Blue Ridge CC

2022-2023 Catalog

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FVP Film and Video Production 588
GCM Golf Course Management 591
GEL Geology 591
leader 592
HEA Health 592
HMT Healthcare Management 592
HET Heavy Equipment Maintenance 593
HIS History 593
HOR Horticulture 594
HSC Health Sciences 598
HSE Human Services 598
HUM Humanities 600

HYD Hydraulics 601
IPP Interpreter Preparation 601
ISC Industrial Science 603
LDR Leadership Studies 604
LDD Light-Duty Diesel 605
LEX Law Office Management/Technology 606
LOG Logistics Management 606
MAC Machining 607
MAT Mathematics 611
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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

Transforming lives through the power of learning.

Values

Student Success - We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

Integrity - We demonstrate the ideals of honesty, fairness, and ethical behavior in all situations and circumstances.

Excellence - We are dedicated to continuous improvement and providing the highest quality teaching, training and service to our community.

Responsibility - We accept responsibility for our actions and decisions and are accountable to our students, communities, and the generations who come after us.

Adaptability - We are responsive and innovative when meeting the changing needs of our communities.

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 UNC Healthcare.

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, the Applied Technology Building, 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 that 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 the 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 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.

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 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.

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.

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). Residency determination expiration date must be valid to be eligible for registration.
2. Complete an Application for Admission online at blueridge.edu/admissions.
3. Have official copies of high school transcripts 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.
5. Meet with a Counselor in Student Services for next steps.

A student is officially accepted to the College when all requirements are met. 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 they are currently expelled or suspended from another college or university, the following actions will be taken:

1. The student must complete and sign a "Transfer Student—Additional Information Request 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 Transfer Student—Additional Information Request 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:

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 ten (10) years.

Results of NC DAP or NROC placement tests taken at another North Carolina Community College System institution, which have been taken within the preceding ten years and meet Blue Ridge Community College scores, or equivalent, will also waive placement testing.

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.

Students who have graduated from a United States-based high school and who have an unweighted HS GPA of 2.80 or higher will be waived from placement testing. Students with an unweighted HS GPA of 2.20-2.799 may enroll in a gateway course with a mandatory co-requisite. Students with an unweighted HS GPA of less than 2.20 must enroll in a one-semester transition course. Students with an unweighted HS GPA less than 2.80 may choose to take the NROC placement test to attempt to exempt the mandatory transition or co-requisite course(s).

Students who have completed an associate degree or higher from a regionally accredited institution may be exempted from placement testing. The student must submit an official transcript to receive the waiver for placement testing.

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 NROC placement test for any reason is allowed one retest attempt in each developmental module. 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, they 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.

Residency Determination Service

The Residency Determination Service (RDS) is 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, including CCP students, international, undocumented, and Deferred Action for Childhood Arrivals (DACA) students, must complete the RDS application online at ncresidency.org prior to completing the admission application. RDS does not apply to Continuing Education students.

Determining Student Location for Curriculum and Continuing Education Students

According to Federal guidelines on state authorization (§ 600.9(C)), Blue Ridge must determine a student's location at the time of initial enrollment, as well as update its records should a student's location change. Doing so helps to ensure correct state authorization is obtained and disclosed to the student.

Information on state authorization, professional licensure, and the complaint process can be found on the college's State Authorization webpage.

Students can also view which state educational requirements for licensure or certification Blue Ridge meets, does not meet, or is undetermined on our Professional Licensure webpage.

For Curriculum Students

Location at Time of Initial Enrollment

For Blue Ridge Community College, a student's location is determined at the time of Application for Admission. As part of the admission process, a student must designate their program of interest and complete a Residency Determination Service (RDS). The RDS is what reaches out across the State to the different agencies to verify and validate the residency information a student is providing. The residency information on the application and RDS must match.

Upon receiving the application from an out-of-state student, the student's contact information, listed state of residence, and program of interest are sent to the appropriate Program Faculty, Academic Chair, or Dean. They will then contact the student to verify if the student is planning to remain in that state or relocate to NC for their education.

Prior to acceptance of enrollment into a program designed or advertised as meeting educational requirements for a specific professional license or certification required for an occupation, the student will be notified via email if Blue Ridge's program does not meet the educational requirements or if Blue Ridge has not made a determination.

Change of Address

In myBlueRidge, students are required to confirm their address every 60 days. Registration rules will restrict a student from using Student Planning and registering until they confirm.

Because educational requirements for licensure or certification may vary by state, it is imperative students confirm their address or change of address in a timely manner as potential educational requirements for the new state may directly impact licensure or certification completion.

Upon formal receipt of a change of address to a new state, students will be notified within 14 days of whether or not there is a conflict with the program's educational requirements for licensure or certification.

Change of Program

If a student changes their program of study, they are required to confirm their address. If the student is an out-of-state student, their contact info, listed state of residence, and program of interest are sent to the appropriate Blue Ridge program coordinator. The coordinator will contact the student to verify if the student is planning to remain in that state or relocate to NC for their education.

Prior to acceptance of enrollment into a program designed or advertised as meeting educational requirements for a specific professional license or certification required for an occupation, the student will be notified in writing (direct disclosure) if Blue Ridge's program meets, does not meet, OR if Blue Ridge has not made a determination regarding a state's educational requirements for licensure or certification.

For Continuing Education Students

Location at Time of Initial Enrollment

For Blue Ridge Community College Continuing Education (CE) enrollments, a student's location is determined at the time of registration. As part of the registration process, a student must designate a program or course of interest and current address.

The CE Operations Manager will produce a weekly report for out-of-state students enrolled in courses leading to a licensure, certification, or required industry credential. Within 14 days of registration, the CE Program Specialist or Program Director will notify the student in writing via email (direct disclosure) if Blue Ridge Community College's CE program or course does not meet the student's respective state's educational requirements or if Blue Ridge Community College is unable to make a determination.

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 exceptions). 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 in 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 create 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:

The employer that will be sponsoring the student must provide a current Form W-9

The 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.

The student must provide their two (2) most recent pay stubs from the sponsoring company. This must be provided each semester.

The Registrar's Office must have a copy of the student's Employment Authorization Card (EAC) with a valid date (applicable to DACA students only).

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.

Admission: Associate Degree Nursing

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). Students will need to select Associate in General Education—Nursing as their program of study. Once accepted into the Associate Degree Nursing program, students will be given an Allied Health Change of Program Form to declare their new program of study.

2. Demonstrate College readiness by appropriate developmental courses, College courses, SAT/ACT scores, NROC Placement Test, or RISE placement assignment.
   The following course work must be exempted or completed with a grade of "P:"
   MAT 003/BSP 4003 P2 – Transition Math
   ENG 002/BSP 4002 P2 – Transition English

   Placement testing is waived for applicants with an associate degree or higher, transferable College-level English and Math with a "C" grade or above, or acceptable SAT or ACT scores taken within the last ten years. Acceptable scores are an SAT score of 500 or above on Writing or Critical Reading and 500 or above in 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.

   Students who have graduated from an United States-based high school, and who have an unweighted HS GPA of 2.80 or higher, will be waived from placement testing.
3. Applicants pursuing the ADN program are required to submit official transcripts from all previously attended institutions. High school, high school equivalency, and college transcripts are all required. If additional coursework is completed after submission of transcripts, an official updated transcript must be submitted to Blue Ridge to ensure all possible transfer credit is awarded.
   Evidence of an Unweighted Cumulative GPA of 2.00 or higher on a 4.00 scale for students without College-level credit. For students with College-level credit, the most recent transcript with at least six (6) College-level credit hours will be evaluated for the 2.00 or higher GPA requirement.
4. Complete high school Biology with a grade of "C" or higher. Complete high school Chemistry with a grade of "C" or higher.
   Students who have not met these requirements may do so by taking BIO 090 or BIO 110 or higher for the Biology requirement, and CHM 092 or CHM 131 or higher for the Chemistry requirement. These courses must be completed with a grade of "C" or better.
   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: The High School Equivalency Diploma has no chemistry equivalent; the applicant will be required to pass a College-Level Chemistry prior to application.
   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: The High School Equivalency Diploma has no chemistry equivalent; the applicant will be required to pass a College-Level Chemistry prior to application.
   Applicants who are currently enrolled in high school taking these courses and anticipate completing grade requirements may continue with the application process.
5. Complete the Test of Essential Academic Skills (TEAS). A minimum composite score of 67 on the TEAS is required. The RIBN program requires a minimum composite score of 70.
6. Submit the completed Admission Requirements Checklist (ARC) to the Registrar's Office. A completed Checklist may also be submitted electronically to registrar@blueridge.edu. The entire document must be legible and contain a physical signature.

Candidates for admission to the program are ranked on a points-based system. Points are awarded according to a variety of factors, which may include the following: grade earned on Curriculum-related coursework, highest degree previously awarded, TEAS score, etc. Applicants with the highest overall points after ranking will be offered ADN program acceptance. The remaining ADN applicants will be placed on an alternate list in ranked order. Alternates will be contacted in order should space become available in the ADN program. Applicants who remain on the ADN Alternate list once the new ADN Nursing program cycle begins will not be carried over to a waiting list for the following year, and must reapply to the ADN program for the following year.

Program Specific Requirements:

Applicants will be ranked according to a variety of factors, which may include the following: grade earned on curriculum-related coursework, highest degree previously awarded, TEAS score, etc.

Students applying to the ADN program must complete a Nursing Assistant course with a State-approved curriculum such as a high school Allied Health Science program, or a Community College course. This course must include theory, lab, and a clinical component. Certification must be attained and the applicant must be listed on the N.C. Nurse Aide Registry prior to June 30, 2022. 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. The applicant must also have current American Heart Association – Basic Life Support (AHA-BLS) documentation.

Required Documentation:

Listing on Registry: Refer to North Carolina Nurse Aide Registry www.ncnar.org. Print a copy of your listing and expiration date (must be unrestricted).

AHA-BLS (CPR): A copy of your valid card.

Admission Point Allocation:

Points will only be given for courses completed with an “A,” “B,” or “C” on the first completed attempt only. Withdrawn courses will not count as completed coursework.

For applicants enrolled at a NC community college other than Blue Ridge, the following courses will be substituted: BIO 165/166 for BIO 168/169. The BIO 165/166 sequence must be completed at the same College or University in order to receive credit. Microbiology can be transferred if taken within five (5) years of the application to the ADN program.

Applicants will receive points for successfully completing courses that are part of the ADN curriculum.

Notification Procedure:

Notification letters for program acceptance will be mailed by June 1, 2022. Applicants who did not meet requirements, were not accepted, or declined admission must reapply to the ADN program for the following year. Applicants who remain on the Alternate list once the 2022 ADN Nursing program cycle begins will not be carried over to a waiting list for the following year, and must reapply to the ADN program for the following year.

Students selected will be notified when to complete the following information:

- Student Medical Form must be submitted at least thirty (30) days prior to entering the Fall 2022 core Nursing classes. The medical form must verify acceptable levels of immunizations, physical health, and mental health. Failure to complete every aspect of the form may delay entry into the program.
- The student must maintain a 2.00 GPA or higher throughout the duration of the ADN program, and a "C" or better in all NUR courses. A student must earn a grade of "C" or better in each required course in the major to remain in the program.
- Clinical agency requirements include a criminal background check and drug screening. This is a requirement of the agencies and not the ADN program. Information regarding the agency requirements will be provided at the time of registration for Fall classes. Clinical agencies reserve the right to deny a student access to the facility based on the failure to meet the above requirements. If a student is denied access to any clinical agency, the student may not be allowed to continue in the nursing program. Additional requirements may be required based upon the clinical agencies utilized for clinical sites.

Admission: Associate Degree Nursing Regionally Increasing Baccalaureate Nurses (RIBN) Option

The RIBN option is a dual admission 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:

- For retention in RIBN, students must take and pass with a grade of "C" or better in all required courses and a cumulative G.P.A. of 2.25 for progression in the program and the student must demonstrate professional and safe nursing practice
- RIBN has a three-year and four-year program progression option. Year I students enroll in general education courses at Blue Ridge and WCU as advised by the RIBN Program Advisor. After successful completion of Year I curriculum RIBN students will progress into the ADN program as a Year II RIBN student (Year I ADN). Year II and III students maintain enrollment in the ADN program at Blue Ridge and WCU courses as advised by the RIBN Program Advisor. After graduation from the ADN program, Year IV classes are taken at WCU to complete the BSN program.
- By June of Year II, provide documentation of successful completion of a North Carolina approved 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.
- 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.
- Successfully pass NCLEX - RN to progress to Year IV.

See the RIBN Program Advisor for the recommended course sequence.

Admission: Basic Law Enforcement Training Program

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 10th-grade level or higher score (administered by staff prior to admission).
3. Complete a Reading Test and score at a 10th-grade reading level or higher. This test will be administered by staff prior to admission.
4. Possess a valid North Carolina driver's license.
5. 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:

- Be a citizen of the United States;
- 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);
- Be of good moral character;
- 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;
- Be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer.
- Have not ever committed or been convicted of any of the following:
  a felony;
  A crime for which the punishment could have been imprisonment for more than two years;
  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;
  Four or more crimes or unlawful acts described in "c" above regardless of the date of occurrence; or;
  Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.

