit Hours in Program..... 17**

**Automotive Systems Technology – Engine Performance (C60160EN)**  
**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Fall Semester</b>					
TRN 112	Powertrain Maint/Light Repair	2	6	0	4
TRN 120	Basic Transport Electricity	4	3	0	5
	Subtotal				(9)
<b>Spring Semester</b>					
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab*	0	3	0	1
	Subtotal				(4)
<b>Summer Term</b>					
AUT 183	Engine Performance 2	2	6	0	4
	Subtotal				(4)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 17**

**Automotive Systems Technology – Driveline Performance Certification (C60160DR)**  
**Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Required Courses</b>					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab*	0	3	0	1
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 231	Man Trans/Axles/Drtrains	2	3	0	3
TRN 112	Powertrain Maint/Light Repair	2	6	0	4

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 14**

**Students may earn additional certificates in the Mobile Equipment Maintenance and Repair Pathway programs. Speak to a faculty advisor for more information.**

**Collision Repair and Refinishing Technology (A60130)**  
**Associate in Applied Science Degree**

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

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

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

Collision Repair and Refinishing program description: The collision repair and refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Topics include instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work Exp.	Credit
<b>Fall Semester</b>					
ACA 115	Success and Study Skills	0	2	0	1
	Or				
ACA 122	College Transfer Success	0	2	0	1
AUB 111	Painting and Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
TRN 120	Basic Transport Electricity	4	3	0	5
TRN 130	Intro to Sustainable Transport	2	2	0	3
	Subtotal				(16)
<b>Spring Semester</b>					
AUB 112	Painting and Refinishing II	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
ENG 110	Freshman Composition	3	0	0	3
	Or				
ENG 111	Writing and Inquiry Humanities Elective**	3	0	0	3
	Subtotal				(14)
<b>Summer Term</b>					
AUB 114	Special Finishes	1	2	0	2
AUB 136	Plastics and Adhesives	1	4	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
TRN 140	Transport Climate Control	1	2	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	2
	Subtotal				(12)

**Fall Semester**

AUB 131	Structural Damage I	2	4	0	0	4
AUB 162	Autobody Estimating	1	2	0	0	2
TRN 111	Chassis Maint/Light Repair	2	6	0	0	4
	Social/Behavioral Science Elective**					3
	Subtotal					(13)

**Spring Semester**

AUB 132	Structural Damage II	2	6	0	0	4
COM 120	Intro Interpers Communication	3	0	0	0	3
	Or					
ENG 114	Prof Research and Reporting	3	0	0	0	3
TRN 180	Basic Welding for Trans	1	4	0	0	3
TRN 180A	Basic Welding for Trans Lab	0	3	0	0	1
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(12)

\*Denotes a corequisite, course cannot be taken by itself.

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

**Total Semester Credit Hours in Program.....67**

**Collision Repair and Refinishing Technology (D60130)  
Diploma**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

ACA 115	Success and Study Skills	0	2	0	0	1
	Or					
ACA 122	College Transfer Success	0	2	0	0	1
AUB 111	Painting and Refinishing I	2	6	0	0	4
AUB 121	Non-Structural Damage I	1	4	0	0	3
TRN 120	Basic Transport Electricity	4	3	0	0	5
TRN 130	Intro to Sustainable Transport	2	2	0	0	3
	Subtotal					(16)

**Spring Semester**

AUB 112	Painting and Refinishing II	2	6	0	0	4
AUB 122	Non-Structural Damage II	2	6	0	0	4
ENG 110	Freshman Composition	3	0	0	0	3
	Or					
ENG 111	Writing and Inquiry	3	0	0	0	3
WBL 111	Work-Based Learning I	0	0	0	10	1
	Subtotal					(12)

**Summer Term**

AUB 114	Special Finishes	1	2	0	0	2
AUB 136	Plastics and Adhesives	1	4	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab*	1	2	0	0	2
	Subtotal					(12)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program.....40**

**Collision Repair and Refinishing – Insurance Estimating (C60130IE)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

AUB 131	Structural Damage I	2	4	0	0	4
AUB 162	Autobody Estimating	1	2	0	0	2
	Subtotal					(6)

**Spring Semester**

AUB 111	Painting and Refinishing I	2	6	0	0	4
AUB 121	Non-Structural Damage I	1	4	0	0	3
	Subtotal					(7)

**Summer Term**

AUB 136	Plastics and Adhesives	1	4	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program.....16**

**Collision Repair and Refinishing – Non-Structural (C60130NS)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit Exp.

**Fall Semester**

AUB 111	Painting and Refinishing I	2	6	0	0	4
AUB 121	Non-Structural Damage I	1	4	0	0	3
	Subtotal					(7)

**Spring Semester**

AUB 112	Painting and Refinishing II	2	6	0	0	4
AUB 122	Non-Structural Damage II	2	6	0	0	4
	Subtotal					(8)

**Summer Term**

AUB 136	Plastics and Adhesives	1	4	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program.....18**

## Collision Repair and Refinishing – Structural (C60130S) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

Class Lab Clinic Work Credit  
Exp.

### Fall Semester

AUB 111	Painting & Refinishing I	2	6	0	0	4
AUB 131	Structural Damage I	2	4	0	0	4
	Subtotal					(8)

### Spring Semester

AUB 132	Structural Damage II	2	6	0	0	4
TRN 180	Basic Welding for Transport	1	4	0	0	3
TRN 180A	Basic Welding for Trans Lab*	0	3	0	0	1
	Subtotal					(8)

\*Denotes a corequisite, course cannot be taken by itself.

**Total Semester Credit Hours in Program..... 16**

***Students may earn additional certificates in the Mobile Equipment Maintenance and Repair Pathway programs. Speak to a faculty advisor for more information.***

# Welding Technology Programs

## Welding Technology (A50420) Associate in Applied Science Degree

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, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 141	Symbols and Specifications	2	2	0	0	3
	Humanities Elective**					3
	Subtotal					(14)
<b>Spring Semester</b>						
ENG 111	Writing and Inquiry	3	0	0	0	3
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
	Subtotal					(15)
<b>Summer Term</b>						
MAT 110	Math Measurement & Literacy	2	2	0	0	3
WLD 265	Automated Welding/Cutting	2	6	0	0	4
	Major Course Elective***					4
	Subtotal					(11)
<b>Fall Semester</b>						
ENG 114	Prof Research and Reporting	3	0	0	0	3
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
WLD 212	Inert Gas Welding	1	3	0	0	2
WLD 215	SMAW (Stick) Pipe	1	9	0	0	4
	Subtotal					(15)
<b>Spring Semester</b>						
WLD 231	GTAW (TIG) Pipe	1	6	0	0	3
WLD 261	Certification Practices	1	3	0	0	2
WLD 262	Inspection & Testing	2	2	0	0	3
	Major Course Elective***					4
	Social Science Elective**					3
	Subtotal					(15)

\*\*Humanities Electives and/or Social/Behavioral Science Electives are to be selected from the courses listed on page 52.

\*\*\*Major Course Electives are to be selected from the following:

DFT 151	CAD I	2	3	0	0	3
MAC 141	Machining Applications I	2	6	0	0	4
WBL 111	Work-Based Learning I	0	0	0	10	1
WBL 121	Work-Based Learning II	0	0	0	10	1
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 151	Fabrication I	2	6	0	0	4
WLD 214	Sanitary Welding	2	6	0	0	4
WLD 251	Fabrication II	1	6	0	0	3

**Total Semester Credit Hours in Program.....70**

## Welding Technology (D50420) Diploma

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

		Class	Lab	Clinic	Work	Credit
					Exp.	
<b>Fall Semester</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
MAC 141	Machining Applications I	2	6	0	0	4
WLD 110	Cutting Processes	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 141	Symbols and Specifications	2	2	0	0	3
	Subtotal					(17)
<b>Spring Semester</b>						
ENG 111	Writing and Inquiry	3	0	0	0	3
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	0	4
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
	Subtotal					(15)
<b>Summer Term</b>						
MAT 110	Math Measurement & Literacy	2	2	0	0	3
WLD 265	Automated Welding/Cutting	2	6	0	0	4
	Subtotal					(7)

**Total Semester Credit Hours in Program.....39**

**Welding Technology – Basic Welding\*  
(C50420BA)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 141	Symbols and Specifications	2	2	0	0	3
	Subtotal					(10)
<b>Spring Semester</b>						
WLD 212	Inert Gas Welding	1	3	0	0	2
	Subtotal					(2)

**Total Semester Credit Hours in Program..... 12**

**Welding Technology – Industrial  
Maintenance Welding\* (C50420IM)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. \*This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 141	Symbols and Specifications	2	2	0	0	3
	Subtotal					(10)
<b>Spring Semester</b>						
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
	Subtotal					(4)

**Total Semester Credit Hours in Program..... 14**

**Welding Technology – Industrial Pipe  
Welding (C50420PW)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
MAC 141	Machining Applications I	2	6	0	0	4
WLD 215	SMAW (Stick) Pipe	1	9	0	0	4
	Subtotal					(8)
<b>Spring Semester</b>						
WLD 214	Sanitary Welding	2	6	0	0	4
WLD 231	GTAW (TIG) Pipe	1	6	0	0	3
WLD 261	Certification Practices	1	3	0	0	2
	Subtotal					(9)

**Total Semester Credit Hours in Program..... 17**

**Welding Technology – Industrial Plate  
Welding (C50420IW)  
Certificate**

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
WLD 110	Cutting Processes	1	3	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	0	5
WLD 141	Symbols and Specifications	2	2	0	0	3
	Subtotal					(10)
<b>Spring Semester</b>						
WLD 121	GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	0	4
	Subtotal					(8)

**Total Semester Credit Hours in Program..... 18**

### Welding Technology – Industrial Plate/Pipe Welding (C50420AW) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor. This program of study does not qualify for federal and/or state financial aid.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	0	3
	Subtotal					(5)
<b>Spring Semester</b>						
WLD 116	SMAW (stick) Plate/Pipe	1	9	0	0	4
WLD 262	Inspection & Testing	2	2	0	0	3
	Subtotal					(7)
<b>Summer Term</b>						
DFT 151	CAD I	2	3	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program..... 15**

### Welding Technology – Manufacturer Welding (C50420MW) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 141	Symbols and Specifications	2	2	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
	Subtotal					(12)
<b>Spring Semester</b>						
WLD 212	Inert Gas Welding	1	3	0	0	2
	Subtotal					(2)
<b>Summer Term</b>						
DFT 151	CAD I	2	3	0	0	3
	Subtotal					(3)

**Total Semester Credit Hours in Program..... 17**

### Welding Technology – Welding Fabrication (C50420WF) Certificate

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation. Developmental courses for this program may include Readiness Level Reading, English, and/or Math and other courses in developmental Reading, English, Math, Biology and Chemistry. For more information on developmental courses, see page 52 or speak to a program advisor.

	Class	Lab	Clinic	Work	Credit	
				Exp.		
<b>Fall Semester</b>						
MAC 141	Machining Applications I	2	6	0	0	4
WLD 110	Cutting Processes	1	3	0	0	2
WLD 117	Industrial SMAW	1	4	0	0	3
WLD 151	Fabrication I	2	6	0	0	4
	Subtotal					(13)
<b>Spring Semester</b>						
WLD 212	Inert Gas Welding	1	3	0	0	2
WLD 251	Fabrication II	1	6	0	0	3
	Subtotal					(5)

**Total Semester Credit Hours in Program..... 18**

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

# Academic Programs Course Descriptions

## ACADEMIC RELATED

### ACA 115 Success and Study Skills 0 2 0 0 1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. This course will include topics such as learning style, online readiness, and personality types.

### ACA 122 College Transfer Success 0 2 0 0 1

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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 is a required course for the Associate in Arts and Associate in Science degrees.

## ACCOUNTING

### ACC 120 Principles of Financial Accounting 3 2 0 0 4

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered in spring, summer, and fall semesters)

### ACC 121 Principles of Managerial Accounting 3 2 0 0 4 Prerequisites: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered in spring and summer semesters)

### ACC 122 Principles of Financial Accounting II 3 0 0 0 3 Prerequisites: ACC 120

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (Offered in spring and summer semesters)

### ACC 129 Individual Income Taxes 2 2 0 0 3

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (Offered in fall semester)

### ACC 140 Payroll Accounting 1 3 0 0 2

**Prerequisites:** ACC 115 or ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (Offered in spring semester)

### ACC 150 Acct Software Applications 1 3 0 0 2

**Prerequisites:** ACC 115 or ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. (Offered in spring semester)

### ACC 220 Intermediate Accounting I 3 2 0 0 4

**Prerequisites:** ACC 120

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (Offered in fall semester)

### ACC 227 Practices in Accounting 3 0 0 0 3

**Prerequisites:** ACC 220

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. (Offered in spring semester)

### ACC 240 Gov & Not-For-Profit Acct 3 0 0 0 3

**Prerequisites:** ACC 121

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (Offered in spring semester)

## AGRICULTURE

### AGR 121 Biological Pest Mgmt 3 0 0 0 3

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

### AGR 265 Organic Crop Prod: Spring 2 2 0 0 3

This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production

methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season. A course fee is required.

**AGR 267 Permaculture** 2 2 0 0 3

This course introduces the design of sustainable human habitats as part of a sustainable system, with emphasis placed on living systems of the temperate region. Topics include fundamentals of permaculture system design for farms, including gardens, fields, water, animals, buildings, economics, and society. Upon completion, students should be able to design a functional holistic farm system. A course fee is required.

## ANTHROPOLOGY

**ANT 210 General Anthropology** 3 0 0 0 3

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

## ART

**ART 111 Art Appreciation** 3 0 0 0 3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

**ART 114 Art History Survey I** 3 0 0 0 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

**ART 115 Art History Survey II** 3 0 0 0 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

**ART 121 Two-Dimensional Design** 0 6 0 0 3

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A Course fee is required.

**ART 122 Three-Dimensional Design** 0 6 0 0 3

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 131 Drawing I** 0 6 0 0 3

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 132 Drawing II** 0 6 0 0 3

**Prerequisites: ART 131**

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A course fee is required.

**ART 135 Figure Drawing I** 0 6 0 0 3

**Prerequisites: ART 131**

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 171 Computer Art I** 0 6 0 0 3

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 214 Portfolio and Resume** 0 2 0 0 1

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 231 Printmaking I** 0 6 0 0 3

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 232 Printmaking II** 0 6 0 0 3**Prerequisites:** ART 231

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 240 Painting I** 0 6 0 0 3

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 241 Painting II** 0 6 0 0 3**Prerequisites:** ART 240

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 264 Digital Photography I** 0 6 0 0 3

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 265 Digital Photography II** 0 6 0 0 3**Prerequisites:** ART 264

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 266 Videography I** 0 6 0 0 3

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 267 Videography II** 0 6 0 0 3**Prerequisites:** ART 266

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with

sound and titling. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 271 Computer Art II** 0 6 0 0 3**Prerequisites:** ART 171

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 275 Intro to Graphic Design** 0 6 0 0 3

This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**ART 281 Sculpture I** 0 6 0 0 3

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 282 Sculpture II** 0 6 0 0 3**Prerequisites:** ART 281

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A course fee is required.

**ART 283 Ceramics I** 0 6 0 0 3

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A course fee is required.

**ART 284 Ceramics II** 0 6 0 0 3**Prerequisites:** ART 283

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A course fee is required.