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.

Interested applicants should follow these steps to apply for the Basic Law Enforcement Program:

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.

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, the total cost of the program, attendance policy, etc. The applicant will be required to sign waivers that allow the applicant to participate in the training.

Surgical Technology Admission Procedures

Level I: Surgical Technology Degree 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 a Blue Ridge Application for Admission. If you have applied to Blue Ridge Community College previously or have taken Curriculum courses here before, you will need to update your information by completing a Blue Ridge application available on our website. Students will need to select General Education-Surgical Technology as their program of study. Once accepted into the program, students will be given an Allied Health-Change of Program Form during orientation to declare Surgical Technology as their program of study.
3. Applicants pursuing the Surgical Technology program are required to submit official transcripts from all previously attended institutions. High School, High School Equivalency, and College transcripts are all required.
4. If additional coursework is completed after submission of transcripts, an official updated transcript must be submitted to Blue Ridge to ensure all possible transfer credit is awarded.
5. Complete BIO 090 or high school Biology with a grade of “C” or higher. A College-Level Biology of BIO 110 or higher will waive the BIO 090 requirement. For High School Equivalency Diploma: A standard score of 150 or above on the Science Test will count as one unit of Biology. For GED, a standard score of 450 or above on the Natural Science Test will count as one unit of Biology.
   Students who do not meet the Biology requirement can do so by taking BIO 090 Foundations of Biology. All courses must be completed with a grade of “C” or higher in order to meet these high school requirements.
   Applicants who are currently enrolled in high school, taking these courses and anticipating completing the grade and course requirements may continue with the application process. Students enrolled in high school should request that the high school mail a final transcript to Blue Ridge as soon as possible upon graduation.

6. Demonstrate College readiness by appropriate developmental courses, College courses, SAT/ACT scores, NROC Placement Test, or RISE placement assignment. The following course work must be exempted or completed with a grade of "P:"
   MAT 003/BSP 4003 P2 – Transition Math
   ENG 002/BSP 4002 P2 – Transition English
7. Placement testing is waived for applicants with an associate degree or higher, transferable College-level English and Math with a "C" grade or above, or acceptable SAT or ACT scores taken within the last 10 years. Acceptable scores are an SAT score of 500 or above on Writing or Critical Reading and 500 or above in 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.
8. Anatomy and Physiology I (BIO 168) and Anatomy and Physiology II (BIO 169) must be completed prior to entry into the program. Both Anatomy and Physiology I and II (BIO 168/169) must be completed with a grade of "C" or higher.
9. The student must maintain a Program GPA of 2.00 or higher throughout the duration of the Surgical Technology program, and a "C" or better in all SUR and BIO courses.
10. Attend one of the scheduled Surgical Technology Information Sessions to receive important information about the curriculum and career in Surgical Technology. Dates will be posted in the application package.
11. Submit the completed Admission Requirements Checklist (ARC) before the deadline to the Registrar's Office.

Applicants meeting the above requirements will receive notification of their acceptance into the Surgical Technology program by the program director. Once accepted, and if the program is filled, a waiting list of 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.

Level II: Surgical Technology - Associate Degree Bridge Program

This program is designed for students who have graduated with their Surgical Technology diploma and wish to continue their education with the Surgical Technology associate degree. In addition to meeting the Surgical Technology program's admissions requirements listed under Level 1, 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. If a diploma is earned from an institution other than Blue Ridge Community College, two professional references will be required. Forms will be provided by Program Faculty.

Additional requirements may be required based upon the clinical agencies utilized for clinical sites.

Emergency Medical Science Admission Procedures

Attend a program information session after completion of Emergency Medical Technician. Dates and times will be sent to applicants.

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).

Complete an application for the Associate in General Occupational Technology-Pre-Paramedic program.

Meet with an academic advisor or program director from the Department for EMS Education. The academic advisor will review the student's record, advising them on how to meet the state's eligibility requirements for successful entry into the program. Eligibility requirements will include:

Completing a Student Medical Form provided by the Department for EMS Education, documenting satisfactory emotional and physical health

Immunizations required by clinical agencies, criminal background checks, and drug screening

Once eligibility requirements are met, students will be given an Allied Health-Change of Program Form, signed by their advisor, to declare Emergency Medical Science as their program of study.

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, students must comply with current clinical affiliation agreements.

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. Failure to comply with current clinical affiliation agreements may prevent the student from completing the program and obtaining certification.

Career and College Promise Enrollment Requirements

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

College Transfer Pathway Qualifications

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

Be a high school Freshman or Sophomore and meet all the requirements in either Option 1 or Option 2 listed below.

Option 1:

1. Be identified as academically or intellectually gifted in English, reading, and math as outlined in the local board of education's Academically and Intellectually Gifted (AIG) local plan (General Statute 115c-150.7); and
2. Demonstrate college readiness in English, reading, and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges; and
3. Have the recommendation of the high school principal or equivalent administrator and his/her rationale for recommendation verifying the student's maturity to justify admission to the community college, have the recommendation of the academically gifted coordinator if one is employed by the local school administrative unit, and have the recommendation of the community college president; and
4. Have the written consent of the student's parent or guardian granting permission for the student to participate in CCP; and
5. Participate in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college prior to enrollment in the CCP program.

Option 2:

1. Be identified as academically or intellectually gifted in English, reading, and math on an aptitude and achievement test as evidenced by a score in the range between the 92nd percentile and the 99th percentile on an aptitude and an achievement test included in the Mental Measurements Yearbook published by the Buros Institute of Mental Measurements; and
2. Demonstrate college readiness in English, reading, and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges; and
3. Have the recommendation of the high school principal or equivalent administrator and his/her rationale for recommendation verifying the student's maturity to justify admission to the community college, have the recommendation of the academically gifted coordinator if one is employed by the local school administrative unit, and have the recommendation of the community college president; and
4. Have the written consent of the student's parent or guardian granting permission for the student to participate in CCP; and
5. Participate in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college prior to enrollment in the CCP program.

Be a high school Junior or Senior and:

1. Have an unweighted high school GPA of 2.8 on high school courses; or
2. Demonstrate college readiness in English, reading, and mathematics on an assessment or placement test.

Career Technical Pathway Qualifications

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

Be a high school Freshman or Sophomore and meet all the requirements in either Option 1 or Option 2 listed below.

Option 1:

1. Have the recommendation of the high school principal or his/her designee (assessment scores should be considered); and recommendation of the college's Chief Academic Officer or Chief Student Development Administrator; and
2. Pass Math I with a grade of C or better; and
3. Score a 3, 4, or 5 on the End of Course assessment (EOC) for Math I; and
4. Score a 3, 4, or 5 on the 8th grade End of Grade ELA assessment; and
5. Enroll in Engineering, Industrial, Agriculture and Natural Resources, Transportation Systems Technologies, Construction Technologies, or Business Technologies programs.

Option 2:

1. Have the recommendation of the high school principal or his/her designee (assessment scores should be considered); and recommendation of the college's Chief Academic Officer or Chief Student Development Administrator; and
2. Demonstrate college readiness in English, reading and mathematics on an assessment or placement test; and
3. Enroll in Engineering, Industrial, Agriculture and Natural Resources, Transportation Systems Technologies, Construction Technologies, or Business Technologies programs.

   *Freshmen and Sophomores may not enroll in any CTE pathways that contain UGETC (Universal General Education Transfer Component) courses.

Be a high school Junior or Senior and:

1. Have an unweighted GPA of 2.8 on high school courses; or demonstrate college readiness in English, reading and mathematics on an assessment or placement test; or have a recommendation of the high school principal or his/her designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) and have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator; and
2. If the pathway requires any course on the UGETC (Universal General Education Transfer Component) list, the same criteria for the transfer pathway will be required.

Recommendation will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways.

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.

Career and College Promise Admission Procedure

1. Submit a Career & College Promise application request. Submit the following information to **ccp@blueridge.edu**: Student Name, High School, Student Email Address, Parent Name, and Parent Email Address. The Career & College Promise Application will be generated by the Career Coach and signed electronically **via DocuSign**. The form will be signed in order by a student, parent, and high school representative.

   High School Pathways: in high school, students may only take courses from the high school pathway in which they are enrolled. Please review the pathways in our catalog found here and select the pathway on your application that contains the courses you are interested in. Ask a Career Coach if you're not sure!
2. Public School students: please meet with Career Coach or High School Counselor to retrieve a copy of your transcript.

   Homeschool students: please email a copy of your transcript and homeschool registration to **ccp@blueridge.edu**
3. To register for your semester courses, contact your career coach to schedule an in-person, virtual, or phone meeting. Please be familiar with your pathway from Step 1. Find your Career Coach at **blueridge.edu/programs-courses/high-school-programs/**. You will register with your Career Coach for each semester in the program.
4. Tuition is waived for high school students taking courses under an approved CCP Pathway, but students are still required to pay for course fees. To avoid being dropped from classes, fees can be paid by mailing a check, paying online via my.blueridge.edu, or in person at the cashier's office in the Sink Building. Find more information about tuition and fee payments at **blueridge.edu/waystopay**.

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.

The College reserves the right to cancel any curriculum or course for reasons of insufficient enrollment or lack of funds.

Online sections may require online proctored exams that require a photo ID; i.e. work ID, student ID, driver's license, state ID, etc. with an in-person proctored exam available upon student request

Academic Advising

This institution views student advisement as one of its most important functions. Each student is assigned an academic 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 College Transfer students will meet with Counselors in Student Services to be advised. All other students will meet with their academic advisor.

Students are required to meet with their academic advisor each semester for assistance in completing a Course 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.

Career and College Promise (CCP) students are expected to work with their Career Coach every semester to register for courses. High school students are to contact their Career Coach to schedule an in-person, virtual, or phone meeting to register for courses in the approved CCP pathways.

Note: ACA 122 College Transfer Success is a required course for all degree and diploma programs at Blue Ridge. 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 ACA course for their program in 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. 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.

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 to 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.

Current Student Registration

Current Student Registration dates are published online on the College website. All currently-enrolled curriculum students are strongly encouraged to register during Current Student 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-served 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

A student may only drop a class for a partial refund on or before the official 10% date of the semester. After the schedule adjustment period (first three class days of the Fall and Spring semesters, first two days of the Summer semester), 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 communicate with the instructor of the course or the appropriate Chair or Dean.

If a student fails to attend during the entire last 10% of the course, the grade that the student earns will be the final grade assigned. Students may not voluntarily withdraw from a class during the final 10% of the term. The instructor may make exceptions in cases of extenuating circumstances such as serious illness or job transfer and award a grade of "W" during the final 10% of the term. These exceptions must be approved by the appropriate Dean or Vice President for Instruction.

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 will appear on the student’s official transcript.

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

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.

Any student who accumulates absences in excess of 10% of the course contact hours may be withdrawn from the class.

Determining Student Location for Curriculum and Continuing Education Students

According to Federal guidelines on state authorization (§ 600.9(C)), Blue Ridge must determine a student's location at the time of initial enrollment, as well as update its records should a student's location change. Doing so helps to ensure correct state authorization is obtained and disclosed to the student.

Information on state authorization, professional licensure, and the complaint process can be found on the college's State Authorization webpage.

Students can also view which state educational requirements for licensure or certification Blue Ridge meets, does not meet, or is undetermined on our Professional Licensure webpage.

For Curriculum Students

Location at Time of Initial Enrollment

For Blue Ridge Community College, a student's location is determined at the time of Application for Admission. As part of the admission process, a student must designate their program of interest and complete a Residency Determination Service (RDS). The RDS is what reaches out across the State to the different agencies to verify and validate the residency information a student is providing. The residency information on the application and RDS must match.

Upon receiving the application from an out-of-state student, the student's contact info, listed state of residence, and program of interest are sent to the appropriate Blue Ridge program coordinator. The coordinator will contact the student to verify if the student is planning to remain in that state or relocate to NC for their education.

Prior to acceptance of enrollment into a program designed or advertised as meeting educational requirements for a specific professional license or certification required for an occupation, the student will be notified via email if Blue Ridge's program does not meet the educational requirements or if Blue Ridge has not made a determination.

Change of Address

In myBlueRidge, students are required to confirm their address every 60 days. Registration rules will restrict a student from using Student Planning and registering until they confirm.

Because educational requirements for licensure or certification may vary by state, it is imperative the student confirms their address or change of address in a timely manner as potential educational requirements for the new state may directly impact licensure or certification completion.

Upon formal receipt of a change of address to a new state, students will be notified within 14 days of whether or not there is a conflict with the program's educational requirements for licensure or certification.

Change of Program

If a student changes their program of study, they are required to confirm their address. If the student is an out-of-state student, their contact info, listed state of residence, and program of interest is sent to the appropriate Blue Ridge program coordinator. The coordinator will contact the student to verify if the student is planning to remain in that state or relocate to NC for their education.

Prior to acceptance of enrollment into a program designed or advertised as meeting educational requirements for a specific professional license or certification required for an occupation, the student will be notified in writing (direct disclosure) if Blue Ridge's program meets, does not meet, OR if Blue Ridge has not made a determination regarding a state's educational requirements for licensure or certification.

For Continuing Education Students

Location at Time of Initial Enrollment

For BRCC Continuing Education (CE) enrollments, a student's location is determined at the time of registration. As part of the registration process, a student must designate a program or course of interest and current address.

The CE Operations Manager will produce a weekly report for out-of-state students enrolled in courses leading to a licensure, certification, or required industry credential. Within 14 days of registration, the CE Program Specialist or Program Director will notify the student in writing via email (direct disclosure) if Blue Ridge Community College's CE program or course does not meet the student's respective state's educational requirements or if Blue Ridge Community College is unable to make a determination.

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 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 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

Fees and Other 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. Some exceptions apply.

Accident Insurance Fee $1.30

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)

The fee for an official transcript is $5.
An unofficial transcript can be obtained through myBlueRidge at no fee.

Technology Fee

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

This coverage is for students taking part in personal service or medical-related situations such as clinical experiences and varies depending on the program.

- Associate Degree Nursing = $15
- Surgical Technology = $15
- Emergency Medical Science = $74
- Cosmetology = $10/per course

Pre-Enrollment Placement Test Retest Fee

The fee for the Pre-Enrollment Placement Test Retest is $5 per unit.

Graduation Fee

The Graduation Fee for curriculum students is $20 and covers graduation expenses for degrees, diplomas, and certificates. It 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 College Bookstore prior to graduation.

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

A $15 graduation fee is charged to paramedic students.

College Access, Parking and Security (CAPS) Fee

- Fall Semester = $25
- Spring Semester = $25
- Summer Term = $15

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

Course Fees

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

Online Learning

There are no fees solely associated with online learning courses or with verification of student identity.

Online sections may require online proctored exams that require a photo ID; i.e. work ID, student ID, driver's license, state ID, etc. with an in-person proctored exam available upon student request

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. 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.

Payment of Tuition and Fees

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. Qualified high school students 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, technology fee, the activity fee, the CAPS 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 the 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 enrolled 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 the 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
- The account may be turned over to the North Carolina Department of Revenue for collection
- The 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 Career and College Promise Students

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.

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 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 the 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 tuition and fee payments 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.

If a class is canceled, the student will receive a 100% refund.

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 the semester. Students earn a portion of the Title IV funds on a ratio of the 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:

If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.

If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.

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 (no 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, institutional 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.

The 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 must be filed every year. Priority dates for having financial aid files completed in order to cover charges for that term are July 29 (Fall Semester), December 10 (Spring Semester), and April 29 (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 studentaid.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

- submit a signed copy of their 2020 US Income Tax Return, or
- order a tax return transcript online at irs.gov.

Either of these two options will take seven to ten 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, with the exception of developmental classes and transfer credits that do not apply toward the student's current program of study, 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, and CR 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 for the student's current program of study 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 "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 the 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, meet Satisfactory Academic Progress guidelines. However, a student may only receive financial aid for a maximum of 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 in 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 remain suspended and the student must pay for their next semester of enrollment. A student may appeal the decision of the Financial Aid Office by requesting, in writing, that their appeal is 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 the 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 the 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 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 2.0 grade point average in order to be eligible to apply for scholarship assistance from the Foundation. Applications are available online at 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 studentaid.gov in order to determine eligibility.

North Carolina Community College Grants/North Carolina Education Lottery Scholarships

The North Carolina Community College Grants (NCCCG) and North Carolina Education Lottery Scholarships (NCELS) are administered by the College Foundation of North Carolina to provide assistance to North Carolina residents demonstrating financial need. Students receiving NCCCG 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. Please refer to the section on applying for Veteran's benefits.

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 and be enrolled at least half-time, with at least one class being taught on campus. Applications are available from the Financial Aid Office on July 1 of each year.

Federal Loans

Student loans as reflected on the student's financial aid award are optional because they are monies borrowed 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 should refer to the Student Loan and Basic Money Management pages on the website for important information to help them determine how much they should borrow if any. 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 semester and the second disbursement is made in the spring semester. 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 have 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 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 or 694-1753.

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 to the organization or visit blueridge.edu/scholarships.

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.

Veterans Benefits

Application for Veteran's Benefits

To utilize G.I. Bill™ benefits, students should follow the procedures outlined below:

- Apply for VA educational benefits at www.Vets.gov.
- Complete the Residency Determination Service (RDS) and obtain a Residency Certification Number (RCN) - curriculum students only.
- Submit an application for admissions (curriculum) or registration form (continuing education), and be accepted into an approved program of study.
- Submit an official high school transcript or High School Equivalency Diploma scores to the Registrar's Office. Official transcripts from all previous colleges attended and/or a Joint Services Transcript for college credit obtained while in the military are also required as determined by the VA School Certifying Official. Foreign transcripts must be translated and evaluated for course equivalencies by an approved educational evaluation service.
- Provide the VA School Certifying Official your Certificate of Eligibility and Form DD214.
- Disabled veterans attending under Veteran Readiness & Employment (VR&E) must have the approval of a VR&E counselor at the VA before payment of benefits may be authorized.

Members of the Selected Reserve and National Guard

To establish eligibility under Chapter 1606 or 1607, provide a notice of basic eligibility (N.O.B.E.) to the VA School Certifying Official. Information can be obtained by calling the Department of Veterans Affairs (DVA) Regional Office at (888) 442-4551.

Active Duty Service Members

Active-duty personnel serving in the United States Armed Forces may be eligible for Tuition Assistance administered through the U.S. Department of Defense. Once approved by the branch of service, students should submit a Tuition Assistance Authorization Form to the VA School Certifying Official.

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

Interruption of Veteran's Benefits Due to Unsatisfactory Progress

In order to continue receiving Veteran's benefits, 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 the student having a probation semester in which they will continue to receive their benefits. However, failure to maintain a 2.0 cumulative GPA for two consecutive semesters will result in the suspension of Veteran's benefits until the student meets the minimum cumulative grade point average requirement.

Return of Military Education Benefits

If a student receiving Veteran's benefits withdraws from a class or stops attending, a portion of the funds awarded to the student will be returned to the VA. The student will repay a debt for tuition and fees to the college, while debts incurred for a housing allowance or book stipend will be repaid to the VA.

Active duty students who have received Tuition Assistance (TA) from their service branch will have their TA eligibility recalculated if they withdraw prior to completing sixty percent (60%) of the term. The official last date of attendance, as determined by the College's attendance records, is used to determine the percentage amount to be returned. Recalculation of eligibility is based on the percentage of TA benefits earned using the following chart:

For 16-week courses, amount to be returned if withdrawal occurs:

- During weeks 1-2: 100% returned
- During weeks 3-4: 75% returned
- During weeks 5-8: 50% returned
- During week 9: 40% returned
- During weeks 10-16: 0% returned

For 8-week courses, amount to be returned if withdrawal occurs:

- Before or during weeks 1-2: 100% returned
- During week 2: 75% returned
- During weeks 3-4: 50% returned
- During week 5: 40% returned
- During weeks 6-8: 0% returned

If a service member stops attending due to a military service obligation, the College will work with the affected service member to identify solutions that will not result in student debt for the returned portion. Otherwise, recalculation of TA benefits will result in a tuition and fees debt that the student will then owe the college.

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 unsatisfactory 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 for 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:

- Continue with normal academic load next semester
- Reduced academic load next semester
- Either 1 or 2 and participate in academic assistance in the form of tutoring, counseling sessions, Student Success Center, or other appropriate resources
- Enroll in preparatory courses of study
- 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 another 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 for Career Education (R.A.C.E.) courses, Credit for Prior Learning (CPL), or professional certifications. Contact the 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 for 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:

- The student must obtain a grade of "B" or higher in the course.
- 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.
- 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.
- The student must receive a teacher recommendation for the 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 the 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 degree. The Registrar's Office follows NCCCS Policies and Procedures entitled "Credit When It's Due/Reverse Transfer Process" when 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 a Blue Ridge Community College degree program. This work must be documented by an 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 a 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 coursework 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 the 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. In order to meet the requirements of a Curriculum credential, the minimum number of credit hours that must be completed in curriculum at Blue Ridge Community College is 25% of a certificate, diploma, or degree. 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.

Credit for Prior Learning (CPL)

The College follows procedures consistent with the State Board code. Blue Ridge is authorized to award CPL using the following prior learning methods:

- Apprenticeship
- Certifications and licensures
- Courses listed in high school to community college articulation agreements
- Military education and training
- Standardized examinations
- Challenge exams/proficiency
- Portfolio assessment
- Public Safety Training (PST) prefix courses

CPL may be used to fulfill program requirements except for mandatory institutional requirements. Examples may include but are not limited to, requirements of external agencies that specifically prohibit the use of CPL to fulfill the program requirements

No more than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.

To be eligible to receive CPL, students must meet all of the following criteria:

1. Meet all admission requirements for their program of study.
2. Be enrolled in a curriculum program to which the credit will directly apply; and
3. Request a prior learning assessment consistent with the college's CPL procedures and provide all documentation by the published deadlines.

4. The student may request credit for prior learning by submitting the Request for Credit for Prior Learning (CPL) form with the appropriate Academic Dean or Chair. Additional documentation supporting the credentials previously earned, apprenticeships, certifications and licensures, military credit, etc., will be required in order to submit the Request for CPL form.

Industry Recognized Credentials

Blue Ridge Community College may award Credit for Prior Learning (CPL) for successful completion of industry-recognized credentials consistent with the CPL standards approved by the state Curriculum Course Review Committee (CCRC). Blue Ridge Community College may award CPL for industry-recognized credentials for which statewide articulations have not been established by CCRC.

Professional Certifications

Blue Ridge Community College currently recognizes the following:

- Automotive Service Excellence certification (A.S.E.) and awards credit in the Automotive Systems Technology curriculum program;
- Basic Law Enforcement Training certification and awards credit in the Criminal Justice Technology curriculum program;
- Emergency Medical Technology certification and awards credit in the Emergency Medical Science curriculum program; and
- Firefighter certification and awards credit for the Fire Protection Technology curriculum program.
- Courses in the Combined Course Library with Public Safety Training (PST) prefix can be used for awarding prior-learning credit for industry-recognized public safety training and/or credentials.

A document 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 Repetitions

Curriculum Students

A student may elect to repeat courses in which D, F, or R was the assigned grade. Students earning a grade of "C" or "P" or higher may repeat a course only once unless approval is given by the appropriate Dean. A student may not audit a course in any curriculum for credit more than one time. The appropriate Dean must approve any exception. Students repeating a course for credit when transfer credit has been awarded may not be eligible for Financial Aid for the repeated course. When a course is repeated for credit, the highest 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

The substitution of courses is generally not allowed except in extreme circumstances. Such occasions might include changes in curriculum course requirements or the 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 veteran benefits recipients may be limited in the number of course substitutions by federal regulations.

Credit by Examination

Students who can document their proficiency in a subject area may request credit by examination. Examples of documentation include a transcript(s) of similar college-level courses, a 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 the 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 an 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 a degree or diploma program 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 by submitting a Change of Program form with the Registrar's Office. For students receiving Financial Aid who wish to double major, the student must consult with the Financial Aid Office to determine eligibility for both programs. 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.

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.

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

I not calculated in grade points

IE not calculated in grade points

W not calculated in grade points

WE not calculated in grade points

NS not calculated in grade points

Y not calculated in grade points

TR not calculated in grade points

AP not calculated in grade points

XA not calculated in grade points

XB not calculated in grade points

XC not calculated in grade points

(*) not calculated in grade points

(.) not calculated in grade points

S not calculated in grade points)

U not calculated in grade points

SR not calculated in grade points

CLP 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 the 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 that is clearly above average

C Represents work of average quality and is recorded for those students who do average work

D Represents work that 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 within 3 semesters or the incomplete automatically becomes a grade of F

IE Represents incomplete emergency due to COVID-19 related issue

W Represents withdrawal from a course. This grade will be assigned to all students who withdraw themselves or are withdrawn from a course by the 75% point of the semester. This grade will also be assigned to all students who are withdrawn from a course by an instructor after the 75% point of the semester because of extenuating circumstances. Course instructors need to have the appropriate Dean's approval for a W after the 75% point of the semester.

WE Represents withdrawal emergency from a course due to COVID-19

NS Represents never attending a class for which a student registered

Y Represents audit

XA Credit by Exam-Completed with Letter Grade A

XB Credit by Exam-Completed with Letter Grade B

XC Credit by Exam-Completed with Letter Grade C

TR Transfer Credit

AP Advanced Placement or R.A.C.E.

(*) Represents repeated courses; GPA refigured

(.) Represents course not included in GPA of the current program of study

S Passing – student accomplished class objectives from "standard of progress" (for Non-curriculum course work only) with a "C" or higher

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 Non-curriculum course work only)

SR Represents audit as a senior citizen with a tuition exemption

CLP CLEP Credit

*These grades are assigned to developmental or non-curriculum courses and are completed with a "C" or higher.

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 that 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:

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.

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

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, or through the grade appeal process.

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.

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.

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.