## AMERICAN SIGN LANGUAGE

**ASL 111 Elementary ASL I** 3 0 0 0 3

**Corequisites:** ASL 181

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (Offered fall and spring semesters)

**ASL 112 Elementary ASL II** 3 0 0 0 3

**Prerequisites:** ASL 111

**Corequisites:** ASL 182

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (Offered fall and spring semesters)

**ASL 181 ASL Lab 1** 0 2 0 0 1

**Corequisites:** ASL 111

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (Offered fall and spring semesters)

**ASL 182 ASL Lab 2** 0 2 0 0 1

**Prerequisites:** ASL 181

**Corequisites:** ASL 112

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness. (Offered fall and spring semesters)

**ASL 211 Intermediate ASL I** 3 0 0 0 3

**Prerequisites:** ASL 112

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (Offered spring semester)

**ASL 212 Intermediate ASL II** 3 0 0 0 3

**Prerequisites:** ASL 211

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and

sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (Offered spring semester)

**ASL 221 Advanced ASL I** 3 0 0 0 3

**Prerequisites:** ASL 212

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development of expressive, receptive and conversational skills, study of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in the various registers, pragmatics and genres of ASL. (offered summer term)

**ASL 222 Advanced ASL II** 3 0 0 0 3

**Prerequisites:** ASL 221

This course provides more expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, storytelling, and complex grammatical structures. Emphasis is placed on the more advanced development of expressive, receptive, conversational and presentational skills in a variety of discourse genres. Upon completion, students should be able to debate and lecture with advanced complexity, create storytelling, and to present the complementary issues of Deaf community. (Offered fall semester)

**ASL 250 Linguistics of ASL** 3 0 0 0 3

**Prerequisites:** ASL 112

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio- linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessment methods. A course fee is required (Offered spring semester)

**ASL 252 ASL Classifiers** 0 2 0 0 1

**Prerequisites:** ASL 212

This course provides an opportunity to enhance the use of principles of ASL classifiers and to expand the use of ASL classifiers. Emphasis is placed on using different categories of classifiers including bodypart, descriptive, element, instrument and semantic classifiers. Upon completion, students should be able to communicate effectively, accurately, and creatively incorporating ASL classifiers.

**ASL 281 ASL Lab 3** 0 2 0 0 1

**Prerequisites:** ASL 182

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion students should be able to communicate effectively, accurately, and creatively about the past, present, and future. (Offered spring semester)

**ASL 282 ASL Lab 4** 0 2 0 0 1

**Prerequisites:** ASL 281

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills and the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. (Offered spring semester)

## ASTRONOMY

**AST 111 Descriptive Astronomy** 3 0 0 0 3

**Corequisites:** AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Arts Degree.

**AST 111A Descriptive Astronomy Lab** 0 2 0 0 1

**Corequisites:** AST 111

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Arts Degree.

## AUTOMATION AND ROBOTICS

**ATR 112 Intro to Automation** 2 3 0 0 3

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. A course fee is required.

**ATR 211 Robot Programming** 2 3 0 0 3

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots. A course fee is required.

**ATR 219 Automation Troubleshooting** 1 3 0 0 2

Local Prerequisite: ELC-131

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system. A course fee is required.

## ALTERNATIVE TRANSPORTATION TECH

**ATT 115 Green Trans Safety and Service** 1 2 0 0 2

This course covers workplace safety, hazardous material and environmental regulation relevant to electric, hybrid and alternative fueled vehicles. Topics include safety of high voltage vehicle systems, gaseous fuel systems and alternative liquid fuels. Upon completion, students should be able to demonstrate safe work practices, utilize appropriate shop tools and explain government regulations associated with alternative transportation.

**ATT 125 Hybrid-Electric Transportation** 2 4 0 0 4

**Prerequisites:** TRN 120

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

**ATT 130 Biofuels for Transportation** 2 3 0 0 3

This course covers handling and usage procedures for liquid biofuels used in internal combustion engines. Emphasis is placed on recognizing, evaluating and diagnosing the impact of Biodiesel and Ethanol on fuel, engine and emission systems. Upon completion, students should be able to maintain, diagnose and service vehicles using straight or blended liquid biofuels.

**ATT 135 Gaseous Fuels for Transportation** 2 3 0 0 3

This course covers handling and usage procedures for liquefied petroleum gas and compressed natural gas used in internal combustion engines. Emphasis is placed on safety and service procedures for liquefied petroleum gas and compressed natural gas fuel systems, fuel system design differences, and engine and emission systems. Upon completion, students should be able to maintain, diagnose and service vehicles using liquefied petroleum gas or compressed natural gas fuel systems.

**ATT 140 Emerging Transp Tech** 2 3 0 0 3

This course covers emerging technologies in the automotive industry and diagnostic procedures associated with those technologies. Topics include exploring new technologies, diagnostic tools, methods and repairs. Upon completion, students should be able to demonstrate practical skills applicable to emerging automotive technologies.

## AUTOMOTIVE BODY REPAIR

**AUB 111 Painting and Refinishing I** 2 6 0 0 4

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. A course fee is required.

**AUB 112 Painting and Refinishing II** 2 6 0 0 4

**Prerequisites:** AUB 111

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. A course fee is required.

**AUB 114 Special Finishes** 1 2 0 0 2

**Prerequisites:** AUB 111

This course introduces multi-stage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. A course fee is required.

**AUB 121 Non-Structural Damage I** 1 4 0 0 3

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should

be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards. A course fee is required.

**AUB 122 Non-Structural Damage II** 2 6 0 0 4

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. A course fee is required.

**AUB 131 Structural Damage I** 2 4 0 0 4

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle that has received light/moderate structural damage.

**AUB 132 Structural Damage II** 2 6 0 0 4

**Prerequisites:** AUB 131

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

**AUB 136 Plastics and Adhesives** 1 4 0 0 3

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. A course fee is required.

**AUB 162 Autobody Estimating** 1 2 0 0 2

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

## AUTOMOTIVE

**AUT 116 Engine Repair** 2 3 0 0 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT 116A Engine Repair Lab** 0 3 0 0 1

**Corequisites:** AUT 116

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 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. A course fee is required.

**AUT 141 Suspension and Steering Sys** 2 3 0 0 3

**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** 0 3 0 0 1

**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. A course fee is required.

**AUT 151 Brake Systems** 2 3 0 0 3

**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** 0 3 0 0 1

**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. A course fee is required.

**AUT 181 Engine Performance 1** 2 3 0 0 3

**Corequisites:** AUT 181A

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**AUT 181A Engine Performance 1 Lab** 0 3 0 0 1

**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 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 driveability problems using appropriate test equipment/service information. A course fee is required.

**AUT 183 Engine Performance 2** 2 6 0 0 4

**Prerequisites:** AUT 181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-

board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

**AUT 221 Auto Transm/Transaxles 2 3 0 0 3**

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

**AUT 231 Man Trans/Axles/Drtrains 2 3 0 0 3**

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing 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.

## BANKING AND FINANCE

**BAF 110 Principles of Banking 3 0 0 0 3**

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective. (Offered fall semester)

**BAF 131 Fund of Bank Lending 3 0 0 0 3**

**Prerequisites: ACC 120**

**Prerequisites: Registered in Banking Major**

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. (Offered spring semester)

**BAF 141 Law and Banking: Principles 3 0 0 0 3**

**Prerequisites: Registered in Banking Major**

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. (Offered spring semester)

**BAF 222 Money and Banking 3 0 0 0 3**

**Prerequisites: Registered in Banking Major**

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. (Offered spring semester)

## BIOLOGY

**BIO 090 Foundations of Biology 3 2 0 0 4**

**Corequisites: DRE 098**

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships

among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses. A student must earn a "C" or better to progress to the next class. A lab fee is required.

**BIO 111 General Biology I 3 3 0 0 4**

**Prerequisites: High School biology or BIO 090**

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Arts and the Associate in Science Degrees. A lab fee is required.

**BIO 112 General Biology II 3 3 0 0 4**

**Prerequisites: BIO 111**

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

**BIO 140 Environmental Biology 3 0 0 0 3**

**Corequisites: BIO 140A**

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. A lab fee is required.

**BIO 140A Environmental Biology Lab 0 3 0 0 1**

**Corequisites: BIO 140**

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. A lab fee is required.

**BIO 145 Ecology 3 3 0 0 4**

**Prerequisites: BIO 110 or BIO 111**

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

**BIO 163 Basic Anatomy and Physiology 4 2 0 0 5**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion,

students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

**BIO 168 Anatomy and Physiology I** 3 3 0 0 4  
**Local Prerequisites:** DRE 098; CHM 092 or High School chemistry; and BIO 090 or High School biology

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

**BIO 169 Anatomy and Physiology II** 3 3 0 0 4  
**Prerequisites:** BIO 168

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

**BIO 175 General Microbiology** 2 2 0 0 3  
**Prerequisites:** BIO 111 or BIO 163, BIO 165 or BIO 168

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

**BIO 242 Natural Resource Conserv.** 3 0 0 0 3  
**Prerequisites:** BIO 112 or BIO140/140A

This course covers the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**BIO 275 Microbiology** 3 3 0 0 4  
**Prerequisites:** BIO 111 or BIO 163, BIO 165 or BIO 168

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A lab fee is required.

## BLUEPRINT READING

**BPR 111 Print Reading** 1 2 0 0 2

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

**BPR 121 Blueprint Reading-Mech** 1 2 0 0 2  
**Prerequisites:** BPR 111 or MAC 131

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

## BREWING, DISTILLATION AND FERMENTATION

**BDF 110 Fermentation Production** 2 4 0 0 4

This course introduces the basic methodologies used in fermentation. Emphasis is placed on the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation. Upon completion, students should be able to design/produce pilot-scale products to demonstrate how material selection and process conditions can generate different kinds/qualities of products. A course fee is required.

**BDF 111 BDF Safety and Sanitation** 1 2 0 0 2

This course covers sanitation, handling and safety with fermentation products, facilities and equipment. Emphasis is placed on the proper chemicals, their selection, handling and storage for sanitation control within the fermentation environment. Upon completion, students should be able to safely maintain quality and stability of fermentation products. A course fee is required.

**BDF 112 Survey of Fermented Products** 3 3 0 0 4

This course provides an introduction to fermented products. Emphasis is placed on history, production, characteristics, taxonomy, and evaluation. Upon completion, students should be able to identify and apply factors relevant to the production of fermented products. A course fee is required.

**BDF 114 Craft Beer Brewing** 1 3 0 0 2  
**Prerequisites:** Instructor Approval Required

This course introduces entry level skills in craft beer brewing. Topics include recipe development, basic sanitation, techniques and equipment used in the production of small batches (5 gallons or less) of craft beer. Upon completion, students should be able to demonstrate how to produce small batches of craft beer and be able to extrapolate concepts to larger future production. A course fee is required.

**BDF 115 Applied Craft Bev Microbiology** 3 2 0 0 4

This course provides an introduction to microbiology and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, fermentation, and microorganisms in brewery/distillation and sanitation. Upon completion, students should be able to demonstrate an understanding of microbiology, laboratory techniques, and commonly used analysis methodologies applied in the brewing industry. A course fee is required.

**BDF 125 Bev Tech and Calculations** 1 3 0 0 2

This course introduces technology and mathematical calculations used in craft beverage production. Emphasis is placed on equipment and technology relating to scheduling/record keeping, and recipe development/alcohol control and ingredient usage calculations. Upon completion, students should be able to identify/demonstrate technology and equipment used in craft beverage production and recipe development.

**BDF 175 Distillation Operations 2 4 0 0 4**

This course covers the principles and production techniques involved in the distillation of grains, fruits and other carbohydrates associated with craft beverage distillation. Emphasis is placed on materials/processing, fermentation applications, distillation technology, sensory evaluation, quality control, engineering and craft distillery management. Upon completion, students should be able to demonstrate an understanding of distillation operation/management and the impact of sanitation, fermentation, maturation and aging in the production of distillations. (offered in the summer)

**BDF 180 Sensory Evaluation 2 2 0 0 3**

This course introduces the visual, olfactory, and gustatory parameters used in the evaluation of beer and distillery products. Emphasis is placed on aromas, finish, flavor/taste interactions, and factors affecting product quality, as well as descriptive analysis/model systems, judging systems, set-up, and operation for beverage competitions. Upon completion, students should be able to demonstrate the fundamental principles/practices in sensory analysis and identify elements that influence sensory qualities of particular craft beverages. A course fee is required.

**BDF 225 Filtration and Finishing 2 2 0 0 3**

This course covers processing/conditioning factors that affect the end quality and shelf life of fermented craft beverages. Topics include types/operation of filters, natural/forced carbonation, clarification, lagering, additives and product stabilization for packaging. Upon completion, students should be able to demonstrate an understanding of the processes associated with filtration, carbonation and finishing and their impact on the end product. A course fee is required.

**BDF 230 Advanced Brewing 2 2 0 0 3****Prerequisites: Instructor Approval Required**

This course covers advanced brewing processes utilizing the equipment of an on-site brewery and fermentation facility. Topics include advanced beer making processes, analysis/monitoring of fermentation, specialty beer production, quality control, sustainable practices and facilities operations and management. Upon completion, students should be able to understand and demonstrate the proper applications of high volume brewing in a production facility.

**BDF 236 Brewing/Packaging Maintenance 2 4 0 0 4**

This course covers the equipment in a brewing, distillation and fermentation facility and the techniques used for maintenance and troubleshooting. Topics include types of equipment, the role of equipment used in filling and packaging, troubleshooting, and the role of a maintenance technician. Upon completion, students should be able to set up, maintain and troubleshoot equipment in a brewing, distillation and fermentation facility using work techniques appropriate for the industry. A course fee is required.

**BUSINESS****BUS 110 Introduction to Business 3 0 0 0 3**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered fall, spring and summer semesters)

**BUS 115 Business Law I 3 0 0 0 3**

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the

student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered fall semester)

**BUS 116 Business Law II 3 0 0 0 3****Prerequisites: BUS 115**

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy 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. (Offered spring semester)

**BUS 125 Personal Finance 3 0 0 0 3**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. (Offered fall semester)

**BUS 137 Principles of Management 3 0 0 0 3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered fall and spring semesters)

**BUS 139 Entrepreneurship I 3 0 0 0 3**

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (Offered fall semester)

**BUS 153 Human Resource Management 3 0 0 0 3**

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

**BUS 193S Selected Topics in Business 2 3 0 0 3**

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. This course provides a framework for students to visit, examine, and analyze a country/region inside or outside the United States with emphasis placed on distinctive culture 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 as it applies to the specific program or discipline. A course fee is required.

**BUS 225 Business Finance 2 2 0 0 3****Prerequisites: ACC 120**

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. (Offered spring semester)

**BUS 230 Small Business Management 3 0 0 0 3**

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (Offered spring semester)

**BUS 239 Bus Applications Seminar 1 2 0 0 2**

**Prerequisites:** ACC 120, BUS 115, BUS 137, MKT 120 and either ECO 151, ECO 251 or ECO 252

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. (Offered spring semester)

**BUS 270 Professional Development 3 0 0 0 3**

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. (Offered spring semester)

**CHEMISTRY****CHM 092 Fundamentals of Chemistry 3 2 0 0 4**

**Prerequisites:** DMA 010-050

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses. A student must earn a "C" or better to progress to the next class. A lab fee is required.

**CHM 131 Introduction to Chemistry 3 0 0 0 3**

**Prerequisites:** High School chemistry or CHM 092; DMA 010-080

**Corequisites:** CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. A lab fee is required.

**CHM 131A Introduction to Chemistry Lab 0 3 0 0 1**

**Corequisites:** CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

**CHM 132 Organic and Biochemistry 3 3 0 0 4**

**Prerequisites:** CHM 131 and CHM 131A or CHM 151

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological

molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences. A lab fee is required.

**CHM 151 General Chemistry I 3 3 0 0 4**

**Prerequisites:** High school chemistry or CHM 092, DMA 010-DMA 080

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Arts and the Associate in Science Degrees. A lab fee is required.