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. Fulfill all financial obligations and admissions requirements to the College.
3. Complete a minimum of one-fourth (25%) of the required credit hours as a student at Blue Ridge Community College.

If the student wishes to have their certificate(s), diploma(s), or degree(s) printed, the student may submit a notice of their intent when notified by the Registrar's Office.

Candidates for graduation from the degree, diploma, and certificate programs are encouraged to participate in graduation rehearsals 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 College 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 one-fourth (25%) of the curriculum requirements as a Student at Blue Ridge Community College will be granted a degree, diploma, or certificate with the following honors:

A Program GPA of 3.500-3.699 will be represented with Latin Honors of Cum Laude.

A Program GPA of 3.700-3.899 will be represented with Latin Honors of Magna Cum Laude.

A Program GPA of 3.900-4.000 will be represented with Latin Honors of Summa Cum Laude.

Incompletes

Incomplete indicates the failure to complete certain course requirements because of extenuating circumstances. All incompletes must be removed within three semesters 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.

Institutional Learning Outcomes

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

- Communication: Students will communicate with clarity and precision in appropriate contexts.
- Analytical Thinking: Students will analyze and solve problems using discipline-appropriate techniques and technologies.
- Professional Skills: Students will develop personal and professional skills to be productive members of the community and the workforce.

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 by electronic signature via secure log-in through Parchment, or by written request from the student concerned. An official electronic Blue Ridge transcript may be requested through the website. Paper 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.

Electronic transcripts are processed within 24 hours of online submission. Printed transcripts will normally be available 48 hours after the request is received. Transcripts selected for pick up 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 that 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 the 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 credits.

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

Collaborative Program Agreements

Fayetteville Technical Community College

Interpreter Education

Guaranteed Admission Agreements

To make transferring to a four-year university from a two-year college an even more seamless transition, Blue Ridge Community College has guaranteed admission agreements in place. These articulation agreements are unique in that any Blue Ridge student who meets the eligibility requirements will be guaranteed admission into the following colleges:

Brevard College

East Carolina University

Fayetteville State University

Gardner-Webb University

Lees-McRae College

Lenoir-Rhyne University

Mars Hill University

UNC-Asheville

UNC-Charlotte

UNC-Wilmington

Western Carolina University

Please see the Transfer Coordinator in Student Services for eligibility requirements and more information.

One-Plus-One Transfer Agreements

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

Early Childhood Education

Nursing

Brevard College

Blue Ridge CC

Criminal Justice

Early Childhood Education

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

Business Administration

Criminal Justice

Early Childhood Education

Fire and Emergency Services Administration

Nursing (RN-BSN)

Gardner-Webb University

Early Childhood Education

Lees-McRae College

Accounting and Finance

Criminal Justice Technology

Lenoir-Rhyne University

Business Administration

Mars Hill University

Business Administration

Criminal Justice

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

The University of North Carolina at Asheville

Associate in Fine Arts in Visual Arts

The University of North Carolina at Chapel Hill

Associate in Fine Arts in Visual Arts

Early Childhood Education

The University of North Carolina at Charlotte

Associate in Engineering

Associate in Fine Arts in Visual Arts

Early Childhood Education

Nursing

The 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

The University of North Carolina at Pembroke

Early Childhood Education

Nursing

The University of North Carolina at Wilmington

Early Childhood Education

Nursing

Western Carolina University

Accounting and Finance

Business Administration - on demand (see your advisor)

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 the 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 faculty and trained, instructor-recommended peer tutors. For more information, students should contact their instructor or the Student Success Center on either campus.

ThinkingStorm, an online tutoring service, is available free for distance learning and traditional students. More information is posted on the website at blueridge.edu/tutoring.

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

Bee Campus

Blue Ridge Community College is the 16th educational institution in the nation to be certified as an affiliate of the Bee Campus USA program.

The Bee Campus USA designation recognizes educational campuses that commit to a set of practices that support pollinators, including bees, butterflies, birds, and bats, among thousands of other species. Bee City USA® urges local governments, individuals, organizations, corporations, and communities to promote and establish pollinator-friendly landscapes that are free of pesticides.

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. 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.

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 a competent authority.

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: 828.883.252
- Health Sciences Center: 828.694.1700

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 Registry: nsopw.gov
- NC Sex Offender Registry: 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. Data is updated each year in October and can be found at blueridge.edu/about-brcc/police-and-public-safety. Please contact the Blue Ridge Chief of Police for more information regarding crime statistics.

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 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:

- Submit crime statistics to the United States Department of Education;
- Maintain a daily crime log (open to public inspection);
- 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;
- 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.
- Publish and maintain 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.

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 a reasonable accommodation or desiring to file a complaint of alleged discrimination on the basis of disability should contact the Disability Services Office located in 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:

Such photographs, pictures, or images are taken on College property or at College-sponsored events; and

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 the first log in and password reset 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, 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 Alert

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.

Housing

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

NCWorks Career Centers

NCWorks Career Centers, located on the Henderson County Campus in the Sink Building 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 a career direction, identifying training programs and funding, refining job-seeking skills, finding employment, and career progression. Services to job seekers include:

- Career assessments/exploration and career counseling
- Employment coaching
- Job-seeking skills workshops
- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
- Preparation for and issuance of the North Carolina Career Readiness Certificate
- Workplace skills enhancement using Career Ready 101 curriculum
- Job readiness skills training
- Job search strategies
- Job referral
- Internet access to employment and training resources
- Information on community resources
- Resume consultation and preparation
- Computer software tutorials and assessments
- Workforce Innovation and Opportunity Act (WIOA) job training assistance funding as well as other scholarships and grants
- 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 the following:

- ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills
- ACT® WorkKeys Assessment of all Twelve Cognitive
- and Interpersonal Skills
- Workplace skill enhancement using Career Ready 101 curriculum
- Online Job Listing Service through College Central Network and NCWorks Online
- On-the-Job Training
- Human Resource Consultation
- On-site job fairs

- On-site interviewing
- Computer software tutorials and assessments
- Compilation or review of Employee Handbooks
- Conducting Wage and Benefits Surveys

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).

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, are 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.

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 serving a period of three semesters, from Fall Semester to the 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 advocating 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 the 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.

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 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.

Domestic animals may not be left in cars.

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

The 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:

Accumulating a combination of excused or unexcused absences exceeding ten (10) percent of the scheduled class contact hours for the semester. Three tardies constitute one class absence. In online and hybrid classes, missing weekly assignments that are academically related, excluding simple logins and/or email, are considered "absences".

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.

A student is expected to confer with each instructor before anticipated or after unavoidable absences. The responsibility for making up classwork 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.

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 the last date of attendance. No refund of tuition is authorized for students withdrawn for excessive absences by instructors.

In accordance with the 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 requests 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 a 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.

See college procedure 4.12.1 Student class attendance for more information.

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 classwork 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 the participation of which class attendance is a part. The responsibility for making up classwork 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 an 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 resources 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 students and instructors. 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, students 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 the 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 actions 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 used 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, religion,

color, national origin, sex, sexual orientation, gender, gender identity or expression, pregnancy, age, disability, genetic information, political affiliation, veterans' status, or other protected class in accordance with all applicable federal, state and local laws.

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, sex, gender identity, sexual orientation, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

Standard of Evidence

The College uses a preponderance of evidence 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 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

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.

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.

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.

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.

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.

Complainants and Respondents 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:

- Determination if the Respondent is responsible or not responsible for violating these Procedures;
- Sanction;
- 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).
- 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:

1. 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.
2. Written notice including the date, time, and location of the hearing will be sent to all parties.
3. 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 the use of a speakerphone.
4. 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.
5. 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.

- Verbal or Written Warning
- Probation
- Administrative withdrawal from a course without refund
- Required Counseling
- No Contact Directive
- Suspension
- Expulsion (President must impose)
- 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 in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling Sexual Harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual

discrimination or harassment. All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Unlawful Discrimination and Harassment Procedure 3.15.1

DEFINITIONS

The following definitions shall apply to this Procedure. 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.

Actual Knowledge

Notice of sexual harassment or allegations of sexual harassment by the Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the College. Actual knowledge is not met when the only College official with actual knowledge is a Respondent.

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment.

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.

Education Program or Activity

For purposes of these Procedures, this means any locations, events, or circumstances over which the College exercised substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.

Formal Complaint

A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting the College investigate the allegation(s). A Formal Complaint initiates a formal grievance process in which parties are entitled to due process protections.

Informal Resolution

A resolution reached regarding an allegation of sexual harassment without the filing of a Formal Complaint. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.

Respondent

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation

To intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

Sexual Harassment

Quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.

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.

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 Respondent either “responsible” or “not responsible” for violating these Procedures.

Supportive Measures

Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment, Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the College, and other similar measures.

Title IX Coordinator

For purpose of these Procedures, the Title IX Coordinator refers to the Vice President for Student Services. The Title IX Coordinator's office is in the Sink Building. The phone number is 828-694-1804 and the email is kirstenb@blueridge.edu

SCOPE AND APPLICABILITY

These procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College
2. College employees and applicants for employment
3. College student organizations
4. Third parties participating in a College education program or activity

These Procedures apply to conduct that occurs in a College Education Program or Activity located within the United States and of which the College has actual knowledge.

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 grievance procedure 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 harassment 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 harassment 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

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 Harassment may do so by reporting the concern to the College's Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report of alleged sexual harassment.

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.

GRIEVANCE PROCEDURES

Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.
2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

Initial College Response and Assessment

After receiving a report of sexual harassment, the Title IX Coordinator takes immediate and appropriate steps to:

1. Communicate with the individual who reported the alleged conduct;
2. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;
3. Provide the individual with a copy of this Policy and Procedure; and
4. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.
5. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

The Title IX Coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:

1. The allegations as stated do not constitute a violation of this Policy and Procedure, even if proven; or
2. The alleged sexual harassment did not occur in the College's Education Program or Activity or did not occur in the United States.
3. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

The Title IX Coordinator may administratively close a report or complaint of sexual harassment if:

1. The Complainant, at any time, requests withdrawal of the report or complaint;
2. The Respondent is no longer enrolled or employed by the College; or
3. The College is prevented from gathering evidence sufficient to reach a determination of responsibility.
4. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures in Section VI, below.

Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be filed.

Informal Resolution

Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a Formal Complaint. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

1. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.
2. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.
3. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.
4. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution.

Informal resolution is voluntary.

1. The Complainant and Respondent must provide written consent for informal resolution to take place.
2. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

1. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
2. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedure.

If a resolution agreement is not reached, the College will continue with a formal investigation.

Investigations

The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.

1. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.
2. The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review evidence, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.
3. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment.

Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.

The standard of proof used in investigations is clear and convincing. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

The College aims to bring all investigations to a resolution within thirty (30) business days from the date the Title IX Coordinator determines an investigation will commence.

1. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay are provided to the parties. Good cause includes:

1. The complexity and/or number of the allegations;
2. The severity and extent of the alleged misconduct;
3. The number of parties, witnesses, and other types of evidence involved;
4. The availability of the parties, witnesses, and evidence;
5. A request by a party to delay an investigation;
6. The effect of a concurrent criminal investigation or proceeding;
7. Intervening holidays, College breaks, or other closures;
8. Good faith efforts to reach a resolution; or
9. Other unforeseen circumstances.

    2. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
    3. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

4. The College may suspend or place on administrative leave a student or employee, pending the completion of an investigation and resolution, when the College performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the College community.

1. The Title IX Coordinator may recommend to the appropriate College official to implement or stay an interim suspension of a student or employee and the conditions and duration of such suspension or leave.
2. In all cases in which an interim suspension or administrative leave is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal.
3. Violation of an interim suspension under this Procedure is grounds for expulsion or termination.

Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

The Complainant and Respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

1. A party may elect to change advisors during the process.
2. All advisors are subject to the same rules:
    1. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
    2. Advisors are expected to maintain the privacy of the records shared with them.
    3. Advisors are expected to refrain from interfering with investigations.
    4. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

    Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely.
    1. The Complainant and Respondent may submit a written response to the evidence within ten days after receipt of the evidence.
        1. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
        2. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.
    2. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

Following an investigation and at least 10 days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility.

GRIEVANCE HEARINGS

At least 10 days after the issuance of an investigation report, the College must hold a live hearing in front of a decision-maker to determine responsibility of a Respondent. The decision-maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

1. All parties must be able to see and hear the questioning of parties and witnesses.
2. Any party may request a virtual hearing. If requested, the College will provide a virtual hearing.
3. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.
4. The parties' advisors are permitted to cross-examine the parties and any witnesses.
    1. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's advisor.
    2. The decision-maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-maker disallows a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.
    3. Evidence or questions that inquire about the Complainant's sexual predisposition or prior sexual history are prohibited (i.e. rape-shield protections) unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
    4. The decision-maker may consider statements of persons not present at a hearing and/or not subject to cross-examination unless the statements are subject to exclusion under another provision in this Procedure. 'Statements' include but are not limited to opinions and statements in police reports, medical records, court records, investigation notes, emails, written statements, text messages, social media postings, and the like.
    5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
    6. If a party does not have an advisor, the College will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.
    7. Other standard Rules of Evidence do not apply in grievance hearings under these Procedures.

The College will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.

The decision-maker evaluates all relevant evidence and reaches a determination regarding responsibility. The decision-maker issues their final written determination to all parties within ten (10) days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the College to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of College policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the College recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the Complainant; and the College's appeal procedures.

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

Students

1. Verbal or Written Warning
2. Probation
3. Administrative withdrawal from a course without refund
4. Required Counseling
5. No Contact Directive
6. Suspension
7. Recommendation of Expulsion
8. Other consequences deemed appropriate

If the decision-maker is required to make a recommendation for student expulsion or employee suspension, demotion, or dismissal, such recommendation will be made to the appropriate College official after the time for appeal has expired. If the decision-maker recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain on suspension unless otherwise determined by the decision-maker.

APPEALS

After the decision-maker submits their determination of responsibility to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

1. Procedural irregularity that affected the outcome;
2. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or
3. The Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the President of the College by 5:00 p.m. eastern standard time via email or mail, within ten (10) days of receiving the decision-maker's written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within two (2) days of receiving a copy of an appeal.

The President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the decision-maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result.

The President's written decision is final.

PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures. Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

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 a determination regarding responsibility alone is not sufficient to conclude a false report or complaint was made.

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 Harassment Complainants and witnesses amnesty from minor policy violations.

FERPA (Family Educational Rights and Privacy Act)

A student's personally identifiable information found in a student's education records will be shared only with College employees who need to know to assist with the College's response to sexual harassment.
A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the College unless:

1. The student gives consent;
2. The College must respond to a lawfully issued subpoena or court order; or
3. The College is otherwise required by law to disclose.

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.

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

The Title IX Coordinator, investigators, decision-makers, and those involved in any informal resolution process shall receive annual trainings on topics including:

1. The definition of sexual harassment for Title IX purposes;
2. The scope of the College's education programs and activities under Title IX;
3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes;
4. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;
5. Technology to be used at live hearings;
6. Issues of relevance of questions and evidence, including rape-shield limitations; and
7. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials are posted on the College's website.

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of sexual harassment. 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:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities;
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sex-based violence;
5. The importance of preserving physical evidence in a sex-based violent crime; and
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "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 the 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:

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

Demonstrates behavior that 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 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 proceedings may be initiated include but are not limited to the following:

Disruption of College

A student shall not by the 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 substantial and material disruption if an 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 the use of firearms, explosives, or other weapons on the College premises for any unlawful purpose;
- prevention of or attempting to prevent by the 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.
- 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.

Trespass to Property

Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without permission); or remaining on the College campus after having been directed to leave by a College official.

Mental/Physical Abuse

Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions that threaten or endanger the health or safety of any such persons.

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 3.15.1 and Procedure 3.19.1.

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 3.19.1 Sexual Harassment and Violence.

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.

Tampering with Fire Alarms

Setting off a fire alarm or using or tampering with any fire safety equipment, except with the reasonable belief there is a need for such alarm or equipment.

Gambling

Students may not gamble on campus or at any College-affiliated activities or events.

Providing False Information

Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.

Financial Impropriety

Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.

Failure to Report Criminal Activity

Failure to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on College property.

Unauthorized Access to College Records

Students may not access, view, copy or change official College records without expressed authority to do so.

Violation of Policies and Procedures

Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.

Behavioral Assessment Team

Not complying with a recommendation or directive by the Behavioral Assessment Team.

Discipline and Appeal Procedures for Academic Violations

(For issues related to discrimination, harassment, and sexual-based violence, see Procedure 3.15.1 and 3.19.1)

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

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:

1. A written warning describing the offense and detailing further consequences should the infraction be repeated,

2. 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.
3. Referral to the Vice President for Instruction for further disciplinary action.
4. 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.

A student charged with a violation of Academic Honesty, outlined in Code of Conduct 4.15.1, 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.

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.

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.

The Judicial Board hearing procedure shall be as follows:

1. The Chair shall introduce all present.
2. 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.
3. 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.
4. Both sides will have the opportunity to make a closing statement.
5. 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.
6. 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.

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.

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

1. 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.
2. Reprimand - Written communication from the Vice President of Student Services that gives official notice to a student that any further disciplinary offense will carry heavier penalties because of a prior infraction.
3. 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.
4. 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.
5. Disciplinary Probation - Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication or activity. This sanction prohibits the student from officially representing the College or

participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not less than two (2) semesters including the current semester. Any further disciplinary offenses while under disciplinary probation will result in the student's immediate suspension.

6. 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. The College Vice President or instructor invoking the removal shall notify the Vice 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. Upon receipt of the College Vice President or Dean's written notice, the Vice President shall meet with the student as soon as possible to allow the student to present his/her side. If, in the Vice President's opinion, the student behavior threatens the health, safety and well-being of the College community, the Vice President shall place the student on temporary suspension pending the outcome of the disciplinary matter. Temporary suspension may be imposed only: (a) to ensure the safety and well-being of members of the College; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of substantial disruption or interference with the normal operations of the College.
7. Restitution - Paying for damaging, misusing, destroying or losing property belonging to the College, College employees or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.
8. Withholding Academic Records and/or the Right to Register - Withholding transcripts, diplomas or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met, or the student has a disciplinary case pending final disposition.
9. Temporary Suspension - The exclusion from all College property and all College activities pending the resolution of a disciplinary proceeding.
10. Disciplinary Suspension - The exclusion from all College property and all College activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than disciplinary probation. A student under disciplinary suspension must receive specific written permission from the Vice President before returning to campus. Disciplinary suspension appears on the student's academic transcript.
11. Expulsion - Dismissal from the College. The student may be readmitted to the College only with the approval of the President. Expulsion appears on the student's academic transcript.
12. Group Probation - Group probation is given to a College club or other organized student group for a specified period of time. If group violations are repeated during the term of probation, the charter may be revoked or activities restricted.
13. Group Restriction - Removing College recognition during the semester the offense occurred, or for a longer period (usually not more than one other semester). While under restriction, the group may not seek to add members, hold or sponsor events in the College community or engage in other activities as specified.

14. Group Charter Revocation - The removal of College recognition for a group, club, society or other organization for a minimum of two (2) years. Re-charter after that time must be approved by the President.

In addition to the above stated sanctions, the College may require counseling. The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Vice President, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's Counseling Services at no charge or elect to use his/her own licensed professional counselor and bear the cost.

Disciplinary Procedures

To provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Incident Report - Any College employee or student may file written charges with the Vice President against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge should complete and submit an Incident Report within five (5) business days of the incident given rise to the alleged violation.
2. Investigation and Determination - The Vice President shall investigate the charges and allegations. Within ten (10) business days after receipt of the incident report, the Vice President shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provided the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the Vice President may act as follows:
   Drop the charges;
   Impose a sanction; or
   Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion.

Notification

Upon concluding an investigation into the matter, the Vice President for Student Services shall present the student with written notice of charges that provides a description of the alleged violations and a 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

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.

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.

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 a procedural officer. The Judicial Board hearing procedure shall be as follows:

1. The Chair shall introduce all present.
2. 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.
3. 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.
4. Both sides will have the opportunity to make a closing statement.
5. 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.
6. 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.

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.

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.

- The right to counsel. The role of the person acting as counsel is solely to advise the student(s). The counsel shall not address the Board.
- The right to produce witnesses on one's behalf.
- The right to request, in writing, the President to disqualify any member of the Board for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
- The right to present evidence under a preponderance of the evidence standard. In College student disciplinary proceedings, the College has the burden of proving violations of policy by a preponderance of the evidence, meaning "more likely than not" a policy violation occurred.
- The right to know the identity of the person(s) bringing the charge(s).
- The right to hear witnesses on behalf of the person(s) bringing the charge(s).
- The right to testify or to refuse to testify without such refusal being detrimental to the student.

The Judicial Board hearing procedure shall be as follows:

- Hearings before the Board shall be confidential and shall be closed to all persons except the following:
  The student(s)
  Counsel(s)
  Committee Members
  Vice President, or designee

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. Witnesses shall only be present in the hearing room when giving their testimony.

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. Board decisions shall be made by majority vote.

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.

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.

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.

Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the Vice President, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the President, are satisfied. For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from a psychiatrist or licensed psychologist, at the student's expense, that the student no longer poses a direct threat.

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.

Accounting and Finance (A25800)

Associate in Applied Science Degree

Fully 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Prepare financial reports and forms using appropriate accounting software (e.g. financial, managerial, payroll, tax, spreadsheet, accounting software).
- Analyze business and financial scenarios.
- Develop personal and professional skills to be productive members of the accounting profession.

Fall Session 1 (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CIS 110 Introduction to Computers	2	2	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
ACC 150 Accounting Software App	1	3	0	0	2

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

Summer Term (5-6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 140 Payroll Accounting	1	2	0	0	2
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I	2 **or** 3	2	0	0	3 **or** 4

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 220 Intermediate Accounting I	3	2	0	0	4
BUS 270 Professional Development **or** LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 129 Individual Income Tax	2	2	0	0	3
BUS 110 Introduction to Business **or** BUS 137 Principles of Management	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 240 Gov & Not-For-Profit Acct	3	0	0	0	3
ECO 251 Principles of Microeconomics **or** ECO 252 Principles of Macroeconomics	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 227 Practices in Accounting	3	0	0	0	3
BUS 225 Business Finance	2	2	0	0	3

**3 Credits must be selected from the list of Social/Behavioral electives.

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

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
Humanities Elective					3
Social /Behavioral Science Elective					3

***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

****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

Total Semester Credit Hours in Program: 66-67

Accounting and Finance: Transfer Articulation to the University of North Carolina Asheville (UNCA)

Transfer Articulation to the University of North Carolina Asheville

Fully Online Option Available

This program is an articulated program with the University of North Carolina Asheville. Students who plan to attend the accounting program at the University of North Carolina Asheville should be enrolled in the Accounting Associate in Applied Science 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Prepare financial reports and forms using appropriate accounting software (e.g. financial, managerial, payroll, tax, spreadsheet, accounting software).
- Analyze business and financial scenarios.
- Develop personal and professional skills to be productive members of the accounting profession.

Fall Session 1 (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CIS 110 Introduction to Computers	2	2	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
ACC 150 Accounting Software App	1	3	0	0	2

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

Summer Term (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 140 Payroll Accounting	1	2	0	0	2
ECO 251 Principles of Microeconomics	3	0	0	0	3

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 220 Intermediate Accounting I	3	2	0	0	4
ECO 252 Principles of Macroeconomics	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 129 Individual Income Tax	2	2	0	0	3
BUS 115 Business Law I	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 152 Statistical Methods	3	2	0	0	4
MKT 120 Principles of Marketing	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 227 Practices in Accounting	3	0	0	0	3
BUS 225 Business Finance	2	2	0	0	3

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

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
Humanities*					3

*Humanities elective selected from ART 111, DRA 111, or MUS 110.

Total Semester Credit Hours in Program: 66

Accounting and Finance: Transfer Articulation to Fayetteville State University (A25800FS)

Transfer Pathway to Fayetteville State University

Fully Online Option Available

This program is an articulated program with Fayetteville State University as part of their $10K Degree Pathway Partnership (www.uncfsu.edu/fsu-admissions/10k-pathway). This partnership guarantees that associate's degree recipients can complete an online Bachelor's degree at FSU for a maximum "out of pocket" cost of $10,000.

Fayetteville State University has an online option for their bachelor’s degree in accounting making this a nice pathway for students completing their associate 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. 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Prepare financial reports and forms using appropriate accounting software (e.g. financial, managerial, payroll, tax, spreadsheet, accounting software).
- Analyze business and financial scenarios.
- Develop personal and professional skills to be productive members of the accounting profession.

Fall Session 1 (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CIS 110 Introduction to Computers	2	2	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
ACC 150 Accounting Software App	1	3	0	0	2

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

Summer Term (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 140 Payroll Accounting	1	2	0	0	2
MAT 143 Quantitative Literacy	2	2	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 220 Intermediate Accounting I	3	2	0	0	4
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 129 Individual Income Tax	2	2	0	0	3
BUS 137 Principles of Management	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 240 Gov & Not-For-Profit Acct	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 227 Practices in Accounting	3	0	0	0	3
BUS 225 Business Finance	2	2	0	0	3

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

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
Humanities*					3

*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

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

Transfer Pathway to Western Carolina University

Fully Online Option Available

The Catamount Blue Ridge Program guarantees admission to WCU when the applicant meets certain requirements. This pathway program is designed using WCU's transfer information to create a clear path for students completing the Accounting Associate in Applied Science Degree program at Blue Ridge Community College transferring to WCU's accounting program. 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Prepare financial reports and forms using appropriate accounting software (e.g. financial, managerial, payroll, tax, spreadsheet, accounting software).
- Analyze business and financial scenarios.
- Develop personal and professional skills to be productive members of the accounting profession.