**CHM 152 General Chemistry II 3 3 0 0 4**

**Prerequisites:** CHM 151

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

**CHM 251 Organic Chemistry I 3 3 0 0 4**

**Prerequisites:** CHM 152

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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

**CHM 252 Organic Chemistry II 3 3 0 0 4**

**Prerequisites:** CHM 251

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

## COMPUTER INFORMATION SYSTEMS

### CIS 110 Introduction to Computers 2 2 0 0 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option). (Offered fall, spring, and summer semester)

### CIS 115 Intro to Programming and Logic 2 3 0 0 3

**Prerequisites:** DMA 010-040 or DMA-025 and DMA-040, or MAT 121, or MAT 171

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in mathematics (Quantitative Option). (Offered fall semester)

## CRIMINAL JUSTICE

### CJC 111 Intro to Criminal Justice 3 0 0 0 3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered fall semester)

### CJC 112 Criminology 3 0 0 0 3

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (Offered spring semester)

### CJC 113 Juvenile Justice 3 0 0 0 3

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (Offered fall semester)

### CJC 121 Law Enforcement Operations 3 0 0 0 3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered fall semester)

### CJC 122 Community Policing 3 0 0 0 3

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the

empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing. (Offered spring semester)

### CJC 131 Criminal Law 3 0 0 0 3

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (Offered spring semester)

### CJC 132 Court Procedure and Evidence 3 0 0 0 3

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (Offered spring semester)

### CJC 141 Corrections 3 0 0 0 3

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered spring semester)

### CJC 144 Crime Scene Processing 2 3 0 0 3

**Prerequisites:** Registered Latent Evidence Major

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. (Offered fall semester, Online Only)

### CJC 146 Trace Evidence 2 3 0 0 3

**Prerequisites:** Registered Latent Evidence Major

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. (Offered fall semester, Online Only)

### CJC 151 Intro to Loss Prevention 3 0 0 0 3

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

**CJC 170 Critical Incident Management for Public Safety 3 0 0 0 3**

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents. (Offered fall semester)

**CJC 212 Ethics and Community Relations 3 0 0 0 3**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (Offered spring semester)

**CJC 213 Substance Abuse 3 0 0 0 3**

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**CJC 215 Organization and Administration 3 0 0 0 3**

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

**CJC 221 Investigative Principles 3 2 0 0 4**

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (Offered fall semester)

**CJC 222 Criminalistics 3 0 0 0 3**

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

**CJC 223 Organized Crime 3 0 0 0 3**

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

**CJC 225 Crisis Intervention 3 0 0 0 3**

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender

situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

**CJC 231 Constitutional Law 3 0 0 0 3**

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. (Offered fall semester)

**CJC 232 Civil Liability 3 0 0 0 3**

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

**CJC 233 Correctional Law 3 0 0 0 3**

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel

**CJC 241 Community-Based Corrections 3 0 0 0 3**

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

**CJC 245 Friction Ridge Analysis 2 3 0 0 3****Prerequisites: Registered Latent Evidence Major**

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. (Offered spring semester, Online Only)

**CJC 246 Adv Friction Ridge Analysis 2 3 0 0 3****Prerequisites: CJC 245 and Registered Latent Evidence Major**

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. (Offered spring semester, Online Only)

**CJC 255 Issues in Crim Justice App 3 0 0 0 3****Prerequisites: CJC 111, CJC 221 and CJC 231**

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer. (Offered spring semester, Online Only)

**CJC 261 High-Risk Situations 1 2 0 0 2**

This course prepares students to employ proper response methods, including a risk and attack analysis, when faced with high-risk situations. Emphasis will be placed on cover and evacuation techniques when faced with an active, barricaded shooter, improvised explosive device recognition, and hazardous material impact assessment. Upon completion, students should be able to demonstrate an ability to analyze a high-risk situation and use the proper decision making process to respond.

**COMMUNICATION****COM 120 Intro Interpersonal Communication 3 0 0 0 3**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in communications.

**COM 140 Intro Intercultural Communication 3 0 0 0 3**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in communications.

**COM 160 Small Group Communication 3 0 0 0 3**

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**COM 231 Public Speaking 3 0 0 0 3**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education communications requirement for the Associate in Arts and the Associate in Science Degrees.

**COSMETOLOGY****COS 111 Cosmetology Concepts I 4 0 0 0 4**

**Prerequisites:** DMA 010-030

**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. (Offered fall and spring semesters)

**COS 112 Salon I 0 24 0 0 8**

**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. (Offered fall and spring semesters)

**COS 113 Cosmetology Concepts II 4 0 0 0 4**

**Prerequisites:** COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (Offered fall, spring, and summer semesters)

**COS 114 Salon II 0 24 0 0 8**

**Prerequisites:** COS 111 and COS 112

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. A course fee is required. (Offered fall and spring semesters)

**COS 115 Cosmetology Concepts III 4 0 0 0 4**

**Prerequisites:** COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (Offered fall, spring, and summer semester)

**COS 116 Salon III 0 12 0 0 4**

**Prerequisites:** COS 111 and COS 112

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. A course fee is required. (Offered fall, spring and summer semesters)

**COS 117 Cosmetology Concepts IV 2 0 0 0 2**

**Prerequisites:** COS 111 and COS 112

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. (Offered fall, spring and summer semesters)

**COS 118 Salon IV 0 21 0 0 7**

**Prerequisites:** COS 111 and COS 112

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas

covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. A course fee is required. (Offered fall and spring semesters)

**COS 119 Esthetics Concepts I** 2 0 0 0 2

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. (Offered fall semester)

**COS 120 Esthetics Salon I** 0 18 0 0 6

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. A course fee is required. (Offered fall semester)

**COS 125 Esthetics Concepts II** 2 0 0 0 2

**Prerequisites:** COS 119

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion, students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements. (Offered spring semester)

**COS 126 Esthetics Salon II** 0 18 0 0 6

**Prerequisites:** COS 120

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. A course fee is required. (Offered spring semester)

**COS 240 Contemporary Design** 1 3 0 0 2

**Prerequisites:** COS 111 and COS 112

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. (Offered fall and spring semesters)

**COS 250 Computerized Salon Ops** 1 0 0 0 1

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting. (Offered fall and spring semesters)

**COS 271 Instructor Concepts I** 5 0 0 0 5

**Prerequisites:** Cosmetology License and six months experience as a licensed cosmetologist

**Corequisites:** COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. (Offered fall semester)

**COS 272 Instructor Practicum I** 0 21 0 0 7

**Prerequisites:** Cosmetology License and six months experience as a licensed cosmetologist

**Corequisites:** COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. A course fee is required. (Offered fall semester)

**COS 273 Instructor Concepts II** 5 0 0 0 5

**Prerequisites:** COS 271 and COS 272

**Corequisites:** COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. (Offered spring semester)

**COS 274 Instructor Practicum II** 0 21 0 0 7

**Prerequisites:** COS 271 and COS 272

**Corequisites:** COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course. A course fee is required. (Offered spring semester)

## COMPUTER SCIENCE

**CSC 111 Intro to Ethical Hacking** 3 0 0 0 3

This course introduces computer programming students to the foundations of ethical hacking. Topics include security policies, common vulnerabilities, penetration testing methodology, and hacking concepts using computer programming and scripting techniques. Upon completion, students should be able to describe the computer programming aspects of ethical hacking in an organization's overall security framework.

**CSC 121 Python Programming** 2 3 0 0 3

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs. (Offered fall semester)

**CSC 134 C++ Programming** 2 3 0 0 3

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement. (Offered spring semester)

**CSC 151 JAVA Programming** 2 3 0 0 3

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 to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement. (Offered fall semester)

**CSC 153 C# Programming 2 3 0 0 3**

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level. (Offered spring semester)

**CSC 234 Advanced C++ Programming 2 3 0 0 3**  
**Prerequisites: CSC 134**

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions. (Offered fall semester)

**CSC 249 Data Structure and Algorithms 2 3 0 0 3**

This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems. (Offered spring semester)

**CSC 251 Adv JAVA Programming 2 3 0 0 3**  
**Prerequisites: CSC 151**

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (Offered spring semester)

## COMPUTER TECHNOLOGY INTEGRATION

**CTI 110 Web, Pgm, and DB Foundation 2 2 0 0 3**

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (Offered fall semester)

**CTI 120 Network and Sec Foundation 2 2 0 0 3**

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (Offered fall semester)

**CTI 141 Cloud and Storage Concepts 1 4 0 0 3**

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems. (Offered fall semester)

## COMPUTER INFORMATION TECHNOLOGY

**CTS 115 Info Sys Business Concepts 3 0 0 0 3**

This course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement. (Offered spring semester)

**CTS 120 Hardware/Software Support 2 3 0 0 3**

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (Offered fall semester)

**CTS 125 Presentation Graphics 2 2 0 0 3**

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. (Offered summer semester)

**CTS 130 Spreadsheet 2 2 0 0 3**

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (Offered fall, spring, and summer semesters)

**CTS 155 Tech Support Functions 2 2 0 0 3**

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. (Offered fall semester)

**CTS 220 Adv Hard/Software Support 2 3 0 0 3**  
**Prerequisites: CTS 120**

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers. (Offered spring semester)

**CTS 225 Spreadsheet Data Analysis 2 2 0 0 3**

This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

**CTS 240 Project Management 2 2 0 0 3**

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. (Offered fall semester)

**DATABASE MANAGEMENT TECHNOLOGY****DBA 110 Database Concepts 2 3 0 0 3**

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (Offered spring semester)

**DRAFTING****DFT 151 CAD I 2 3 0 0 3**

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. For online sections of this course, a computer capable of running Solidworks and Solidworks Student Design Kit software (included with the text) are required.

**DFT 154 Intro Solid Modeling 2 3 0 0 3**

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multi-view drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multi-view drawing. For online sections of this course, a computer capable of running Solidworks and Solidworks Student Design Kit software (included with the text) are required.

**DFT 170 Engineering Graphics 2 2 0 0 3**

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

**DRAMA/THEATRE****DRA 111 Theatre Appreciation 3 0 0 0 3**

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 112 Literature of the Theatre 3 0 0 0 3**

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 120 Voice for Performance 3 0 0 0 3**

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other variables. Upon completion, students should be able to demonstrate effective theatrical speech. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**DRA 124 Readers Theatre 3 0 0 0 3**

This course provides a theoretical and applied introduction to the medium of reader's theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of reader's theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**DRA 130 Acting I 0 6 0 0 3**

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**DRA 131 Acting II 0 6 0 0 3****Prerequisites: DRA 130**

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**DRA 135 Acting for the Camera I 1 4 0 0 3**

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**DRA 140 Stagecraft I 0 6 0 0 3**

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 141 Stagecraft II 0 6 0 0 3****Prerequisites: DRA 140**

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon

completion, students should be able to pursue vocational and avocational roles in technical theatre. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 145 Stage Make-up 1 2 0 0 2**

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 170 Play Production I 0 9 0 0 3**

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 171 Play Production II 0 9 0 0 3**

**Prerequisites: DRA 170**

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 211 Theatre History I 3 0 0 0 3**

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 212 Theatre History II 3 0 0 0 3**

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**DRA 270 Play Production III 0 9 0 0 3**

**Prerequisites: DRA 171**

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

**DRA 271 Play Production IV 0 9 0 0 3**

**Prerequisites: DRA 270**

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (A course fee is required)

## ECONOMICS

**ECO 251 Principles of Microeconomics 3 0 0 0 3**

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement. (Offered fall and spring semesters)

**ECO 252 Principles of Macroeconomics 3 0 0 0 3**

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement. (Offered fall and spring semesters)

## EDUCATION

**EDU 119 Intro to Early Child Education 4 0 0 0 4**

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans. (Offered fall, spring and summer semesters)

**EDU 131 Child, Family, and Community 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

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. This course

emphasizes evidence-based practices and strategies that support all children and families including those with diverse abilities with at least 5 hours of volunteer service in a classroom setting. A course fee is required. (Offered fall and spring semesters)

**EDU 144 Child Development I 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

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. Emphasis is placed on evidence-based practices and strategies as well as a child case study, which requires observations and interviews. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered fall semester)

**EDU 145 Child Development II 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

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. Emphasis is placed on evidence-based practices and strategies as well as a child case study, which requires observations and interviews. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. A course fee is required. (Offered spring semester)

**EDU 146 Child Guidance 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

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. This course emphasizes evidence-based practices and strategies that support all children and families and at least 10 hours of observation in a preschool classroom. A course fee is required. (Offered fall semester)

**EDU 151 Creative Activities 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-

ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. Emphasis is placed on evidence-based practices and strategies with visitations to and observations of community organizations that relate to creative arts. A course fee is required. (Offered fall and spring semesters)

**EDU 153 Health, Safety and Nutrition 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

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. This course emphasizes evidence-based practices and strategies. (Offered fall and spring semesters)

**EDU 157 Active Play 2 2 0 0 3**

**Corequisites: DRE 097 or ENG-111**

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development. A course fee is required. (Offered fall semester)

**EDU 163 Classroom Mgt and Instruction 3 0 0 0 3**

**Corequisites: DRE 097 or ENG-111**

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success. (Offered fall semester)

**EDU 216 Foundations of Education 3 0 0 0 3**

**Corequisites: DRE 098 or ENG-111**

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 emphasizes evidence-based practices and strategies that support all children and families as well as observations and/or interviews in public schools. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered fall semester)

**EDU 221 Children with Exceptionalities 3 0 0 0 3****Prerequisites:** EDU 144 and EDU 145**Corequisites:** DRE 098 or ENG-111

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. Emphasis is placed on evidence-based practices and strategies as well as a child case study, which requires observations and interviews. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered fall semester)

**EDU 234 Infants, Toddlers and Twos 3 0 0 0 3****Prerequisites:** EDU 119**Corequisites:** DRE 098 or ENG-111

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. This course emphasizes evidence-based practices and strategies that support all children and families as well as observations and interviews in an infant/toddler/twos classroom. (Offered spring semester)

**EDU 250 Teacher Licensure Preparation 3 0 0 0 3****Corequisites:** Take One Set:**Set 1:** ENG-111 and MAT-143**Set 2:** ENG-111 and MAT-152**Set 3:** ENG-111 and MAT-171

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. (Offered fall semester)

**EDU 251 Exploration Activities 3 0 0 0 3****Corequisites:** DRE 098 or ENG-111

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be

able to understand major concepts in each content area and implement appropriate experiences for young children. This course emphasizes evidence-based practices and strategies that support all children and families. A course fee is required. (Offered fall semester)

**EDU 259 Curriculum Planning 3 0 0 0 3****Corequisites:** DRE 098 or ENG-111

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. This course emphasizes evidence-based practices and strategies that support all children and families. (Offered spring semester)

**EDU 261 Early Childhood Administration I 3 0 0 0 3****Corequisites:** EDU 119 and either DRE 098 or ENG-111

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. This course emphasizes evidence-based practices and strategies that support all children and families. (Offered fall semester)

**EDU 262 Early Childhood Administration II 3 0 0 0 3****Prerequisites:** EDU 119, EDU 261 and either DRE-098 or ENG-111

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. This course emphasizes evidence-based practices and strategies that support all children and families. (Offered spring semester)

**EDU 271 Educational Technology 2 2 0 0 3****Corequisites:** DRE 098 or ENG-111

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. Emphasis is placed on evidence-based practices and strategies. A course fee is required. (Offered spring semester)

**EDU 280 Language/ Literacy Experiences 3 0 0 0 3****Corequisites:** DRE 098 or ENG-111

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. This course emphasizes evidence-based practices and strategies that support all children and families as well as at least 12 hours of observation in a preschool Head-Start classroom. A course fee is required. (Offered spring semester)

**EDU 284 Early Child Capstone Practicum 1 9 0 0 4**

**Prerequisites:** EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151

**Corequisites:** DRE 098 or ENG-111

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. This course emphasizes evidence-based practices and strategies that support all children and families as well as 160 hours of practicum within an early childhood classroom. (Offered spring semester)

**EDU 285 Internship Exp-School-Age 1 9 0 0 4**

**Prerequisites:** EDU 144, EDU 145, EDU 163 and EDU 216

**Corequisites:** DRE 098 or ENG-111

This course is designed to allow students to demonstrate acquired skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors including the use of appropriate technology, as indicated by assignments and onsite faculty visits. This course emphasizes evidence-based practices and strategies that support all children and families as well as 160 hours of practicum within an elementary school classroom. (Offered spring semester)

**EDU 289 Adv Issues/School-Age 2 0 0 0 2**

**Corequisites:** DRE 098 or ENG-111

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. This course emphasizes evidence-based practices and strategies that support all children and families. (Offered spring semester)

## ENGINEERING

**EGR 115 Intro to Technology 2 3 0 0 3**

**Local Co-requisite:** EGR-115A

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able

to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

**EGR 115A Intro to Tech Lab 0 3 0 0 1**

This course provides a laboratory setting for EGR 111. Emphasis is placed on developing skills in dimensional analysis, measurement systems, engineering graphics, and calculator applications. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in EGR 115.