Fall Session 1 (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CIS 110 Introduction to Computers	2	2	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
ACC 150 Accounting Software App	1	3	0	0	2

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

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 140 Payroll Accounting	1	2	0	0	2
MAT 152 Statistical Methods	3	2	0	0	4
ECO 251 Principles of Microeconomics	3	0	0	0	3

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 220 Intermediate Accounting I	3	2	0	0	4
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 129 Individual Income Tax	2	2	0	0	3
BUS 115 Business Law I	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 240 Gov & Not-For-Profit Acct	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 227 Practices in Accounting	3	0	0	0	3
BUS 225 Business Finance	2	2	0	0	3

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

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
Humanities*					3

*Humanities elective must satisfy WCU's P3, P4, P5, or P6 requirement.

Total Semester Credit Hours in Program: 66

Accounting and Finance – Bookkeeping I Certificate (C25800B)

Certificate

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation.

This program provides students the opportunity to earn both Microsoft Office Specialist (Excel) and Quickbooks Online Certified User Certifications as part of their coursework.

Consult a program advisor for more information.

Fall Session I (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
ACC 150 Accounting Software App	1	3	0	0	2
Select 4 credits from Other Major Electives					

Total Semester Credit Hours in Program: 16

Other Major Electives

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
ACC 129 Individual Income Taxes	2	2	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 230 Small Business Management	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3
WBL 111 Work-Based Learning	0	0	0	10	1
MKT 232 Social Media Marketing	3	2	0	0	4
CIS 110 Introduction to Computers	2	2	0	0	3

Accounting and Finance – Bookkeeping II Certificate (C25800C)

Certificate

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation.

This program provides students the opportunity to earn the Microsoft Office Specialist (Excel) Certification as part of their coursework.

Consult a program advisor for more information.

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 220 Intermediate Accounting I	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 129 Individual Income Taxes	2	2	0	0	3

Spring Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 240 Gov & Not-For-Profit Acct	3	0	0	0	3

Spring Session 2 (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 140 Payroll Accounting	1	3	0	0	2
ACC 227 Practices in Accounting	3	0	0	0	3

Total Semester Credit Hours in Program: 18

Accounting and Finance – Payroll Certificate (C25800D)

Certificate

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation.

This program provides students the opportunity to earn both Microsoft Office Specialist (Excel) and Quickbooks Online Certified User Certifications as part of their coursework.

Consult a program advisor for more information.

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 153 Human Resource Mgmt	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 2 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Prin of Financial Acct II	3	0	0	0	3
ACC 140 Payroll Accounting	1	2	0	0	2
ACC 150 Accounting Software App	1	3	0	0	2

Total Semester Credit Hours in Program: 17

Brewing, Distillation, and Fermentation (A15250)

Associate in Applied Science Degree

North Carolina Community College System requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses.

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 the 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

ACA 115/122 and MAT 110 should be completed in the first semester with a grade of "C" or better.

Upon completion of this program, students will:

- Produce fermented foods and beverages from formulated recipes that meet industry standards.
- Apply standard industry safety, operation, and sanitation principles in the food and beverage production process.
- Apply proper fermentation production and control techniques through the use of industrial equipment.
- Practice inspection, maintenance, service, and repair procedures on industry equipment.
- Demonstrate the soft skills required to work in the food production industry.
- Employ analysis techniques to evaluate and troubleshoot fermented products.

Fall Semester (15-16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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 **or** ELC 131 Circuit Analysis I	2 **or** 3	3	0	0	3 **or** 4
MAT 110 Math Measurement & Literacy	2	2	0	0	3

Spring Semester (16-19 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 110 Fermentation Production	2	4	0	0	4
BDF 115 Applied Craft Bev Microbiology	3	2	0	0	4
BDF 180 Sensory Evaluation	2	2	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

*2-5 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc **or** ENG 114 Prof Research and Reporting	3	0	0	0	3

*3 Credits must be selected from the list of Humanities Elective at the bottom of the page

*3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 114 Craft Beer Brewing	1	3	0	0	2
BDF 240 Seasonal Beer Production	2	4	0	0	4
HOR 245 Hort Specialty Crops	2	2	0	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	0	3
MNT 110 Intro to Maint Procedures	1	3	0	0	2

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
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
MEC 276 Capstone Design Project	0	3	0	0	1

***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

***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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
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: 68-72

Fermentation Science Transfer Articulation to Appalachian State University (A10400FS)

Associate in Science Pathway to Appalachian State University Fermentation Science

Appalachian State University (ASU) and Blue Ridge Community College (Blue Ridge) 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 Blue Ridge, apply to graduate, and have the Associate in Science degree posted on their official transcript. ASU will guarantee space availability for two Blue Ridge 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 Blue Ridge will make student recommendations to the Director of the Office of Transfer Articulation and the Program Coordinator of Fermentation Science. Blue Ridge 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 Blue Ridge students can complete a major declaration for the Fermentation Sciences program. The ASU Fermentation Science course sequencing begins in the Fall Semester of each academic year.

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.

The courses listed are required in order to be considered for one of the two Blue Ridge positions. The courses listed will satisfy Blue Ridge Community College's 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

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

Required Courses (61 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Discipline	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

* For History Elective Select one course from HIS 111, HIS 112, HIS 131, or HIS 132

**3 Credits of Humanities Elective must be selected from ART 111, ART 114, ART 115, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, and PHI 240.

***3 Credits of Social/Behavioral Science Elective must be selected from POL 120, PSY 150, SOC 210.

Total Semester Credit Hours in Program 61

****Humanities Electives**

- 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

***Social/Behavioral Science Electives**

- 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

Brewing Equipment, Packaging & Maintenance (D15250) Diploma

Diploma

NCCCS requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

ACA 115/122 and MAT 110 should be completed in the first semester.

Fall Semester (16-17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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 **or** ELC 131 Circuit Analysis I	2 **or** 3	3	0	0	3 **or** 4
HOR 245 Hort Specialty Crops	2	2	0	0	3
MAT 110 Math Measure. & Literacy	2	2	0	0	3
MNT 110 Intro to Maint Procedures	1	3	0	0	2

Spring Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 110 Fermentation Production	2	4	0	0	4
BDF 115 Applied Craft Bev Microbiology	3	2	0	0	4
BDF 180 Sensory Evaluation	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

Summer Term (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3

Total Semester Credit Hours in Program: 37 or 38

Brewing Distillation and Fermentation -Brewing Basics (C15250BR)

Certificate

NCCCS requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 110 or to have completed MAT 110 with a grade of C or better for successful completion of this certificate.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 110 Fermentation Production	2	4	0	0	4
BDF 180 Sensory Evaluation	2	2	0	0	3
BDF 225 Filtration & Finishing	2	2	0	0	3

Total Semester Credit Hours in Program: 16

Brewing Distillation and Fermentation - Distillation (C15250DI)

Certificate

NCCCS requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 110 or to have completed MAT 110 with a grade of C or better for successful completion of this certificate.

Fall Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 111 BDF Safety & Sanitation	1	2	0	0	2
BDF 125 Bev Tech & Calculations	1	3	0	0	2

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 110 Fermentation Production	2	4	0	0	4
BDF 115 App Craft Bev Microbiology	3	2	0	0	4

Demand Dependent (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 175 Distillation Operations	2	4	0	0	4

Total Semester Credit Hours in Program: 16

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

Certificate

NCCCS requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 110 or to have completed MAT 110 with a grade of C or better for successful completion of this certificate.

Fall Semester (10-11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 111 BDF Safety & Sanitation	1	2	0	0	2
ELC 128 Introduction to PLC **or** ELC 131 Circuit Analysis I	2 **or** 3	3	0	0	3 **or** 4
HYD 110 Hydraulics/Pneumatics I	2	3	0	0	3
MNT 110 Intro to Maint Procedures	1	3	0	0	2

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Introduction to Automation	2	3	0	0	3
BDF 236 Brewing/Packaging Maint	2	4	0	0	4

Total Semester Credit Hours in Program 17-18

Brewing Distillation and Fermentation - Winemaking Basics Certificate (C15250WN)

Certificate

NCCCS requires that all students must be 21 years of age or older by the start of all BDF and VEN prefix courses

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 110 or to have completed MAT 110 with a grade of C or better for successful completion of this certificate.

Fall Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 111 BDF Safety & Sanitation	1	2	0	0	2
BDF 125 Bev Tech & Calculations	1	3	0	0	2

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BDF 115 Applied Craft Bev Microbiology	3	2	0	0	4

Demand Dependent (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 16

Business Administration: Banking and Finance Pathway (A25120BF)

Associate in Applied Science Degree

Fully Online Option Available

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

Course work may include banking, accounting, finance, ethics, business law, computer applications, marketing, and general studies. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level banking and finance positions in many types of organizations including banks and financial businesses.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in development of business strategies
- Apply business principles to organizational environments
- Produce clear, persuasive, and concise business analyses
- Develop personal and professional skills required to be productive members of the business community

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills or ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BAF 110 Principles of Banking	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 130 Spreadsheet	2	2	0	0	3
ACC 120 Prin of Financial Accounting	3	2	0	0	4

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 225 Business Finance	2	2	0	0	3
BUS 270 Professional Development	3	0	0	0	3

Summer Session (6 or 7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** Mat 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
BAF 141 Law & Banking: Principles	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF 222 Money and Banking	3	0	0	0	3
BUS 240 Business Ethics	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

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF 131 Fund of Bank Lending	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Summer Session (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
*3 Credits must be selected from the list of Humanities electives.					

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

***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

Business Administration: General Business Pathway (A25120BA)

Associate in Applied Science Degree

Fully Online Option Available

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, banking and finance, business law, economics, entrepreneurship, leadership, management, marketing, and public administration. 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 businesses or industries.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in the development of business strategies.
- Apply business principles to organizational environments.
- Produce clear, persuasive, and concise business analyses.
- Develop personal and professional skills required to be productive members of the business community.

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills or ACA 122 College Transfer Success	0 0	2 2	0 0	0 0	1 1
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 137 Principles of Management	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 2 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Principles of Managerial Acct	3	2	0	0	4
MKT 120 Principles of Marketing	3	0	0	0	3

Summer Term (6 or 7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing / Research in the Disc	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I or MAT171 Pre-Calculus Algebra	2 3 3	2 2 2	0 0 0	0 0 0	3 4 4

Fall Session 1 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 223 Customer Service	3	0	0	0	3
BUS 153 Human Resource Management	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 240 Business Ethics	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

Spring Session 2 (9 Credits)

	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 225 Business Finance	2	2	0	0	3
BUS 270 Professional Development	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Summer Session (3 Credits)

	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
*3 Credits must be selected from the list of Humanities electives.					

Total Semester Credit Hours in Program 67-68

***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 the 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

Business Administration: Marketing Pathway (A25120MR)

Associate in Applied Science Degree

Fully Online Option Available

The Marketing & Retailing curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the marketing profession. Marketing professionals identify the strategies and techniques used to attract customers to a business.

Course work may include marketing, accounting, computer applications, business, and general studies. Related skills are developed through the study of communications, computer applications, marketing analytics, critical thinking skills, and ethics.

Graduates should qualify for entry-level marketing and retailing positions in many types of organizations including marketing firms and businesses of all sizes.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in development of business strategies
- Apply business principles to organizational environments
- Produce clear, persuasive, and concise business analyses
- Develop personal and professional skills required to be productive members of the business community

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills or ACA 122 College Transfer Success	0	2	0	0	1
MKT 120 Principles of Marketing	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 110 Introduction to Business	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 225 Principles of Finance	2	2	0	0	3
BUS 270 Professional Development	3	0	0	0	3

Summer Session (6 or 7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disciple **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
BUS 115 Business Law I	3	0	0	0	3

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 220 Advertising and Sales Promotion	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3
BUS 153 Human Resource Management	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 225 Marketing Research	3	0	0	0	3
WEB 213 Internet & Marketing Analytics	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Spring Session 2 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 227 Marketing Applications	3	0	0	0	3
MKT 232 Social Media Marketing	3	2	0	0	4
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Summer Session (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3
*3 Credits must be selected from the list of Humanities electives.					

Total Semester Credit Hours in Program 70-71

***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

Business Administration: Public Administration Pathway (A25120PA)

Associate in Applied Science Degree

Fully Online Option Available

The Public Administration curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the public administration profession. Public Administration professionals draft, analyze and implement policies through a wide range of government agencies and directly impact who has access to resources, general living standards, and opportunities for diverse communities.

Course work may include accounting, computer applications, business, and public administration. Related skills are developed through the study of communications, computer applications, analytics, critical thinking skills, and ethics.

Graduates should qualify for entry-level government and non-profit positions in many types of organizations including non-profits and local, state, and federal government.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in development of business strategies
- Apply business principles to organizational environments
- Produce clear, persuasive, and concise business analyses
- Develop personal and professional skills required to be productive members of the business community

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills or ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 2 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Principles of Managerial Acct	3	2	0	0	4
BUS 270 Professional Development	3	0	0	0	3

Summer Session (6 or 7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3	2	0	0	3 **or** 4

Fall Session 1 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LDR 110 Introduction to Leadership	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3
PAD 151 Introduction to Public Admin	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing / Research in the Disc	3	0	0	0	3
**3-4 Credits must be selected from the list of Program electives.					

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 240 Business Ethics	3	0	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3
PAD 251 Public Finance & Budgeting	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PAD 252 Public Policy Analysis	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

Summer Session (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
*3 Credits must be selected from the list of Humanities electives.					

Total Semester Credit Hours in Program 67-69

***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 academic 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

Program Electives

The following listing for Program 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 Program Elective requirement.

- BUS 125 Personal Finance
- BUS 225 Business Finance
- BUS 230 Small Business Management
- DME 115 Graphic Design Tools
- GRD 141 Graphic Design I
- GRD 151 Computer Design Basics
- LDR 115 Evid-Based Ldrship & Dec Making
- LDR 225 Leading Change
- WEB 213 Internet Mkt & Analytics
- WEB 225 Content Management Sys

Business Administration - Pathway to Mars Hill (A25120MH)

Transfer Pathway to Mars Hill University

The articulation agreement between Blue Ridge Community College (BRCC) and the Department of Business Administration at Mars Hill University (MHU) provides for transfer from the Business Administration (AAS) program at Blue Ridge Community College to the Bachelor of Science in Business Administration (BS) or the Bachelor of Science in Business Management (BS) degree programs at Mars Hill University. Upon transfer to Mars Hill University, students from Blue Ridge Community College must comply with all applicable academic regulations as listed in the MHU Undergraduate Catalog.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in the development of business strategies.
- Apply business principles to organizational environments.
- Produce clear, persuasive, and concise business analyses.
- Develop personal and professional skills required to be productive members of the business community.

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
Fall Session 2 (6 Credits)					
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 153 Human Resource Management	3	0	0	0	3

Spring Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 130 Spreadsheets	2	2	0	0	3
ACC 120 Prin of Financial Accounting	3	2	0	0	4
Spring Session 2 (7 Credits)					
ACC 121 Prin of Managerial Accounting	3	2	0	0	4
BUS 270 Professional Development	3	0	0	0	3

Summer Term (6-7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I	2 3	2 2	0 0	0 0	3 4

Fall Session 1 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 139 Entrepreneurship I	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3
Fall Session 2 (9 Credits)					
MKT 223 Customer Service	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

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 240 Business Ethics	3	0	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3
Spring Session 2 (9 Credits)					
BUS 225 Business Finance	2	2	0	0	3
MKT 120 Introduction to Marketing	3	0	0	0	3
*3 Credits must be selected from the list of Humanities electives.					

Total Semester Credit Hours in Program: 66-67

***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

Business Administration: Transfer Articulation to the University of North Carolina Asheville (UNCA)

Transfer Articulation to the University of North Carolina Asheville

Fully Online Option Available

This program is an articulated program with the University of North Carolina Asheville. Students who plan to attend the Management Degree program at the University of North Carolina Asheville should be enrolled in the Business Administration General Pathway Associate in Applied Science 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Use fundamental business concepts, methods, and tools required in the development of business strategies.
- Apply business principles to organizational environments.
- Produce clear, persuasive, and concise business analyses.
- Develop personal and professional skills required to be productive members of the business community.

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 153 Human Resource Management	3	0	0	0	3

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
CTS 130 Spreadsheets	3	0	0	0	3
* Humanities Elective	3	0	0	0	3

Spring Session 2 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 121 Principles of Managerial Acct	3	2	0	0	4
BUS 270 Professional Development	3	0	0	0	3

Summer Session (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing / Research in the Disc	3	0	0	0	3
MAT 152 Statistical Methods I	3	2	0	0	4

Fall Session 1 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 139 Entrepreneurship I	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 240 Business Ethics	3	0	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3

Spring Session 2 (6 Credits)

	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 225 Business Finance	2	2	0	0	3
BUS 137 Principles of Management	3	0	0	0	3

Summer Session (3 Credits)

	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 120 Principles of Marketing	3	0	0	0	3

*3 Humanities Credits must be selected from ART 111, DRA 111, or MUS 110.

Total Semester Credit Hours in Program 67

Business Administration - Entrepreneurship Diploma (D25120E)

Diploma

The Entrepreneurship Diploma provides students the opportunity to develop an understanding of the basics of the field of business administration as well as the entrepreneurial experience and the basics of planning and operating a small business.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (9-10 Credits)

BUS 230 Small Business Mgmt	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Pre-Calculus algebra	2 3 3	2 2 2	0 0 0	0 0 0	3 4 4

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ACC 120 Prin of Financial Accounting	3	2	0	0	4
ECO 251 Principles of Microeconomics	3	0	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Session 2 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 232 Social Media Marketing	3	2	0	0	4
BUS 137 Principles of Management	3	0	0	0	3

***MAJOR COURSE ELECTIVE LIST**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 122 Princ of Financial Acct II	3	0	0	0	3
ACC 129 Individual Income Taxes	2	2	0	0	3
ACC 150 Acct Software Appl	1	2	0	0	2
BAF 110 Principles of Banking	3	0	0	0	3
BAF 131 Fundamentals of Bank Lending	3	0	0	0	3
BAF 222 Money and Banking	3	0	0	0	3
BUS 125 Personal Finance	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3
DBA 110 Database Concepts	2	3	0	0	3
LDR 115 Evid-Based Ldrshp & Dec Making	3	0	0	0	3
LDR 210 Leadership Capacity Assessment	3	0	0	0	3
LDR 225 Marketing Research	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

Total Semester Credit Hours in Program: 39-40

Business Administration - Leadership Studies Diploma (D25120L)

Diploma

The Leadership Diploma provides students the opportunity to develop an understanding of the basics of the field of business administration as well as the traits and tools of effective leaders.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placements tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (9-10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
LDR 115 Evid-Based Ldrshp & Dec Making	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Pre-Calculus algebra	2 3 3	2 2 2	0 0 0	0 0 0	3 4 4

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3
ACC 120 Prin of Financial Accounting	3	2	0	0	4

Spring Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
LDR 225 Leading Change	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3

Total Semester Credit Hours in Program: 38-39

Business Administration - Marketing Diploma (D25120)

Diploma

Fully Online Option Available

The Marketing & Retailing curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the marketing profession. Marketing professionals identify the strategies and techniques used to attract customers to a business.

Graduates should qualify for entry-level marketing and retailing positions in many types of organizations including marketing firms and businesses of all sizes.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills or ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (9 or 10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law I	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4
MKT 220 Advertising and Sales Promo	3	0	0	0	3

Spring Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
ECO 251 Principles of Microeconomics	3	0	0	0	3
WEB 213 Internet & Marketing Analytics	2	2	0	0	3

Spring Session 2 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
MKT 232 Social Media Marketing	3	2	0	0	4

Total Semester Credit Hours in Program: 39-40

Business Administration - Basic Certificate (C25120BA)

Certificate

Fully Online Option Available

The Business Administration Basic Certificate provides students the opportunity to begin to develop an understanding of the various aspects of the free enterprise system. The certificate is applicable across a wide range of potential businesses both for and not for profit and all coursework can be applied toward the Business Administration: General Business Pathway.

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 115 Business Law I	3	0	0	0	3

Spring Session 1 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Total Semester Credit Hours in Program 16

Business Administration - Business and Banking Apprenticeship Certificate (C25120AB)

The Business and Banking Apprenticeship Certificate allows eligible high school graduates and adult learners to earn money while they learn about the fields of business or banking. The Business and Banking Apprenticeship Program is a registered North Carolina Apprenticeship with the N.C. Department of Labor. Students work at their apprenticeship company during weekdays with the exception of Wednesday when classes are conducted.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF110 Principles of Banking OR BUS 137 Principles of Management	3	0	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 125 Personal Finance	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3

Total Semester Credit Hours in Program 18

Business Administration - Banking and Finance Certificate (C25120BF)

Certificate

Fully Online Option Available

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

Graduates should qualify for entry-level banking and finance positions in many types of organizations including banks and financial businesses.

Fall Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF 110 Principles of Banking	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
BUS 125 Personal Finance	3	0	0	0	3

Total Semester Credit Hours in Program: 18

Entrepreneurship - Certificate (C25120E)

Certificate

Fully Online Option Available

The Entrepreneurship Certificate provides students the opportunity to develop an understanding of the entrepreneurial experience as well as the basics of planning and operating a small business. The certificate is applicable across a wide range of potential businesses both for and not for profit and all coursework can be applied toward the Entrepreneurship Diploma.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
BUS 139 Entrepreneurship	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 230 Small Business Mgmt	3	0	0	0	3

Spring Session 2 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 232 Social Media Marketing	3	2	0	0	4

Total Semester Credit Hours in Program: 17

Graphic Design Certificate (C25120GD)

Certificate

Fully Online Option Available

A graphic designer assembles together images, typography, or motion graphics to create a piece of design. A graphic designer creates the graphics primarily for published, printed or electronic media, such as brochures and advertising.

The Graphics and Design certificate is designed to provide students with knowledge and skills in the areas of typography and design using industry-standard software.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DME 115 Graphic Design Tools	2	2	0	0	3
GRD 151 Computer Design Basics	1	4	0	0	3
WEB 225 Content Management Systems	2	2	0	0	3

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WEB 213 Internet & Marketing Analytics	2	2	0	0	3
GRD 141 Graphic Design I	2	4	0	0	4

Total Semester Credit Hours in Program: 16

For more information about enrolling in the Graphic Design certificate program, contact Student Services.

Business Administration - Leadership Studies - Certificate (C25120L)

Certificate

The Leadership Certificate provides students the opportunity to develop an understanding of the traits and tools of effective leaders. The certificate is applicable across a number of areas of our economy and all coursework can be applied toward the Leadership Diploma.

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
LDR 115 Evid-Based Ldrshp & Dec Making	3	0	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
LDR 225 Leading Change	3	0	0	0	3

Total Semester Credit Hours in Program: 18

Business Administration - Marketing Certificate (C25120M)

Certificate

Fully Online Option Available

The Marketing & Retailing curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the marketing profession. Marketing professionals identify the strategies and techniques used to attract customers to a business.

Graduates should qualify for entry-level marketing and retailing positions in many types of organizations including marketing firms and businesses of all sizes.

Fall Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 220 Advertising and Sales Promo	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 225 Marketing Research	3	0	0	0	3
WEB 213 Internet & Marketing Analytics	2	2	0	0	3

Spring Session 2 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 232 Social Media Marketing	3	2	0	0	4

Total Semester Credit Hours in Program: 16

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

ACA 115/122 and MAT 110 should be completed in the first semester with a grade of "C" or better.

Upon completion of this program, students will:

- Practice the safe handling of tools and machinery according to federal and state guidelines.
- Produce parts using milling machines, bench grinders, power saws, lathes, drill press, and surface grinders within acceptable tolerances.
- Interpret blueprints based on industry standards.
- Design and program parts using CAD/ CAM.
- Complete CNC setups.
- Write CNC code for machined parts.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	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
MAT 110 Math Measurement & Literacy	2	2	0	0	3

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
MAC 151 Machining Calculations	1	2	0	0	2

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 113 Machining Technology III	2	12	0	0	6
WBL 111 Work-Based Learning I	0	0	0	10	1

Fall Semester (14-18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline **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 226 CNC EDM Machining	1	3	0	0	2
MAC 245 Mold Construction I	2	6	0	0	4

****1-4 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 234 Advanced Multi-Axis Machining	2	3	0	0	3
MAC 241 Jigs & Fixtures I	2	6	0	0	4
MAC 243 Die Making I	2	6	0	0	4

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
DFT 154 Intro Solid Modeling	2	3	0	0	3
EGR 125 Appl Software for Tech	1	2	0	0	2
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 246 Mold Construction II	1	9	0	0	4
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
MEC 276 Capstone Design Project	0	3	0	0	1
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: 71-74

Computer-Integrated Machining Diploma (D50210)

Diploma

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

ACA 115/122 and MAT 110 should be completed in the first semester.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	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
MAT 110 Math Measurement & Literacy	2	2	0	0	3

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
MAC 151 Machining Calculations	1	2	0	0	2

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 113 Machining Technology III	2	12	0	0	6
WBL 111 Work-Based Learning I	0	0	0	10	1

Total Semester Credit Hours in Program: 40

Computer-Integrated Machining-Basic Machinist Certificate (C50210BA)

Certificate

This certificate is only for students accepted into Apprenticeship Blue Ridge.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
MAC 114 Intro to Metrology	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

Spring Semester (2 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 151 Machining Calculations	1	2	0	0	2

Total Semester Credit Hours in Program: 12

Computer-Integrated Machining - CNC Milling Operator Certificate (C50210CM)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
MAC 114 Intro to Metrology	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

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 112 Machining Technology II	2	12	0	0	6
MAC 124 CNC Milling	1	3	0	0	2

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining- CNC Operator Apprentice (C50210OA)

Certificate

This certificate is only for students accepted into Apprenticeship Blue Ridge.

The Basic Machinist Apprentice Certificate (C50210BA) is a prerequisite to this certificate.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
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

Summer Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 113 Machining Technology III	2	12	0	0	6

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining- CNC Specialist Apprentice Certificate (C50210SA)

Certificate

This certificate is only for students accepted into Apprenticeship Blue Ridge.