**EGR 125 Appl Software for Tech 1 2 0 0 2**

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 130 Engineering Cost Control 2 2 0 0 3**

**Prerequisites:** MAT 121 or MAT 171

This course covers the management of projects and systems through the control of costs. Topics include economic analysis of alternatives within budget constraints and utilization of the time value of money approach. Upon completion, students should be able to make choices that optimize profits on both short-term and long-term decisions.

**EGR 150 Intro to Engineering 1 2 0 0 2**

**Recommended Prerequisites:** DMA 010-080

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 to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

**EGR 214 Num Methods for Engineers 3 0 0 0 3**

**Prerequisites:** MAT 272

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making, loops, functions, and parameter passing; common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

**EGR 220 Engineering Statics 3 0 0 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 to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

**EGR 228 Intro to Solid Mechanics 3 0 0 0 3****Prerequisites:** EGR 220

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

**EGR 250 Statics/Strength of Materials 4 3 0 0 5****Prerequisites:** MAT 121 or MAT 171

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures. It is strongly recommended that PHY 131 or PHY 151 be completed prior to taking this course.

**ELECTRICITY****ELC 117 Motors and Controls 2 6 0 0 4****Prerequisites:** ELC 131

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 128 Introduction to PLC 2 3 0 0 3**

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

**ELC 131 Circuit Analysis I 3 3 0 0 4****Prerequisites:** DMA 010-080

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC 213 Instrumentation 3 2 0 0 4****Prerequisite:** ELC 131

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

**ELC 228 PLC Applications 2 6 0 0 4****Prerequisite:** ELC 128

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.

**ELECTRONICS****ELN 131 Analog Electronics I 3 3 0 0 4****Prerequisites:** ELC 131

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

**ELN 133 Digital Electronics 3 3 0 0 4****Corequisite:** ELC 131

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

**ELN 232 Intro to Microprocessors 3 3 0 0 4****Prerequisite:** ELN 133

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. A course fee is required.

**ELN 234 Communication Systems 3 3 0 0 4****Prerequisites:** ELC 131

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**EMERGENCY MEDICAL SCIENCE****EMS 110 EMT 6 6 3 0 9**

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. A Course fee is required. (Offered spring semester)

**EMS 115 Defense Tactics for EMS 1 3 0 0 2**

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation. (Offered fall semester)

**EMS 120 Advanced EMT 4 6 0 0 6****Prerequisites:** EMS 110**Co-requisites:** EMS 121

This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level. (Offered fall semester)

**EMS 121 AEMT Clinical Practicum 0 0 6 0 2****Prerequisites:** EMS 110**Corequisites:** EMS 120

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.

**EMS 122 EMS Clinical Practicum I 0 0 3 0 1****Prerequisites:** EMS 110

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills. A lab fee is required. (Offered fall semester)

**EMS 130 Pharmacology 3 3 0 0 4****Prerequisites:** EMS 110

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. (Offered fall semester)

**EMS 131 Adv Airway Management 1 2 0 0 2****Prerequisites:** EMS 110

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (Offered fall semester)

**EMS 160 Cardiology I 2 3 0 0 3****Prerequisites:** EMS 110

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms. A course fee is required. (Offered fall semester)

**EMS 220 Cardiology II 2 3 0 0 3****Prerequisites:** EMS 122, EMS 130 and EMS 160

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient. A course fee is required. (Offered spring semester)

**EMS 221 EMS Clinical Practicum II 0 0 6 0 2****Prerequisites:** EMS 121 or EMS 122

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. A course fee is required. (Offered spring semester)

**EMS 231 EMS Clinical Pract III 0 0 9 0 3****Prerequisites:** EMS 221

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. A course fee is required. (offered summer term)

**EMS 235 EMS Management 2 0 0 0 2**

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. (Offered fall semester)

**EMS 240 Patients W/ Special Challenges 1 2 0 0 2****Prerequisites:** EMS 122 and EMS 130

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges. (Offered spring semester)

**EMS 241 EMS Clinical Practicum IV 0 0 12 0 4****Prerequisites:** EMS 231

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. A course fee is required. (Offered fall semester)

**EMS 250 Medical Emergencies 3 3 0 0 4****Prerequisites:** EMS 122 and EMS 130

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment. (Offered fall semester)

**EMS 260 Trauma Emergencies 1 3 0 0 2****Prerequisites:** EMS 122 and EMS 130

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care. (Offered spring semester)

**EMS 270 Life Span Emergencies 3 3 0 0 4****Prerequisites:** EMS 122 and EMS 130

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies. (Offered summer term)

**EMS 280 EMS Bridging Course 2 2 0 0 3**

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. (Offered spring semester)

**EMS 285 EMS Capstone 1 3 0 0 2****Prerequisites:** EMS 220, EMS 250 and EMS 260

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. A course fee is required. (Offered spring semester)

**ENGLISH AND READING, DEVELOPMENTAL**

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by the College placement test (NCDAP).

**DRE 097 Integrated Reading Writing II 2.5 1 0 0 3****Prerequisites:** DRE 096

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

**DRE 098 Integrated Reading Writing III 2.5 1 0 0 3****Prerequisites:** DRE 097

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

**ENGLISH****ENG 110 Freshman Composition 3 0 0 0 3****Prerequisites:** DRE 097

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

**ENG 111 Writing and Inquiry 3 0 0 0 3****Prerequisites:** DRE 098 or DRE 099

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education English composition requirement for the Associate in Arts and the Associate in Science Degrees.

**Note:** The second level curriculum English (ENG 112 or ENG 114) should be carefully selected with input from the student faculty advisor to ensure proper program credit. This course should be selected based on the requirements of the student's program.

**ENG 112 Writing/Research in the Disciplines 3 0 0 0 3****Prerequisites:** ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education English composition requirement for the Associate in Arts and the Associate in Science Degrees.

**ENG 114 Prof Research and Reporting 3 0 0 0 3****Prerequisites:** ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.

**ENG 125 Creative Writing I 3 0 0 0 3****Prerequisites:** ENG 111

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (Offered in spring semester)

**ENG 231 American Literature I 3 0 0 0 3****Prerequisites:** ENG 112, ENG 113, or ENG 114

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

**ENG 232 American Literature II 3 0 0 0 3****Prerequisites:** ENG 112, ENG 113, or ENG 114

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry,

and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

**ENG 241 British Literature I** 3 0 0 0 3  
**Prerequisites:** ENG 112, ENG 113, or ENG 114

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement. (Offered in fall semester)

**ENG 242 British Literature II** 3 0 0 0 3  
**Prerequisites:** ENG 112, ENG 113, or ENG 114

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement. (Offered in spring semester)

**ENG 262 World Literature II** 3 0 0 0 3  
**Prerequisites:** ENG 112, ENG 113, or ENG 114

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

## EMERGENCY PREPAREDNESS

**EPT 120 Sociology of Disaster** 3 0 0 0 3

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

**EPT 130 Mitigation and Preparedness** 3 0 0 0 3

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 0 0 3

This course covers the four phases of emergency management: mitigation, preparedness, 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, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

**EPT 150 Incident Management** 3 0 0 0 3

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 0 0 3

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 Emer. Mgt.** 3 0 0 0 3

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 Ops Center Mgt.** 3 0 0 0 3

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

## FIRE PROTECTION

**FIP 120 Intro to Fire Protection** 3 0 0 0 3

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. (Offered fall semester)

**FIP 124 Fire Prevention and Public Education** 3 0 0 0 3

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in 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. (Offered fall semester)

**FIP 128 Detection and Investigation** 3 0 0 0 3

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. (Offered fall semester)

**FIP 132 Building Construction** 3 0 0 0 3

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building

codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions. (Offered spring semester)

**FIP 136 Inspections and Codes 3 0 0 0 3**

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. 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 146 Fire Protection Systems 3 2 0 0 4**

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements. (Offered fall semester)

**FIP 152 Fire Protection Law 3 0 0 0 3**

This course covers fire protection law as referenced in NFPA standard 1. Topics include 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. (Offered spring semester)

**FIP 164 OSHA Standards 3 0 0 0 3**

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance. (Offered spring semester)

**FIP 220 Fire Fighting Strategies 3 0 0 0 3**

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. 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 as it relates to operations involving various emergencies in fire and non-fire situations. (Offered spring semester)

**FIP 221 Advanced Fire Fighting Strategies 3 0 0 0 3**

**Prerequisites: FIP 220**

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both man-made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. (Offered spring semester)

**FIP 224 Fire Instructor I and II 4 0 0 0 4**

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

**FIP 226 Fire Officer I and II 4 0 0 0 4**

This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.

**FIP 228 Local Government Finance 3 0 0 0 3**

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department. (Offered spring semester)

**FIP 230 Chemistry of Hazardous Materials I 5 0 0 0 5**

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials. (Offered fall semester)

**FIP 232 Hydraulics and Water Dist 2 2 0 0 3**

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices referenced in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

**FIP 240 Fire Service Supervision 3 0 0 0 3**

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 effective fire service supervision, meeting elements of NFPA 1021. (Offered spring semester)

**FIP 248 Fire Service Personnel Administration 3 0 0 0 3**

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 256 Municipal Public Relations 3 0 0 0 3**

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA

standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

**FIP 260 Fire Protection Planning 3 0 0 0 3**

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 0 0 3**

This course provides an overview of fire department operative services referenced in NFPA standard 1021. 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. (Offered fall semester)

**FIP 277 Fire and Social Behavior 3 0 0 0 3**

This course covers fire-related aspects of human behavior, with an emphasis on research and a systems approach to human-behavior analysis. Topics include identification of populations and structures at high risk, evaluation of systems models, and use of computer models to predict human behavior during fires. Upon completion, students should be able to identify and anticipate human behavior in response to various residential, commercial, board-and-care facility, and wildland/rural fire events.

## FRENCH

**FRE 110 Introduction to French 2 0 0 0 2**

This course provides an introduction to understanding, speaking, reading, and writing French. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in French.

**FRE 111 Elementary French I 3 0 0 0 3**

**Corequisites: FRE 181**

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**FRE 112 Elementary French II 3 0 0 0 3**

**Prerequisites: FRE 111**

**Corequisites: FRE 182**

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**FRE 181 French Lab 1 0 2 0 0 1**

**Corequisites: FRE 111**

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**FRE 182 French Lab 2 0 2 0 0 1**

**Prerequisites: FRE 181**

**Corequisites: FRE 112**

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**FRE 211 Intermediate French I 3 0 0 0 3**

**Prerequisites: FRE 112**

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**FRE 212 Intermediate French II 3 0 0 0 3**

**Prerequisites: FRE 211**

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**FRE 281 French Lab 3 0 2 0 0 1**

**Prerequisites: FRE 182**

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**FRE 282 French Lab 4 0 2 0 0 1**

**Prerequisites: FRE 281**

This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

## FILM AND VIDEO PRODUCTION

### FVP 111 Introduction to Film and Video 2 3 0 0 3

This course is an overview of the filmmaking process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field. A course fee is required.

### FVP 112 Art Dept. Operations I 1 4 0 0 3

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion, students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props. A course fee is required.

### FVP 113 Grip and Electrical I 1 4 0 0 3

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer. A course fee is required.

### FVP 114 Camera and Lighting I 2 3 0 0 3

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment. A course fee is required.

### FVP 115 Camera and Lighting II 2 3 0 0 3

#### Prerequisites: FVP 114

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots. A course fee is required.

### FVP 116 Sound Operations 2 3 0 0 3

This course provides an overview of sound theory, methods and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production. A course fee is required.

### FVP 120 Art Dept. Operations II 1 4 0 0 3

#### Prerequisites: FVP 112

This course provides a more in-depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery,

wiring and drapery. Upon completion, students should be competent to assist in all fields related to the fabrication and decoration of sets and props. A course fee is required.

### FVP 130 Grip and Electrical II 1 4 0 0 3

#### Prerequisites: FVP 113

This course provides a more in-depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion, students should be able to execute grip and electrical directions given by the key grip, gaffer cinematographer and/or director of photography. A course fee is required.

### FVP 212 Production Techniques I 1 12 0 0 5

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry. A course fee is required.

### FVP 213 Production Techniques II 1 12 0 0 5

#### Prerequisites: FVP 212

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry. A course fee is required.

### FVP 215 Production Management 2 3 0 0 3

#### Corequisites: FVP 238 or FVP 240

This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production.

### FVP 220 Editing I 2 3 0 0 3

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture-only editing skills. A course fee is required.

### FVP 221 Editing II 2 3 0 0 3

#### Prerequisites: FVP 220

This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills, and the editor's role augmented by hands-on experience. Upon completion students should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills. A course fee is required.

### FVP 223 Postproduction Sound Design 1 4 0 0 3

#### Prerequisites: FVP 116 or FVP 220

This course covers audio postproduction recording, mixing, and editing techniques, technologies, and aesthetics for the

development of a compelling soundtrack for film and video media. Topics include using library effects, recording sound, effects and Foley to reinforce images and the story, preparing and mixing sound tracks for media productions. Upon completion students should be able to record, edit and mix sound design projects that strengthen narrative elements and perform critique of media sound design. A course fee is required.

**FVP 227 Multimedia Production 2 3 0 0 3**

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software. A course fee is required.

**FVP 240 Introduction to Screenwriting 3 0 0 0 3**

**Prerequisites: ENG 111**

This course introduces the principles and practices of the screenwriting craft. Emphasis is placed on analysis of screenwriting and script components and the preparation and development of motion picture and television treatments and scripts. Upon completion, students should be able to critically analyze the components of both motion picture and television treatments and scripts, and prepare effective, camera-ready motion picture and television scripts.

## GOLF COURSE MANAGEMENT

**GCM 220 Golf Course Maint Systems 3 0 0 0 3**

This course provides a detailed study of the logistics of day-to-day maintenance programs for golf courses. Emphasis is placed on how such programs relate to the overall management of golf course facilities. Upon completion, students should be capable of setting up and operating maintenance programs at golf courses.

## GEOGRAPHY

**GEO 111 World Regional Geography 3 0 0 0 3**

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

## HEALTH

**HEA 110 Personal Health and Wellness 3 0 0 0 3**

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

## HEALTHCARE MANAGEMENT

**HMT 110 Intro to Healthcare Mgt 3 0 0 0 3**

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations.

Upon completion, students should be able to apply the concepts of management within a healthcare service environment. (Offered fall semester)

**HMT 211 Long-Term Care Admin 3 0 0 0 3**

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant. (Offered spring semester)

**HMT 212 Mgt of Healthcare Org 3 0 0 0 3**

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management. (Offered spring semester)

## HEAVY EQUIPMENT MAINTENANCE

**HET 134 Diesel Fuel and Power Sys 2 3 0 0 3**

This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.

## HISTORY

**HIS 111 World Civilizations I 3 0 0 0 3**

**Prerequisites: DRE 098**

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**HIS 112 World Civilizations II 3 0 0 0 3**

**Prerequisites: DRE 098**

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**HIS 131 American History I 3 0 0 0 3**

**Prerequisites: DRE 098**

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**HIS 132 American History II 3 0 0 0 3****Prerequisites: DRE 098**

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**HORTICULTURE****HOR 112 Landscape Design I 2 3 0 0 3**

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

**HOR 114 Landscape Construction 2 2 0 0 3**

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. A course fee is required.

**HOR 116 Landscape Management I 2 2 0 0 3**

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

**HOR 118 Equipment Op and Maintenance 1 3 0 0 2**

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment. A course fee is required.

**HOR 124 Nursery Operations 2 3 0 0 3**

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

**HOR 134 Greenhouse Operations 2 2 0 0 3**

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**HOR 142 Fruit and Vegetable Prod 1 2 0 0 2**

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables. A course fee is required.

**HOR 152 Horticultural Practices 0 3 0 0 1**

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. A course fee is required.

**HOR 154 Intro to Hort Therapy 2 4 0 0 4**

This course introduces the concept of horticulture therapy and how it can be applied to improve human well-being. Emphasis is placed on developing a horticulture therapy program, planning activities, and adjusting activities based on the age, disability, or need of the individual. Upon completion, students should be able to develop project ideas, write lesson plans, and lead informal classes using horticulture therapy techniques.

**HOR 160 Plant Materials I 2 2 0 0 3**

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. A course fee is required.

**HOR 161 Plant Materials II 2 2 0 0 3**

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. A course fee is required.

**HOR 162 Applied Plant Science 2 2 0 0 3**

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture. A course fee is required.

**HOR 164 Horticulture Pest Management 2 2 0 0 3**

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

**HOR 166 Soils and Fertilizers 2 2 0 0 3**

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. A course fee is required.

**HOR 168 Plant Propagation 2 2 0 0 3**

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants. A course fee is required.

**HOR 213 Landscape Design II** 2 2 0 0 3**Prerequisites:** HOR 112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

**HOR 215 Landscape Irrigation** 2 2 0 0 3

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems. A course fee is required.

**HOR 225 Nursery Production** 2 2 0 0 3

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop. A course fee is required.

**HOR 235 Greenhouse Production** 2 2 0 0 3

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**HOR 245 Hort Specialty Crops** 2 2 0 0 3

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest. A course fee is required.

**HOR 257 Arboriculture Practices** 1 3 0 0 2

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices. A course fee is required.

**HOR 265 Adv Plant Materials** 1 2 0 0 2

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses. A course fee is required.

**HOR 271 Garden Center Management** 2 0 0 0 2

This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center.

**HEALTH SCIENCES****HSC 110 Orientation to Health Careers** 1 0 0 0 1

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able

to demonstrate an understanding of the health care professions and be prepared to make informed career choices. (Offered fall semester)

**HUMANITIES****HUM 110 Technology and Society** 3 0 0 0 3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 123 Appalachian Culture** 3 0 0 0 3

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HUM 160 Introduction to Film** 2 2 0 0 3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**HUM 180 International Cultural Explorer** 2 3 0 0 3

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**HYDRAULICS****HYD 110 Hydraulics/Pneumatics I** 2 3 0 0 3**Prerequisites:** DMA 010-080

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 121 Hydraulics/Pneumatics II** 1 3 0 0 2**Prerequisites:** HYD 110

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems.

## INTERPRETER PREPARATION

### IPP 111 Intro to Interpretation 3 0 0 0 3

This course provides an orientation to the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, theories, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations. A course fee is required. (Offered fall semester)

### IPP 112 Comparative Cultures 3 0 0 0 3

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting. A course fee is required. (Offered spring semester)

### IPP 130 Analytical Skills for Int 1 4 0 0 3

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between ASL and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between ASL and English.

### IPP 152 ASL/English Translation 3 0 0 0 3

**Prerequisites:** ASL 112 and ASL 211

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities. A course fee is required. (offered summer term)

### IPP 161 Consecutive Interpreting 2 6 0 0 5

**Prerequisites:** IPP 152

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting. (Offered fall semester)

### IPP 221 Simultaneous Interpret I 2 6 0 0 5

**Prerequisites:** IPP 161

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages. (Offered spring semester)

### IPP 222 Simultaneous Interpret II 2 6 0 0 5

**Prerequisites:** IPP 221

This course provides additional experience in interpreting a variety of situations which occur during basic expository presentations. Emphasis is placed on interpreting texts which serve an informational, hortatory, and/or procedural function. Upon completion, students should be able to apply the appropriate linguistic and cultural adjustments necessary to achieve an equivalent register in the interpretation.

## INDUSTRIAL SCIENCE

### ISC 112 Industrial Safety 2 0 0 0 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

### ISC 132 Manufacturing Quality Control 2 3 0 0 3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. Proficiency using spreadsheet software is required for success in this course.

### ISC 135 Principles of Industrial Mgmt 4 0 0 0 4

This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

### ISC 170 Problem-Solving Skills 3 0 0 0 3

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

### ISC 220 Lean Manufacturing 2 2 0 0 3

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

## LEADERSHIP STUDIES

### LDR 110 Introduction to Leadership 3 0 0 0 3

This course introduces students to concepts, models and practices of leadership that are effective in governmental, business, civic, community and political organizations. Emphasis is placed on the purposes and structures of various types of organizations and examines the leadership styles and strategies that align with these organizations. Upon completion, students should be able to recognize and apply the elements effective leadership in a variety of contexts. (Offered fall semester)

### LDR 115 Evid-Based Ldrshp & Dec Making 3 0 0 0 3

**Prerequisites:** LDR-110

This course covers the components of effective and operational evidence-based leadership. Emphasis is placed on using decision-making models and data to recognize and understand trends, align organizational goals, determine consequences, and make recommendations for actions leaders can take to solve problems. Upon completion, students should be able to demonstrate trends using data, identify strategies for decision making, and use data to make high-quality decisions on a wide range of issues. (Offered spring semester)

**LDR 225 Leading Change 3 0 0 0 3****Prerequisites:** LDR-110

This course provides the opportunity to develop the knowledge base necessary to lead and manage organizational change with an emphasis on a 360-degree approach to understanding change. Emphasis is placed on various aspects of implementing change, such as: addressing the human psychology of change through innovative technology, social media, theoretical frameworks, understanding change agents, and operations. Upon completion, students should be able to demonstrate knowledge and practical skills in how to connect change with strategy, anticipate resistance, assess readiness, and measure sustainability. (Offered spring semester)

**LIGHT-DUTY DIESEL****LDD 112 Intro Light-Duty Diesel 2 2 0 0 3**

This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

**LDD 116 Diesel Electric-Drive 2 6 0 0 4**

This course covers the theory and operation of electric-drive diesel vehicles. Topics include maintenance, diagnosis, repair and safety procedures for electrically propelled and hybrid diesel vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repairs on electric and hybrid diesel vehicles.

**LDD 181 LDD Fuel Systems 2 6 0 0 4**

This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools.

**LDD 183 Air, Exhaust, Emissions 2 6 0 0 4**

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.

**LDD 284 LDD Test and Diagnosis 2 3 0 0 3**

This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels.

**LOGISTICS MANAGEMENT****LOG 110 Introduction to Logistics 3 0 0 0 3**

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.

**LOG 125 Transportation Logistics 3 0 0 0 3**

This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

**LOG 215 Supply Chain Management 3 0 0 0 3****Prerequisites:** LOG 110

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units and describe the materials management processes.

**MACHINING****MAC 112 Machining Technology II 2 12 0 0 6**

Prerequisite: MAC 141

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

**MAC 113 Machining Technology III 2 12 0 0 6****Prerequisite:** MAC 112

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

**MAC 118 Machine Shop Basic 1 3 0 0 2**

This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards.

**MAC 121 Intro to CNC 2 0 0 0 2**

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC Turning 1 3 0 0 2**

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. A course fee is required.

**MAC 124 CNC Milling 1 3 0 0 2**

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. A course fee is required.

**MAC 141 Machining Applications I 2 6 0 0 4**

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, 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. A course fee is required.

**MAC 141A Machining Appl I Lab 0 6 0 0 2**

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. A course fee is required.

**MAC 151 Machining Calculations 1 2 0 0 2**

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 160 Coordinate Measuring Mach 2 2 0 0 3**

This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines.

**MAC 171 Measure/Material & Safety 0 2 0 0 1**

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 222 Advanced CNC Turning 1 3 0 0 2****Prerequisite: MAC 122**

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. A course fee is required.

**MAC 224 Advanced CNC Milling 1 3 0 0 2****Prerequisite: MAC 124**

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. A course fee is required.

**MAC 241 Jigs & Fixtures I 2 6 0 0 4****Prerequisite: MAC 113**

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 243 Die Making I 2 6 0 0 4****Prerequisite: MAC 113**

This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies.

**MAC 245 Mold Construction I 2 6 0 0 4**

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

**MAC 248 Production Procedures 1 2 0 0 2**

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. A course fee is required.

## MATHEMATICS, DEVELOPMENTAL

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college placement test. Due to pending changes in developmental courses contact your advisor for information on courses you may need to take.

**DMA 010 Operations with Integers .75 .5 0 0 1**

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean Theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

**DMA 020 Fractions and Decimals .75 .5 0 0 1****Prerequisites: DMA 010**

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

**DMA 030 Propor/Ratio/Rate/Percent .75 .5 0 0 1****Prerequisites: DMA 010 and DMA 020**

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

**DMA 040 Express/Lin Equat/Inequal** .75 .5 0 0 1

**Prerequisites:** Take one set:

**Set 1:** DMA 010, DMA 020 and DMA 030

**Set 2:** MAT 060

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050 Graphs/Equations of Lines** .75 .5 0 0 1

**Prerequisites:** Take one set:

**Set 1:** DMA 010, DMA 020, DMA 030 and DMA 040

**Set 2:** DMA 040 and MAT 060

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

**DMA 060 Polynomial/Quadratic Appl** .75 .5 0 0 1

**Prerequisites:** Take one set:

**Set 1:** DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050

**Set 2:** DMA 040, DMA 050 and MAT 060

**Set 3:** MAT 060 and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

**DMA 070 Rational Express/Equation** .75 .5 0 0 1

**Prerequisites:** Take one set:

**Set 1:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060

**Set 2:** DMA 040, DMA 050, DMA 060 and MAT 060

**Set 3:** DMA 060, MAT 060 and MAT 070

**Set 4:** DMA 010, DMA 020, DMA 030, DMA 060 and MAT 070

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

**DMA 080 Radical Express/Equations** .75 .5 0 0 1

**Prerequisites:** Take one set:

**Set 1:** DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070

**Set 2:** DMA 060, DMA 070, MAT 060 and MAT 070

**Set 3:** DMA 040, DMA 050, DMA 060, DMA 070, MAT 060

**Set 4:** DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

## MATHEMATICS

**MAT 110 Math Measurement and Literacy** 2 2 0 0 3

**Prerequisites:** DMA 010-030, or DMA 025

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**MAT 121 Algebra/Trigonometry I** 2 2 0 0 3

**Prerequisites:** Take One Set:

**Set 1:** DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060

**Set 2:** DMA-010, DMA-020, DMA-030, DMA-045 and DMA-060

**Set 3:** DMA-025, DMA-040, DMA-050, and DMA-060

**Set 4:** DMA-025, DMA-045, and DMA-060

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. (Offered in fall semester)

**MAT 143 Quantitative Literacy** 2 2 0 0 3

**Prerequisites:** Take All One Set:

**Set 1:** DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

**Set 2:** DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098

**Set 3:** DMA-025, DMA-040, DMA-050, and DRE-098

**Set 4:** DMA-025, DMA-045, and DRE-098

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Arts Degree.

**MAT 152 Statistical Methods I** 3 2 0 0 4

**Prerequisites:** Take One Set:

**Set 1:** DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

**Set 2:** DMA-010, DMA-020, DMA-030, DMA-045, and DRE-098

**Set 3:** DMA-025, DMA-040, DMA-050, and DRE-098

**Set 4:** DMA-025, DMA-045, and DRE-098

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing.

Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Arts Degree.

**MAT 171 Precalculus Algebra 3 2 0 0 4**

**Prerequisites:** Take One Set:

**Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080**

**Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065**

**Set 3: DMA 010, DMA 020, DMA 030, DMA 045, DMA 060, DMA 070, and DMA 080**

**Set 4: DMA 010, DMA 020, DMA 030, DMA 045, and DMA 065**

**Set 5: DMA 025, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080**

**Set 6: DMA 025, DMA 040, DMA 050, and DMA 065**

**Set 7: DMA 025, DMA 045, DMA 060, DMA 070, and DMA 080**

**Set 8: DMA 025, DMA 040, DMA 050, and DMA 065**

**Set 7: DMA 025, DMA 045, DMA 060, DMA 070, and DMA 080**

**Set 8: DMA 025, DMA 045, and DMA 065**

**Set 9: MAT-121**

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Arts and the Associate in Science Degrees.

**MAT 172 Precalculus Trigonometry 3 2 0 0 4**

**Prerequisites:** MAT 171

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Arts and the Associate in Science Degrees.

**MAT 271 Calculus I 3 2 0 0 4**

**Prerequisites:** MAT 172

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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Science Degree. (Offered in fall semester)

**MAT 272 Calculus II 3 2 0 0 4**

**Prerequisites:** MAT 271

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education math requirement for the Associate in Arts and the Associate in Science Degrees. (Offered in spring semester)

**MAT 273 Calculus III 3 2 0 0 4**

**Prerequisites:** MAT 272

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in Mathematics. (Offered in fall semester)

**MAT 280 Linear Algebra 2 2 0 0 3**

**Prerequisites:** MAT 271

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**MAT 285 Differential Equations 2 2 0 0 3**

**Prerequisites:** MAT 272

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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

## MECHANICAL

**MEC 110 Intro to CAD/CAM 1 2 0 0 2**

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

**MEC 130 Mechanisms 2 2 0 0 3**

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and

other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. A course fee is required.

**MEC 145 Mfg Materials I 2 3 0 0 3**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

**MEC 155 Env Benign Manufacturing 2 2 0 0 3**

This course introduces environmental issues involving the generation and management of hazardous materials and wastes in manufacturing operations. Topics include the analysis of manufacturing trends, pollution minimization strategies, and the advantages of incorporating a sustainable approach to manufacturing. Upon completion, students should be able to discuss analysis and modification of industrial processes in manufacturing facilities toward a sustainable end.

**MEC 260 Fund of Machine Design 2 3 0 0 3**

**Prerequisite: EGR 250**

This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs.

**MEC 276 Capstone Design Project 0 3 0 0 1**

**Prerequisites: Advisor Approval**

This course provides an opportunity for students to utilize all facets of their educational experience to solve an engineering design problem in a multi-disciplinary environment. Competencies demonstrated include project planning and organization, engineering analysis and design, selection of materials and processes, economic analysis, communication, and project documentation. Upon completion, students should be able to demonstrate the ability to complete a comprehensive design project, concluding with a formal report.

## MEDICAL ASSISTING

**MED 120 Survey of Medical Terminology 2 0 0 0 2**

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms. (Offered fall semester)

**MED 121 Medical Terminology I 3 0 0 0 3**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

## MARKETING AND RETAILING

**MKT 120 Principles of Marketing 3 0 0 0 3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (Offered fall semester)

**MKT 220 Advertising and Sales Promotion 3 0 0 0 3**

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. (Offered fall semester)

**MKT 223 Customer Service 3 0 0 0 3**

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (Offered spring semester)

**MKT 225 Marketing Research 3 0 0 0 3**

**Prerequisites: MKT 120**

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. (Offered spring semester)

**MKT 227 Marketing Applications 3 0 0 0 3**

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. (Offered spring semester)

**MKT 232 Social Media Marketing 3 2 0 0 4**

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses. (Offered spring semester)

## MAINTENANCE

**MNT 110 Intro to Maint Procedures 1 3 0 0 2**

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.

**MNT 160 Industrial Fabrication 1 3 0 0 2**

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

## MUSIC

Suffixes may be added to some music courses to denote the following instrument designations:

- A - Voice**
- B - Piano**
- U - Guitar**
- O - Other instrument**

### **MUS 110 Music Appreciation 3 0 0 0 3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement.

### **MUS 121 Music Theory I 3 2 0 0 4**

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **MUS 122 Music Theory II 3 2 0 0 4**

#### **Prerequisites: MUS 121**

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part writing, ear training, and sight singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **MUS 151 Class Music I 0 2 0 0 1**

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **MUS 152 Class Music II 0 2 0 0 1**

#### **Prerequisites: MUS 151**

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **MUS 251 Class Music III 0 2 0 0 1**

#### **Prerequisites: MUS 152**

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate

a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

### **MUS 252 Class Music IV 0 2 0 0 1**

#### **Prerequisites: MUS 251**

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice (see above table). This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

## NETWORKING TECHNOLOGY

### **NET 125 Introduction to Networks 1 4 0 0 3**

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs; perform basic configurations for routers and switches, and implement IP addressing schemes. (Offered fall semester)

### **NET 126 Routing Basics 1 4 0 0 3**

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. (Offered spring semester)

### **NET 225 Routing and Switching I 1 4 0 0 3**

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (Offered fall semester)

### **NET 226 Routing and Switching II 1 4 0 0 3**

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. (Offered spring semester)

### **NET 241 Introduction to VOIP 2 3 0 0 3**

This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.

## NETWORK OPERATING SYSTEMS

### NOS 110 Operating Systems Concepts 2 3 0 0 3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

### NOS 120 Linux/UNIX Single User 2 2 0 0 3

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. (Offered fall semester)

### NOS 125 Linux/Unix Scripting 2 2 0 0 3

This course covers the concepts and features of shell scripting. Topics include process control, shell scripting, advanced search techniques and power user utilities. Upon completion, students should be able to successfully perform various shell scripting tasks. (Offered fall semester)

### NOS 130 Windows Single User 2 2 0 0 3

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. (Offered fall semester)

### NOS 220 Linux/Unix Admin I 2 2 0 0 3

#### Prerequisites: NOS 120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network. (Offered spring semester)

### NOS 230 Windows Administration I 2 2 0 0 3

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. (Offered spring semester)

## NURSING ASSISTANT

### NAS 101 Nurse Aide I 3 4 3 0 6

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. (Offered fall semester)

### NAS 102 Nurse Aide II 3 2 6 0 6

#### Prerequisites: NAS 101

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. (Offered spring semester)

### NAS 103 Home Health Care Nurse Aide 4 4 0 0 6

This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry. (Offered spring semester)

## NURSING

### NUR 111 Intro to Health Concepts 4 6 6 0 8

#### Prerequisites: Listing on the Nurse Aide Registry

#### Corequisites: BIO 168

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. (Offered fall semester)

### NUR 112 Health-Illness Concepts 3 0 6 0 5

#### Prerequisites: NUR 111

#### 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. (Offered spring semester)

### NUR 113 Family Health Concepts 3 0 6 0 5

#### Prerequisites: NUR 111, NUR 112, NUR 114 and NUR 211

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. (Offered fall semester)

### NUR 114 Holistic Health Concepts 3 0 6 0 5

#### Prerequisites: NUR 111, NUR 112 and NUR 211

#### Corequisites: BIO 175 or BIO-275 and also 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, 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. (offered summer term)

**NUR 211 Health Care Concepts 3 0 6 0 5****Prerequisites:** NUR 111**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 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. (Offered spring semester)

**NUR 212 Health System Concepts 3 0 6 0 5****Prerequisites:** NUR 111, NUR 112, NUR 114 and NUR 211

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. (Offered fall semester)

**NUR 213 Complex Health Concepts 4 3 15 0 10****Prerequisites:** NUR 111, NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (Offered spring semester)

**OFFICE SYSTEMS TECHNOLOGY****OST 134 Text Entry and Formatting 2 2 0 0 3**

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. (Offered spring semester)

**OST 136 Word Processing 2 2 0 0 3**

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (Offered fall semester)

**OST 141 Med Office Terms I 3 0 0 0 3**

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms. (Offered fall semester)

**OST 148 Med Ins and Billing 3 0 0 0 3**

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (Offered spring semester)

**OST 149 Medical Legal Issues 3 0 0 0 3**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (offered summer term)

**OST 153 Office Finance Solutions 2 2 0 0 3****Prerequisites:** CIS 110 or OST 137

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office. (Offered fall and spring semester)

**OST 164 Office Editing 3 0 0 0 3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (Offered fall semester)

**OST 184 Records Management 2 2 0 0 3**

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. (Offered fall semester)

**OST 233 Office Publications Design 2 2 0 0 3****Prerequisites:** OST 136

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications. (offered summer term)

**OST 236 Adv Word Processing 2 2 0 0 3****Prerequisites:** OST 136

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. (Offered spring and summer semester)

**OST 243 Med Office Simulation 2 2 0 0 3****Prerequisites:** OST 148

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. (offered summer term)

**OST 284 Emerging Technologies 1 2 0 0 2**

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional. (offered summer term)

**OST 289 Office Admin Capstone 2 2 0 0 3****Prerequisites:** OST 164 and either OST 134 or OST 136

This course is designed to be a capstone course for the office professional and provides a working knowledge of 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. (Offered spring semester)

**PHYSICAL EDUCATION****PED 110 Fit and Well for Life 1 2 0 0 2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 111 Physical Fitness I 0 3 0 0 1**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 117 Weight Training I 0 3 0 0 1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight-training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 118 Weight Training II 0 3 0 0 1****Prerequisites:** PED 117

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight-training program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 119 Circuit Training 0 3 0 0 1**

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 120 Walking for Fitness 0 3 0 0 1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Parts of the course may be at an off-campus location.

**PED 121 Walk, Jog, Run 0 3 0 0 1**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Parts of the course may be at an off-campus location.

**PED 122 Yoga I 0 2 0 0 1**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

**PED 123 Yoga II 0 2 0 0 1****Prerequisites:** PED 122

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 217 Pilates I 0 2 0 0 1**

This course provides an introduction to the Pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate Pilates exercises using a mat or equipment, history of Pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PED 218 Pilates II 0 2 0 0 1****Prerequisites:** PED 217

This course provides continued instruction to the Pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced Pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal Pilates practice. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**PHILOSOPHY****PHI 210 History of Philosophy 3 0 0 0 3****Prerequisites:** ENG 111

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**PHI 240 Introduction to Ethics 3 0 0 0 3****Prerequisites:** ENG 111

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should

be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education humanities/fine arts requirement for the Associate in Arts and the Associate in Science Degrees.

## PHYSICAL SCIENCE

### PHS 130 Earth Science 3 2 0 0 4

This course is a survey of the forces that impact the earth. Topics include geology, oceanography, and meteorology. Upon completion, students should be able to explain and identify the forces within, on, and around the earth as they influence the earth's dynamics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

## PHYSICS

### PHY 131 Physics-Mechanics 3 2 0 0 4

**Prerequisites:** MAT 121 or MAT 171

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. A lab fee is required.

### PHY 132 Physics-Elec and Magnetism 3 2 0 0 4

**Prerequisites:** PHY131

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

### PHY 151 College Physics I 3 2 0 0 4

**Prerequisites:** MAT 171 or MAT 271

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

### PHY 152 College Physics II 3 2 0 0 4

**Prerequisites:** PHY 151

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

### PHY 251 General Physics I 3 3 0 0 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 to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

### PHY 252 General Physics II 3 3 0 0 4

**Prerequisites:** MAT 272 and PHY 251

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement for the Associate in Science Degree. A lab fee is required.

## PLASTICS

### PLA 110 Introduction to Plastics 2 0 0 0 2

This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

### PLA 162 Plastics Manufacturing Processes 2 3 0 0 3

This course covers manufacturing processes including machining, sawing, routing, milling, drilling, tapping, turning, thermoforming, molding, extrusion, laminating, reinforcing, expansion, casting, coating, assembly, and finishing. Emphasis is placed on the process and equipment requirements, special operational concerns, setup, operation, tooling, capability limitations, maintenance, and safety. Upon completion, students should be able to select the correct process for the material required and discuss machine operation, setup, tooling, safety, and scrap recycling.

## POLITICAL SCIENCE

### POL 120 American Government 3 0 0 0 3

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement. (Offered fall semester)

**POL 130 State and Local Government 3 0 0 0 3**

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered spring semester)

**PSYCHOLOGY****PSY 150 General Psychology 3 0 0 0 3****Prerequisites: DRE 098**

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**PSY 237 Social Psychology 3 0 0 0 3****Prerequisites: PSY 150 or SOC 210**

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 241 Developmental Psych 3 0 0 0 3****Prerequisites: PSY 150**

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**PSY 281 Abnormal Psychology 3 0 0 0 3****Prerequisites: PSY 150**

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**RELIGION****REL 110 World Religions 3 0 0 0 3**

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 211 Intro to Old Testament 3 0 0 0 3**

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 212 Intro to New Testament 3 0 0 0 3**

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**REL 221 Religion in America 3 0 0 0 3**

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**INFORMATION SYSTEMS SECURITY****SEC 110 Security Concepts 2 2 0 0 3**

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SEC 150 Secure Communications 2 2 0 0 3**

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 160 Security Administration I 2 2 0 0 3**

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

**SIMULATION AND GAME DEVELOPMENT****SGD 111 Introduction to SGD 2 3 0 0 3**

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. (Offered fall semester)

**SGD 112 SGD Design 2 3 0 0 3**

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. (Offered spring semester)

**SGD 113 SGD Programming 2 3 0 0 3**

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. A course fee is required. (Offered fall semester)

**SGD 114 3D Modeling 2 3 0 0 3**

This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools. A course fee is required. (Offered fall semester)

**SGD 116 Graphic Design Tools 2 2 0 0 3**

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. (Offered spring semester)

**SGD 117 Art for Games 2 3 0 0 3****Recommended Prerequisites: ART 121, ART 131, and ART 171**

This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects. A course fee is required. (Offered spring semester)

**SGD 135 Serious Games 3 0 0 0 3****Recommended Prerequisites: SGD 113 and SGD 114**

This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games. (Offered spring semester)

**SGD 162 SG 3D Animation 2 3 0 0 3****Recommended Prerequisites: SGD 114**

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. A course fee is required. (offered summer term)

**SGD 165 SG Character Development 2 3 0 0 3****Recommended Prerequisites: SGD 214, SGD 237, and SGD 244**

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. (Offered spring semester)

**SGD 168 SG Mobile Programming I 2 3 0 0 3****Recommended Prerequisites: SGD 213 and SGD 285**

This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

**SGD 172 Virtual SG Environments 2 3 0 0 3****Recommended Prerequisites: SGD 244**

This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment. (Offered spring semester)

**SGD 174 SG Level Design 2 3 0 0 3****Recommended Prerequisites: SGD 113, SGD 114, and SGD 214**

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. A course fee is required. (Offered fall semester)

**SGD 212 SGD Design II 2 3 0 0 3****Prerequisites: SGD 112****Recommended Prerequisites: SGD 213**

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. (Offered fall semester)

**SGD 213 SGD Programming II 2 3 0 0 3****Prerequisites: SGD 113, CSC 134, CSC 151, or CSC 153**

This course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game. A course fee is required. (Offered spring semester)

**SGD 214 3D Modeling II 2 3 0 0 3****Prerequisites: SGD 114**

This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. A course fee is required. (Offered spring semester)

**SGD 237 Rigging 3D Models 2 3 0 0 3****Prerequisites: SGD 114****Corequisites: SGD 162**

This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models. (offered summer term)

**SGD 244 3D Modeling III 2 3 0 0 3****Prerequisites: SGD 214**

This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how

to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models. A course fee is required. (Offered fall semester)

**SGD 274 SG Level Design II** 2 3 0 0 3

**Prerequisites:** SGD 174

**Recommended Prerequisites:** SGD 212 and SGD 213

This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools. (Offered spring semester)

**SGD 285 SG Software Engineering** 2 3 0 0 3

**Prerequisites:** SGD 212, SGD 213, or SGD 214,

This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games. (Offered fall semester)

**SGD 288 SGD Portfolio Design** 1 2 0 0 2

This course covers the organization and presentation of a simulation and game design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

**SGD 289 SGD Project** 2 3 0 0 3

**Prerequisites:** SGD 212, SGD 213, SGD 214, or SGD 285

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. A course fee is required. (Offered spring semester)

## SOCIOLOGY

**SOC 210 Introduction to Sociology** 3 0 0 0 3

**Prerequisites:** DRE 098

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education social/behavioral science requirement.

**SOC 213 Sociology of the Family** 3 0 0 0 3

**Prerequisites:** DRE 098

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

**SOC 220 Social Problems** 3 0 0 0 3

**Prerequisites:** DRE 098

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

## SPANISH

**SPA 110 Introduction to Spanish** 2 0 0 0 2

This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

**SPA 111 Elementary Spanish I** 3 0 0 0 3

**Corequisites:** SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 112 Elementary Spanish II** 3 0 0 0 3

**Prerequisites:** SPA 111

**Corequisites:** SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 141 Culture and Civilization** 3 0 0 0 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 161 Cultural Immersion** 2 3 0 0 3

**Prerequisites:** SPA 111

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 181 Spanish Lab 1** 0 2 0 0 1

**Corequisites:** SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 182 Spanish Lab 2** 0 2 0 0 1

**Prerequisites:** SPA 111 and SPA 181

**Corequisites:** SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 211 Intermediate Spanish I** 3 0 0 0 3

**Prerequisites:** SPA 112

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 212 Intermediate Spanish II** 3 0 0 0 3

**Prerequisites:** SPA 211

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

**SPA 281 Spanish Lab 3** 0 2 0 0 1

**Prerequisites:** SPA 182

**Corequisites:** SPA 211

This course provides an opportunity to enhance the 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 through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

**SPA 282 Spanish Lab 4** 0 2 0 0 1

**Prerequisites:** SPA 281

**Corequisites:** SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should

be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

## SURGICAL TECHNOLOGY

**SUR 110 Intro to Surgical Tech** 3 0 0 0 3

**Prerequisites:** Enrollment in the Surg Tech program

**Corequisites:** SUR 111 and BIO 163

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology. (Offered fall semester)

**SUR 111 Periop Patient Care** 5 6 0 0 7

**Prerequisites:** Enrollment in the Surg Tech program

**Corequisites:** SUR 110 and BIO 163

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment. (A course fee is required) (Offered fall semester)

**SUR 122 Surgical Procedures I** 5 3 0 0 6

**Prerequisites:** SUR 110 and SUR 111

**Corequisites:** BIO 175 and SUR 123

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (Offered spring semester)

**SUR 123 SUR Clinical Practice I** 0 0 21 0 7

**Prerequisites:** SUR 110 and SUR 111

**Corequisites:** SUR 122 and BIO 175

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. (Offered spring semester)

**SUR 134 Surgical Procedures II** 5 0 0 0 5

**Prerequisites:** SUR 122 and SUR 123

**Corequisites:** SUR 135

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment. (Offered summer term)

**SUR 135 SUR Clinical Practice II** 0 0 12 0 4**Prerequisites:** SUR 123**Corequisites:** SUR 134

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist. (Offered summer term)

**SUR 137 Professional Success Prep** 1 0 0 0 1

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. (Offered summer term)

**SUR 210 Adv SUR Clinical Practice** 0 0 6 0 2**Prerequisites:** SUR 134 and SUR 135

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (Offered spring semester)

**SUR 211 Adv Theoretical Concepts** 2 0 0 0 2**Prerequisites:** SUR 134 and SUR 135

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area. (Offered spring semester)

**SUR 212 SUR Clinical Supplement** 0 0 12 0 4**Prerequisites:** SUR 134 and SUR 135

This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry surgical technologist. (Offered fall semester)

**TURFGRASS MANAGEMENT****TRF 110 Intro Turfgrass Cult and ID** 3 2 0 0 4

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

**TRF 260 Adv Turfgrass Mgmt** 3 2 0 0 4**Prerequisites:** TRF 110

This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management.

**TRANSPORTATION TECHNOLOGY****TRN 111 Chassis Maint/Light Repair** 2 6 0 0 4

This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

**TRN 112 Powertrain Maint/Light Repair** 2 6 0 0 4

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

**TRN 120 Basic Transp Electricity** 4 3 0 0 5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

**TRN 130 Intro to Sustainable Transp** 2 2 0 0 3

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

**TRN 140 Transp Climate Control** 1 2 0 0 2

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

**TRN 140A Transp Climate Cont Lab** 1 2 0 0 2**Corequisites:** TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. A lab fee is required.

**TRN 145 Advanced Transp Electronics** 2 3 0 0 3**Prerequisites:** TRN 120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming 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 voltage systems.

**TRN 180 Basic Welding for Transp 1 4 0 0 3**

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. A lab fee is required.

**TRN 180A Basic Welding for Transp Lab 0 3 0 0 1**  
**Corequisites: TRN 180**

This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. A lab fee is required.

## VITICULTURE/ENOLOGY

**VEN 133 Intro to Winemaking 3 0 0 0 3**

This course provides an overview of the history of winemaking, fermentation, winery operations, and physiology of wine consumption. Emphasis is placed on the types of wines produced in the United States with particular attention to the wines of the Southeast. Upon completion, students should be familiar with general winemaking procedures.

**VEN 135 Intro to Viticulture 3 2 0 0 4**

This course introduces grape growing. Topics include botany, fruiting and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas including latitude, climate and soils; and common diseases and pests. Upon completion, students should be able to demonstrate an overall understanding of the viticulture field. A course fee is required.

**VEN 283 Wine Production and Analysis 2 6 0 0 5**  
**Prerequisites: VEN 133**

This course applies previously introduced winemaking principles to actual wine production, while providing the student with sensory and chemical analytical tools fundamental to good winemaking. Topics include fruit choices and quality assessment, crushing, fermentation monitoring and control, analysis of product and the process decisions dictated by these analyses. Upon completion, students should demonstrate familiarity with wine analysis winemaking practices.

## WEB TECHNOLOGIES

**WEB 115 Web Markup and Scripting 2 2 0 0 3**

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

**WEB 151 Mobile Application Dev I 2 2 0 0 3**

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards,

operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

**WEB 180 Active Server Pages 2 2 0 0 3**

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

**WEB 182 PHP Programming 2 2 0 0 3**

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

**WEB 214 Social Media 2 2 0 0 3**

This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.

**WEB 215 Adv Markup and Scripting 2 2 0 0 3**  
**Prerequisites: WEB 115**

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

**WEB 250 Database Driven Websites 2 2 0 0 3**

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

## WELDING

**WLD 110 Cutting Processes 1 3 0 0 2**

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. A course fee is required.

**WLD 112 Basic Welding Processes 1 3 0 0 2**

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. A course fee is required.

**WLD 115 SMAW (Stick) Plate 2 9 0 0 5**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. A course fee is required.

**WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 0 4****Prerequisites: WLD 115**

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. A course fee is required.

**WLD 117 Industrial SMAW 1 4 0 0 3**

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes. A course fee is required.

**WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 0 4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. A course fee is required.

**WLD 131 GTAW (TIG) Plate 2 6 0 0 4**

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. A course fee is required.

**WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 0 3****Prerequisites: WLD 131**

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. A course fee is required.

**WLD 141 Symbols and Specifications 2 2 0 0 3**

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

**WLD 151 Fabrication I 2 6 0 0 4**

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. A course fee is required.

**WLD 212 Inert Gas Welding 1 3 0 0 2**

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. A course fee is required.

**WLD 214 Sanitary Welding 2 6 0 0 4****Prerequisites: Instructor Approval Required**

This course covers the requirements for gas tungsten arc welding (TIG) of austenitic stainless steel tube, pipe and plate. Topics include correct selection of tungsten, polarity, gas and proper filler rod with emphasis placed on safety, equipment set-up and welding techniques. Upon completion, students should be able to perform TIG welds with various electrodes and filler materials on austenitic stainless steel tube, pipe, and plate. A course fee is required.

**WLD 215 SMAW (stick) Pipe 1 9 0 0 4****Prerequisites: WLD 115 or WLD 116**

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions. A course fee is required.

**WLD 231 GTAW (TIG) Pipe 1 6 0 0 3****Prerequisites: WLD 132**

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. A course fee is required.

**WLD 251 Fabrication II 1 6 0 0 3****Prerequisites: WLD 151**

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings. A course fee is required.

**WLD 261 Certification Practices 1 3 0 0 2****Prerequisites: WLD 115, WLD 121 and WLD 131**

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. A course fee is required.

**WLD 262 Inspection and Testing 2 2 0 0 3**

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. A course fee is required.

**WLD 265 Automated Welding/Cutting 2 6 0 0 4****Prerequisites: WLD 110, and WLD 121**

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. A course fee is required.

## WORK-BASED LEARNING

### WBL 111 Work-Based Learning I 0 0 0 10 1

This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

### WBL 112 Work-Based Learning I 0 0 0 20 2

This course provides 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 113 Work-Based Learning I 0 0 0 30 3

This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

### WBL 114 Work-Based Learning I 0 0 0 40 4

This course provides work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

### WBL 115 Work-Based Learning Seminar I 1 0 0 0 1

#### Corequisites: WBL 111

This course must be taken in conjunction with WBL 111 in Community Spanish Interpreter and Interpreter Education. It provides the opportunity to discuss work-based learning experiences with peers and faculty. Emphasis is placed on planning, integrating, and evaluating work-based learning experiences.

### WBL 121 Work-Based Learning II 0 0 0 10 1

This course provides 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 122 Work-Based Learning II 0 0 0 20 2

This course provides 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 123 Work-Based Learning II 0 0 0 30 3

This course provides 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 124 Work-Based Learning II 0 0 0 40 4

This course provides 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 131 Work-Based Learning III 0 0 0 10 1

This course provides 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 132 Work-Based Learning III 0 0 0 20 2

This course provides 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 211 Work-Based Learning IV 0 0 0 10 1

This course provides 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 212 Work-Based Learning IV 0 0 0 20 2

This course provides 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.

## Division for Economic and Workforce Development/ Continuing Education

Blue Ridge Community College is able to respond quickly and flexibly to the educational needs of Henderson and Transylvania counties through continuing education programs. The Division offers a wide variety of courses and services vital to the health and economic well-being of the community. A major emphasis is entry-level and incumbent training for workers in area businesses and public agencies. Ten Departments carry out the Division's mission: Allied Health, Business Training, Corporate and Customized Training, Emergency Services, Human Resources Development, Law Enforcement Training, NCWorks, Personal Enrichment, the Small Business Center, and Work-Based Learning. These departments develop courses and services based on requests from local businesses, agencies, and community members. Course descriptions are available in current course schedules for viewing online or in printed format upon request.

The College welcomes requests and suggestions for additional continuing education courses or services. Please contact the Division for Economic and Workforce Development/Continuing Education at (828) 694-1735 or send an email to [ewdce@blueridge.edu](mailto:ewdce@blueridge.edu).

### Allied Health

The Health Care programs prepare students to enter the workforce by combining lecture, lab and clinical hours. All of the programs offered have State and/or National Certifications. Programs include CNA I, II and III, Medication Aide, Phlebotomy, Medical Assistant and EKG Technician. Classes are offered at various times and days.

### Business Training

Business Training courses are offered in a number of disciplines including:

**Computers:** Various levels and types of computer training are available each semester from basic computer software and hardware application skills to more advanced digital media skills.

**Distance Learning:** Online classes on a variety of topics are available each semester. Courses available online include Computer Training, various Education topics, Medical Billing, Coding and Transcription courses and course topics on many business applications.

**Human Resources:** Including the SHRM Learning System to prepare students to take the SHRM-CP or SHRM-SCP certification exams.

**Outdoor Recreation and Leadership:** An exciting offering of courses to educate and train outdoor enthusiasts.

**Vision Leadership Programs:** Offered in both Henderson and Transylvania counties as a community based leadership development program.

Additionally, we offer a variety of other learning opportunities that focus on individual and group training opportunities including topics such as Business Security, Interior Design, 3D Printing, Notary Public Education, Real Estate and more.

### Corporate Training

This program provides an array of open enrollment non-curriculum occupational training courses to quickly prepare area workers to meet the demands of businesses in the community. Short term skills training includes courses in supervisory development, advanced manufacturing, machining, welding, small engine repair and event planning. Emphasis is placed where possible on earning stackable state or national credentials.

**The Corporate Training Institute:** Designed to offer career development training for professionals from local business and industry, the Institute is based on 4 areas of professional skills: Human Resources, Leadership, Continuous Improvement and Safety.

**Occupational Spanish:** Spanish courses are designed for professional or occupational development and are available in three distinct formats. The first is a 12-course series designed for students with an interest in developing reading, writing, verbal, and listening skills needed for eventual fluency in Spanish. The second is a series of workplace Spanish courses designed for those who need to learn specific vocabulary and phrases for use at their job. The third option is a customized Spanish course that can be developed for a specific organization's needs.

### Customized Training

The Customized Training Program supports economic development efforts by providing education and training opportunities for eligible businesses and industries at no cost to the company. The program provides customized training assistance in support

of full-time production and direct customer service positions in the service area, thereby enhancing the growth potential of companies while simultaneously preparing local the workforce with the skills essential to successful employment in emerging industries.

## Emergency Services

These programs provide training in a variety of health and emergency services occupations. Programs include training for firefighters, emergency services personnel, emergency medical technicians, paramedics and emergency management personnel. Courses are designed to provide training from entry level to more advanced levels and to prepare students to sit for the required certification examinations as mandated by Office of Emergency Medical Services and Office of State Fire Marshal.

## Environmental Health and Safety Institute (EHSI)

To meet the needs of industry, the Environmental Health and Safety Institute at Blue Ridge Community College can provide needs assessment and curriculum development as well as delivery of training in areas such as OSHA requirements, environmental regulations, ISO 14000, hazardous materials handling, chemical spill response, confined space entry, water and wastewater treatment operations, safety awareness, safety requirements and many others. These courses can be customized for a particular industry and can be conducted on campus or at the job site. Participants can receive certificates, and CEUs can be earned. The EHSI is also responsible for helping the fifty-eight NC community colleges comply with environmental and safety regulations.

## Human Resources Development (HRD)

The HRD program provides short-term, pre-vocational training and counseling to help unemployed and under-employed adults successfully enter the workforce or pursue further training for career change. The goal of HRD is to teach individuals the skills necessary for obtaining and maintaining employment and management of lifestyle changes that can be associated with it. This goal is achieved through classes which develop communication skills; improve self-esteem; develop positive life attitudes, and explore the impact of habits and behavioral strengths and weaknesses as they relate to decision making, conflict resolution, and working as a member of a team. HRD designs a wide variety of classes to meet the needs of employers and enhance the student's ability to become a qualified worker.

## Law Enforcement

The advanced and mandated programs provide in-service training for current NC sworn law officers, detention officers, or telecommunicators. Online certificate programs assist current law enforcement officers in areas such as law enforcement leadership and death investigations.

Basic Law Enforcement Training (BLET) PLUS program: The BLET program prepares students for the required state examination and is designed to give students the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or private enterprise, governed by the North Carolina Criminal Justice Education and Training Standards Commission and or North Carolina Sheriff's Education and Training Standards Commission.

The Advanced and Mandated programs provide in-service training for current sworn officers, detention officers or telecommunicators. Online certificate programs assist current law enforcement officers in areas such as law enforcement leadership and death investigations.

## NCWorks Career Centers

NCWorks Career Centers, located on the Henderson County Campus in the Continuing Education Building, Room 125 and on the Transylvania County Campus in the Straus Building, Room 141, provide a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, and the Department of Commerce Division of Workforce Solutions collaborate to offer career planning, training, placement, and business services. The Centers have an "open door" policy and serve anyone regardless of age or income level.

NCWorks Career Centers are committed to building an integrated economic and workforce development system in Henderson and Transylvania Counties which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The Centers assist job seekers in choosing career direction, identifying training programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

1. Career assessments/exploration and career counseling
2. Employment coaching
3. Job-seeking skills workshops

4. ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
5. Preparation for and issuance of the North Carolina Career Readiness Certificate
6. Workplace skills enhancement using Career Ready 101 curriculum
7. Job readiness skills training
8. Job search strategies
9. Job referral
10. Internet access to employment and training resources
11. Information on community resources
12. Resume consultation and preparation
13. Computer software tutorials and assessments
14. Workforce Innovation and Opportunity Act (WIOA) job training assistance funding as well as other scholarships and grants
15. On-site Division of Workforce Solutions services

NCWorks Career Centers assist local businesses in finding well-trained, highly qualified employees by pre-screening applicants based on company specifications. Center staff members are available to test applicants using a variety of assessments, assist with specific training needs and advise companies on eligibility for financial incentives for hiring from specific populations. Business services include:

1. ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills
2. ACT® WorkKeys Assessment of all Twelve Cognitive and Interpersonal Skills
3. Workplace skill enhancement using Career Ready 101 curriculum
4. Online Job Listing Service through College Central Network and NCWorks Online
5. On-the-Job Training
6. Human Resource Consultation
7. On-site job fairs
8. On-site interviewing
9. Computer software tutorials and assessments
10. Compilation or review of Employee Handbooks
11. Conducting Wage and Benefits Surveys

## Personal Enrichment

Classes and programs are offered by Blue Ridge Community College to assist individuals as they endeavor to broaden their horizons or enhance their abilities and interests. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities and to gain civic and cultural awareness. In addition to enrichment courses, other educational and cultural programs sponsored by Personal Enrichment include:

**Blue Ridge Center for Lifelong Learning:** The Blue Ridge Center for Lifelong Learning was established at Blue Ridge Community College in January 1991. In this member-directed organization, persons of diverse backgrounds come together to share a common interest in learning in an environment of sharing and fellowship. Any adult - 50 or older may become a member for a one-time fee of \$70. Members can attend a variety of course offerings for a nominal fee and may also participate in travel opportunities and social events. The College supports the Center by providing classroom and office space as well as administrative services.

## Small Business Center (SBC)

The SBC supports the development of new businesses and the growth of existing businesses by being a provider of education and training, counseling, information, and referral. The mission of the Small Business Center is to increase the success rate and the number of viable small businesses in Henderson and Transylvania County by providing high quality, readily accessible assistance to prospective and existing small business owners and their employees. Confidential business advice services and access to the resource center are free of charge. SBC offers a wide variety of seminars and programs to help small business to be successful. A minimal registration fee may be required for some seminars and programs.

## Work Based Learning (formerly Cooperative Education)

Work Based Learning (WBL) is an educational program that combines classroom instruction with practical work experience directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to practice skills they have learned in their programs of study while earning college credit. (See page 48 for more information.)

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as of February 1, 2019

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B.A., Mars Hill College
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Diploma, East Henderson High School; Landscape Maintenance and Turfgrass Management Certificates, Blue Ridge Community College; NC Turfgrass Certificate; Environmental Health and Safety Training Certificate	
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Certified Plant Professional, N.C. Association of Nurserymen, A.A., Blue Ridge Community College; B.S., Western Carolina University	
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## Instruction Division

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A.A., Washtenaw Community College; B.S., Eastern Michigan University; M.A., University of North Carolina at Wilmington	
<b>Dan Rosenthal</b> .....	<b>Instructional Designer</b>
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<b>Dane Secor</b> .....	<b>Electronic Resources Librarian</b>
B.A., University of Delaware; M.S., University of Kentucky	

## Adult Education and Literacy Department

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- Belinda C. Frantz** ..... **Retention Specialist**  
Diploma, East Henderson High School
- Jennifer Jolly** ..... **Student Affairs Specialist**  
B.A., Indiana University
- Shawn McMurray** ..... **Adult Education and Literacy Program Coordinator**  
A.A., Blue Ridge Community College; B.A., Mars Hill College; M.A. Gardner-Webb University
- Grace Sollé** ..... **Adult Education and Literacy Instructor**  
B.A., Westmont College, Santa Barbara

## Advanced Technologies Department

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A.A., Sc., Blue Ridge Community College
- Jonathan Galloway** ..... **Transportation Systems Technology**  
A.A.Sc. Blue Ridge Community College
- Brian Johnson** ..... **Transportation Systems Technology**  
A.A.S., Blue Ridge Community College; ASE/Master Certified Automobile Technician; ASE L1 Advanced Engine Performance; Ford Masters Certification; Mazda Master Certification; Honda Master Silver Level Technician
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B.S., Duke University; M.S., North Carolina State University
- Zachary Pruett** ..... **Electrical Engineering Technology**  
B.S., M.S., Appalachian State University
- Adam Riddle** ..... **Transportation Systems Technology**  
A.A.S., Blue Ridge Community College
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# “College Speak 101”

## A Collection of College Terms

**Academic Advising:** The process of meeting with your Advisor to discuss career goals, concerns, and develop an educational plan for what classes to take while at Blue Ridge

**Academic Probation:** When a student's grade point average falls below a 2.0.

**Academic Standing:** Determined by the credits earned and the grades received.

**Academic Year:** The school year that begins with fall classes. The academic year at most US colleges and universities starts in August/September and ends in May/June.

**Accreditation:** A professional evaluation of the college or program within the college to ensure that the college and/or program are meeting standards of quality and are relevant to the college and/or program goals.

**Advisor:** The faculty member who is a subject matter expert in your major, who will assist you in developing an educational plan. Advisors also are available to answer questions about your courses, major and the college.

**Articulated Transfer Program:** A collaborative program designed as a modified 1+1 or 2+2 in conjunction with other community colleges, universities and/or colleges.

**Assessment:** A collection of information to determine if a student is achieving the desired outcomes of his/her educational experiences. May also indicate a test or assignment to determine skill level.

**Associate of Applied Science (A.A.Sc.):** A two-year technical program that prepares an individual for the job market.

**Associate of Engineering (A.A.E.):** A two-year program that concentrates on engineering for those planning to continue in a bachelor's degree curriculum at a senior university or college.

**Associate of Arts (A.A.):** A two-year Arts and Sciences program that concentrates on humanities and social sciences for those planning to continue in a bachelor's degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

**Associate of Fine Arts (A.F.A.):** A two-year Arts and Sciences program that concentrates on performing and teaching fine arts for those planning to continue in a bachelor's degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

**Associate of General Education (A.G.E.):** A program designed for students who wish to complete a two-year degree that will broaden their education, but is not specifically designed to be a transfer-degree program.

**Associate of General Occupational Technology (G.O.T.):** A degree program designed to enhance a student's occupational skills in their current field, but is not specifically designed to be a transfer-degree program.

**Associate of Science (A.S.):** A two-year Arts and Sciences program that concentrates on mathematics and science for those planning to continue in a bachelor's degree curriculum at a senior university or college. Often referred to as a College Transfer degree.

**Audit:** A course for which a student pays tuition and fees, but does not receive credit for the course. A student may not receive financial aid for an audited course.

**Career Coach:** Career Coach is designed to help you find a good career by providing the most current local data on wages, employment, job postings, and associated education and training.

**Catalog:** The official Blue Ridge publication available on the College website and in Student Services that contains almost everything you will ever need to know about Blue Ridge Community College, its programs, and about being a college student.

**Change of Program form:** This is a form that allows students to change their academic program. The form can be located online or in Student Services.

**Census Date:** Commonly refers to the date that marks the 10% point of a class's meeting time. Commonly referred to as the 10% point.

**Certificate Program:** A curriculum generally requiring one year or less of course work.

**College Foundation of North Carolina:** College Foundation of North Carolina (CFNC) is a free service of the State of North Carolina that helps students plan, apply, and pay for college.

**Commencement:** Graduation ceremony.

**Contact Hours:** The actual number of hours that a class will meet in a week

**Corequisites:** A course that must be taken at the same time as another course.

**Counselor:** Individual in Student Services who can answer questions concerning program of study, career development, study skills, personal issues and etc.

**Course Requirements Outlines for Online Courses:** There is a Course Requirements Outline for every fully online course being offered in the upcoming semester. The Course Requirements Outlines provide students useful information about every online course, including time requirements and the specific skills necessary to be successful in that course. Students should use this information to help them determine their ability to be successful in a particular online course prior to registering for that course. These reports are available at [blueridge.edu/academics/distance-learning/](http://blueridge.edu/academics/distance-learning/)

**Credit By Exam:** Students who can document their proficiencies in a subject area may request credit by examination in order to accelerate their studies. Tuition charges paid for credit by examination are non-refundable and cannot be carried forward. Tuition charges paid for credit by examination are non-refundable. Federal and/or State Financial aid cannot be used to pay for credit by examination courses.

**Credit Hours:** Every class is worth a value called a credit hour. Every degree, diploma or certificate requires a certain number of credit hours. Often referred to as semester hours.

**Curriculum:** The program of courses required to receive a degree, diploma or certificate in a chosen area of study.

**Data Change Form:** Refers to a form used to change and/or update a student's name and/or address in the computer system.

**Dean's List:** Students who are carrying 12 or more credit hours Fall & Spring Semesters or 9 or more credit hours for summer semester with a GPA of 3.5 or higher for the semester. Student must also be in a degree or diploma seeking program.

**Developmental Courses:** A pre-enrollment placement test will determine if a student will need developmental courses, these courses are designed to assist students in improving their English, reading and math skills in order to be successful in college courses.

**Diploma Programs:** Vocational curricula usually taking three semesters to complete, courses are not designed to transfer to a senior university or college.

**Direct Loans:** Low-interest student loans provided by the federal government. The loans require no credit check, but they must be repaid once the student is no longer enrolled at least half time. Loans may be Subsidized (no interest until after leaving school) or Unsubsidized (interest accrues while the student is still in school).

**Discipline:** A specific field of study, such as English, biology, math, economics, education, and etc.

**Distance Learning:** Courses typically taken through Blue Ridge's College's Learning Management System (LMS).

**Drop/Add:** The process of dropping and adding a course in order to adjust the course schedule. Drop/Add can only be done during a limited time period as indicated on the College calendar.

**Educational Plan:** An outline of when required courses should be taken in order to complete a program. Students must meet with and work with their assigned advisor to create an educational plan. Plans are available on myBlueRidge.

**Expected Family Contribution (EFC):** When a student completes a FAFSA (see below), they are assigned this number by the federal government that communicates to the Financial Aid Office their eligibility for student aid.

**Electives:** A course which is not specifically named in a curriculum, but a course that a student can select to take in order to complete requirements for their major. Choice of electives must be approved by advisor and be listed on the students' educational plan.

**Faculty Advisor:** Each student is assigned a faculty advisor who is usually a faculty member from the curriculum in which the student is enrolled. Advisors assist students in selecting and scheduling appropriate classes and developing future academic and career plans. Students are required to meet with their faculty advisor each semester for assistance in completing an Educational Plan on Blue Ridge's online myBlueRidge system.

**FAFSA:** Free Application for Federal Student Aid [fafsa.gov](http://fafsa.gov) This is the application that determines eligibility for most forms of aid at Blue Ridge See catalog for more information.

**Financial Aid:** Financial assistance to pay for expenses of taking college classes. Some forms of aid must be paid back by the student. See catalog for more information or contact the Financial Aid Office.

**Full Semester:** A semester consisting of (16) sixteen weeks.

**Full-Time Student:** A student who is taking 12 or more credit hours per semester.

**Gift Aid:** Financial aid that does not need to be repaid by the student, such as grants and scholarships

**Grade Point Average (GPA):** The qualitative index of the student's scholarship in their program of study.

**Grants:** Money for college that is offered to the student on the basis of the student's need. This money does not need to be repaid except for certain instances in which the student withdraws completely from their classes.

**Honor Society:** An on-campus organization that recognizes students with outstanding GPA's.

**Hybrid Course:** A blend of face-to-face and online instruction.

**Incompletes:** A grade of (I) Incomplete. See catalog or handbook for detailed information on policies surrounding Incomplete grades.

**Independent Study:** A credit course, allowed only in special circumstances, in which the student works individually with a faculty member.

**Information Technologies (IT) Helpdesk:** The Blue Ridge IT Help Desk is available to provide support for your school related technical needs. The Help Desk can assist with the following:

- Assist you with accessing Blue Ridge student email system, webmail.
- Assist you with accessing Blue Ridge resources from home such as the College's Learning Management System (LMS).
- Assist with accessing your myBlueRidge account if you are unable to use the "Forgot my ID/password" self-service options.
- Provide technical support for all classroom and lab computers.
- The Help Desk can be reached by phone (828) 694-1895.

**Learning Management System (LMS):** The online course delivery system used by Blue Ridge to teach classes online.

**myBlueRidge:** Online student resource center to receive semester grades, view financial aid, view educational plan, pay monies owed, and register for classes.

**Open Lab:** The Open Lab in the Library provides a place where students have access to computers. This is a great place to work on online courses, research papers or special projects for class.

**Orientation:** A session that introduces students to important information about the college and being a college student.

**Part-Time Student:** A student who is registered for 11 credit hours or fewer in one semester.

**Payment Plan:** Payment of tuition and fees can be deferred. See Tuition and Fees or speak with the Cashier for more information.

**Placement Test:** A skills test focusing on writing, reading, and basic math to determine placement in developmental courses.

**Plagiarism:** Using ideas, words and work of another as your own without giving credit to the sources. Plagiarism is a violation of academic honesty and is a form of cheating.

**Portfolio:** A method of presenting data and/or artifacts of a student's work.

**Practicum:** A hands-on learning experience that may take place off campus in the work place.

**Prerequisites:** Courses which are required to be taken before a particular course. Prerequisites are listed in the course description.

**Program Evaluation:** At the beginning of a student's last semester before graduation, students should submit an application for graduation. Once the application for graduation is received by the Registrar's Office, the Registrar will review the student's transcript to ensure that all required courses and credits have been earned; this process is called a Program Evaluation.

**Purge:** To be removed from all classes for not paying tuition and fees by the published deadline for payment.

**Registrar (Or Registrar's Office):** College official who is responsible for keeping student records and issuing transcripts.

**Registration:** The process of selecting and entering courses into myBlueRidge in order to create of schedule of classes for the semester. This registration period can last for several weeks and registration is open to current and new students.

**Priority Registration:** This registration period is for one week and designed for students who are currently enrolled at Blue Ridge and plan to take courses the next semester.

**Rubric:** A rating sheet used for grading.

**Satisfactory Academic Progress (SAP):** Satisfactory Academic Progress determines continued eligibility for financial aid. Very generally, you must maintain a 2.0 or higher cumulative GPA and complete at least 67% of all courses that you attempt while attending Blue Ridge. Additionally, you must complete your chosen program of study in 150% of the time that is allotted for you to do so.

**Self-Help Financial Aid:** Financial Aid in which the student is expected to take some responsibility for their funding. This includes loans and work- study.

**Special Credit Student:** A student who is taking one or more curriculum credit courses, but who has not enrolled or declared a specific major (or curriculum program).

**Student Activity Fee:** This fee is established and maintained by the Blue Ridge Student Government Association (SGA) to provide funding for student activities and events.

**Student Clubs:** Student club participation is an important part of the total college experience, providing a variety of educational, cultural and social activities for the entire college community. Attendance and participation is encouraged for workshops, speakers, concerts, plays, and other events. Visit [blueridge.edu/student-life/clubs-organizations](http://blueridge.edu/student-life/clubs-organizations) for more information on student clubs.

**Student Government Association (SGA):** The student organization that promotes the interests of students through a variety of events and sponsorships.

**Syllabus:** A document that contains information on course requirements, attendance, textbooks, grading, learning outcomes and information pertaining to the class. Every instructor will provide for their class.

**Transcript:** A record of every course that a student has ever taken at Blue Ridge, along with the grade received.

**Transfer Credit:** Course work that is transferred or accepted, from another college and/or university to represent collegiate course work relevant to the degree, with content and level equivalent to those courses at Blue Ridge.

**Veterans Benefits:** Financial Aid benefits for veterans of the armed forces and their dependents. Please contact the Veterans Affairs (VA) Coordinator in the Financial Aid Office for more information on how to apply for these benefits and how to use your benefits while at Blue Ridge.

**Webmail:** Blue Ridge Student email account

**Withdrawals:** To officially remove oneself from a class roster. This is often referred to as "dropping a class."

**Work-Based Learning (WBL):** Allows Blue Ridge Community College students to integrate classroom study with supervised, work-related learning in an actual work environment.

**Work-Study:** A source of financial aid where a student works for a department on campus and is paid for their work.

## Quick Reference: What, Who and Where

What	Who	Where
Academic Record (transcript)	Registrar, Student Services and Online	Sink and College Website
Academic Advising	Your Advisor	Advisor's Office
Adult/Non-credit courses	Continuing Education	Continuing Education 1 <sup>st</sup> Floor
Books	Bookstore	Killian
Career Assistance	NCWorks Staff	Continuing Education 1 <sup>st</sup> Floor
Counseling	Student Services Staff	Sink 1 <sup>st</sup> Floor
Course Registration	Your Advisor and myBlueRidge	Advisor's Office and-myBlueRidge
Course: Drop/Add	Your Advisor and myBlueRidge	Advisor's Office and myBlueRidge
Change Major	Registrar	Sink 1 <sup>st</sup> Floor (Also available online)
Course: Withdrawal	Instructor	Instructor's Office or classroom
Disability Services	Student Services Staff	Sink 1 <sup>st</sup> Floor
Email	Help Desk Staff	TEDC 1 <sup>st</sup> Floor (Call 694-1895)
Emergency Assistance	Call 911 and Campus Security	Sink 1 <sup>st</sup> Floor
FAFSA forms	Financial Aid Staff or fafsa.gov	Sink 1 <sup>st</sup> Floor
Fee Payments (including tuition)	Cashier	Sink 1 <sup>st</sup> Floor and myBlueRidge
Financial Aid	Financial Aid Staff	Sink 1 <sup>st</sup> Floor
Graduation Information	Registrar	Sink 1 <sup>st</sup> Floor (Also available online)
Graduation Orders (Cap and Gown)	Bookstore Staff	Killian
HRD Classes	NCWorks Staff	Continuing Education 1 <sup>st</sup> Floor
Learning Management System (LMS)	Distance Learning Support or Online	TEDC 2 <sup>nd</sup> Floor or blueridge.mrooms.net
Library	Library Staff	Killian
Lost and Found	Switchboard	Sink 1 <sup>st</sup> Floor
Name/Address Change	Registrar/Student Services Staff	Sink 1 <sup>st</sup> Floor (Also available online)
Placement Testing	Student Services Staff	Sink 1 <sup>st</sup> Floor
Tuition Information	Cashier	Sink 1 <sup>st</sup> Floor
Tutoring	Student Success Center	General Studies Room 135
Student Activities	Student Activities Coordinator	Sink 1 <sup>st</sup> Floor
Student ID Cards	Bookstore Staff	Killian
Vending	Cashier	Sink 1 <sup>st</sup> Floor
Student Services are available at the Transylvania County Campus in the Straus Building.		