The CNC Operator Apprentice Certificate (C50210OA) is a prerequisite to this certificate.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Summer Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 113 Machining Technology III	2	12	0	0	6

Fall Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 211 Robot Programming	2	3	0	0	3
MAC 222 Advanced CNC Turning	1	3	0	0	2
MAC 224 Advanced CNC Milling	1	3	0	0	2

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
MAC 234 Advanced Multi-Axis Machining	2	3	0	0	3

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining - CNC Turning Operator (C50210CN)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
MAC 114 Intro to Metrology	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

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 112 Machining Technology II	2	12	0	0	6
MAC 122 CNC Turning	1	3	0	0	2

Total Semester Credit Hours in Program: 18

Computer Integrated Machining - Machinist Entry Certificate(C50210ME)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	2	0	0	0	2
MAC 141 Machining Applications I	2	6	0	0	4

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 112 Machining Technology II	2	12	0	0	6
MAC 151 Machining Calculations	1	2	0	0	2

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining - Manufacturing Technician (C50210MT)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	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

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
EGR 125 Appl Software for Tech	1	2	0	0	2

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining - Plastic Injection Molding (C50210IM)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	2	0	0	0	2

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
PLA 110 Introduction to Plastics	2	0	0	0	2
PLA 162 Plastics Manuf Processes	2	3	0	0	3

Total Semester Credit Hours in Program: 14

Computer-Integrated Machining- Tool and Die Apprentice Certificate (C50210TA)

Certificate

This certificate is only for students accepted into Apprenticeship Blue Ridge.

The CNC Operator Apprentice Certificate (C50210OA) is a prerequisite to this certificate.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 226 CNC EDM Machining	1	3	0	0	2
MAC 245 Mold Construction I	2	6	0	0	4

Spring Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
MAC 241 Jigs & Fixtures I	2	6	0	0	4
MAC 243 Die Making I	2	6	0	0	4

Total Semester Credit Hours in Program: 16

Cosmetology Associate Degree (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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The following course sequences are for day students. Night students should work closely with their advisor for an adjusted sequence.

Upon completion of this program, students will:

- Apply the foundational knowledge obtained in the theoretical classroom on the subjects within the scope of practice that influence cosmetology and esthetics consultation and execution of services.
- Perform foundational technical skills that are within the designated scope of practice for all Cosmetology services.
- Execute universal precautions (sanitation, disinfection and blood exposure) for the safety and protection of each client and the operator.
- Conduct professional consultations with clients to assess their specific cosmetology needs.

Day students that begin in Fall Semester will follow this course sequence:

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 113 Cosmetology Concepts II	4	0	0	0	4
COS 114 Salon II	0	24	0	0	8
ENG 110 Freshman Composition or ENG 111 Writing and Inquiry	3	0	0	0	3

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 115 Cosmetology Concepts III	4	0	0	0	4
COS 116 Salon III	0	12	0	0	4
MAT 110 Math Measurement & Lit	2	2	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
COM 120 Intro Interpersonal Com **or** ENG 114 Prof Research & Reporting	3	0	0	0	3

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 230 Small Business Mgmt	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3

*3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

***3 Credits must be selected from the list of major course electives at the bottom of the page

Day students that begin in Spring Semester will follow this course sequence:

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 113 Cosmetology Concepts II	4	0	0	0	4
COS 114A Salon IIA	0	12	0	0	4
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 114 Prof Research & Reporting	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 118A Salon IVA	0	12	0	0	4
MAT 110 Math Measurement & Lit	2	2	0	0	3

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
COS 118B Salon IVB	0	9	0	0	3

*3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

***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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 270 Professional Development	3	0	0	0	3

Total Semester Credit Hours in Program: 69

Cosmetology Diploma (D55140)

Diploma

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Explain and discuss the foundational knowledge obtained in the theoretical classroom on the subjects within our scope of practice that influence cosmetology and esthetics consultation and execution of services.
- Develop correct foundational technical skills that are within the designated scope of practice for all Cosmetology services.
- Execute proper Universal precautions (sanitation, disinfection and Proper Blood exposure) for the safety of each client they serve as well as themselves as the operator.
- Conduct professional consultations with clients to assess their specific cosmetology needs.

The following course sequences are for day students. Night students should work closely with their advisor for an adjusted sequence.

Day students that begin in Fall Semester will follow this course sequence:

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (08 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 115 Cosmetology Concepts III	4	0	0	0	4
COS 116 Salon III	0	12	0	0	4

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Day students that begin in Spring will follow this course sequence:

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Fall Semester (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 116 Salon III	0	12	0	0	4
COS 240 Contemporary Design	1	3	0	0	2

Summer Term (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 118A Salon IVA	0	12	0	0	4

Fall Semester (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 118B Salon IVB	0	9	0	0	3

Total Semester Credit Hours in Program: 48

Cosmetology Certificate (C55140)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

Explain and discuss the foundational knowledge obtained in the theoretical classroom on the subjects within our scope of practice that influence cosmetology and esthetics consultation and execution of services.
Develop correct foundational technical skills that are within the designated scope of practice for all Cosmetology services.
Execute proper Universal precautions (sanitation, disinfection and Proper Blood exposure) for the safety of each client they serve as well as themselves as the operator.
Conduct professional consultations with clients to assess their specific cosmetology needs.

The following course sequences are for day students. Night students should work closely with their advisor for an adjusted sequence.

Day students that begin in Fall Semester will follow this course sequence:

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 111 Cosmetology Concepts I	4	0	0	0	4
COS 112 Salon I	0	24	0	0	8

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (08 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 115 Cosmetology Concepts III	4	0	0	0	4
COS 116 Salon III	0	12	0	0	4

Day students that begin in Spring Semester will follow this course sequence:

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 111 Cosmetology Concepts I	4	0	0	0	4
COS 112 Salon I	0	24	0	0	8

Summer Term (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 113 Cosmetology Concepts II	4	0	0	0	4
COS 114A Salon IIA	0	12	0	0	4

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 114B Salon IIB	0	12	0	0	4
COS 115 Cosmetology Concepts III	4	0	0	0	4

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 116 Salon III	0	12	0	0	4
COS 240 Contemporary Design	1	3	0	0	2

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 practical services 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 student teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Upon completion of this program, students will:

- Apply the foundational knowledge obtained in the theoretical classroom on the subjects within our scope of practice of instruction that influence cosmetology and esthetics Classroom environments and student learning and progression.
- Perform foundational technical skills that are within the designated scope of practice for all Cosmetology services for Student demonstrations and visual education.
- Execute universal precautions (sanitation, disinfection and blood exposure) for the safety and protection of each client and the operator as we are to practice in the classroom/salon as well as in the professional working environment.
- Conduct professional consultations with clients to assess their specific cosmetology needs in conjunction with the student in order to provided needed guidance through each service professionally.

This program of study qualifies for a prorated amount of federal and/or state financial aid.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 271 Instructor Concepts I	5	0	0	0	5
COS 272 Instructor Practicum I	0	21	0	0	7

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 273 Instructor Concepts II	5	0	0	0	5
COS 274 Instructor Practicum II	0	21	0	0	7

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 skincare. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Course work includes instruction in all phases of professional Esthetics Technology, such as facials, electric modality facials, body treatments, hair removal, microdermabrasion, makeup, eyelash extensions and lash and brow lamentation as well as 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/skincare salons, as a platform artist, and in related businesses.

Program Learning Outcomes

1. Apply the foundational knowledge obtained in the theoretical classroom on the subjects within our scope of practice that influence cosmetology and esthetics consultation and execution of services.
2. Perform foundational technical skills that are within the designated scope of practice for all Esthetics services.
3. Execute universal precautions (sanitation, disinfection and blood exposure) for the safety and protection of each client and the operator.
4. Conduct professional consultations with clients to assess their specific Esthetic needs.

This program qualifies for a prorated amount of federal and/or state financial aid.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 119 Esthetics Concepts I	2	0	0	0	2
COS 120 Esthetics Salon I	0	18	0	0	6

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 125 Esthetics Concepts II	2	0	0	0	2
COS 126 Esthetics Salon II	0	18	0	0	6

Total Semester Credit Hours in Program: 16

Manicuring and Nail Technology (C55400)

Certificate

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 121 Manicure/Nail Technology I	4	6	0	0	6

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 222 Manicure/Nail Technology II	4	6	0	0	6

Total Semester Credit Hours in Program: 12

Associate in Arts in Teacher Preparation (A1010T)

The Associate in Arts in Teacher Preparation degree is designed for those who wish to begin study toward a baccalaureate degree in teaching in a non-STEM major within K-12 grades. It shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Students must meet the senior university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon completion of this program, students will:

- Design and implement developmentally appropriate and challenging learning experiences
- Conduct developmentally appropriate formative and summative assessment to inform teaching and learning
- Reflect on personal teaching practices to promote positive outcomes for each child

Fall Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
COM choose one: COM 231 or COM 120	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
HIS choose one: HIS 111, 112, 131, or 132	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3	2	0	0	3 **or** 4

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 187 Teaching and Learning for All	3	3	0	0	4
ENG 112 Writing/Research in the Disc	3	0	0	0	3
Natural Science Elective (see below)					4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Humanities/Fine Arts Elective (see list below)	3	0	0	0	3
Social/Behavior Sci Elective (see list below)	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 225 Social Diversity	3	0	0	0	3
EDU 216 Foundations of Education	3	0	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	0	3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG Literature Elective (see list below)	3	0	0	0	3
EDU 279 Literacy Dev. and Instruction	3	3	0	0	4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Natural Science Elective to be selected from the courses listed below (4 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab*	0	2	0	0	1

BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1

Humanities/Fine Arts Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
DRA 111 Theater Appreciation	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):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Literature Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program: 60-61

Associate in Science in Teacher Preparation (A1040T)

Associate Degree

The Associate in Science in Teacher Preparation degree is designed for those who wish to begin study toward a baccalaureate degree in teaching in a STEM or technical major within K-12 grades. It shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

This program is under the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) which enables North Carolina community college graduates of this two-year associates degree who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Students must meet the senior university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon completion of this program, students will:

- Design and implement developmentally appropriate and challenging learning experiences
- Conduct developmentally appropriate formative and summative assessment to inform teaching and learning
- Reflect on personal teaching practices to promote positive outcomes for each child

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
COM choose one: COM 231 or COM 120	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
Social/Behavior Sci Elective (see list below)	3	0	0	0	3
MAT 171 Precalculus Algebra and MAT 172 Pre-Calculus Trigonometry or MAT 271 Calculus I and MAT 272 Calculus II	3	2	0	0	4

Spring Semester (14 - 15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 187 Teaching and Learning for All	3	3	0	0	4
ENG 112 Writing/Research in the Disc	3	0	0	0	3
MAT 171 Precalculus Algebra **and** MAT 172 Pre-Calculus Trigonometry OR MAT 271 Calculus I **and** MAT 272 Calculus II	3	2	0	0	4
Elective - 2-4 Credits must be selected from the list of major course electives (See CAA course list)	2-4	0	0	0	2-4

Summer Term (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Humanities/Fine Arts Elective (see list below)	3	0	0	0	3

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 225 Social Diversity	3	0	0	0	3
EDU 216 Foundations of Education	3	0	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	0	3
Natural Science Elective (see list below)					4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 279 Literacy Dev. and Instruction	3	3	0	0	4
Natural Science Elective (see list below)					4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Natural Science Elective to be selected from the courses listed below (8 credit hours required) Courses marked with an asterisk (*) have a corresponding lab which must be taken at the same time period:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab*	0	2	0	0	1

BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1
PHY 151 College Physics I	3	2	0	0	4
PHY 152 College Physics II	3	2	0	0	4
PHY 251 General Physics I	3	3	0	0	4
PHY 252 General Physics II	3	3	0	0	4

Humanities/Fine Arts Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
DRA 111 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
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):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program: 60 - 61

Early Childhood - Career Entry Pathway Degree (A55220C)

Associate in Applied Science Degree

Fully Online Option Available

The Early Childhood Education curriculum prepares individuals to work with children from birth through age 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.

Upon completion of this program, students will:

- Promote child development and learning

- Build family and community relationships
- Observe, document, and assess to support young children and families
- Use content knowledge to build meaningful curriculum
- Adhere to professional and ethical standards

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 programs on the Early Childhood Practicum Requirements Page.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

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 two pathways for the Early Childhood degree. Advisors can provide guidance on pathway selection based on career goals.

1. **Career Entry Pathway** – for those wanting to immediately enter the workforce and do not have plans to pursue a bachelor's degree.
2. **Transfer Pathway** – for those wanting to transfer to a four-year institution to pursue a bachelor's degree.

Hybrid/Online Option:

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success **or** ACA 115 Success and Study Skills	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

Spring Semester (15-16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Disciplines **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3
3-4 Credits must be selected for Math Requirement list at the bottom of the page **or** 4 Credits must be selected from the list of Natural Science at the bottom of the page					3-4

Summer Term (6 Credits)

3 Credits must be selected from the list of Humanities/Fine Arts Elective at the bottom of the page	3	0	0	0	3
3 Credits must be selected from the list of Social/Behavior Sci Elective at the bottom of the page	3	0	0	0	3

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
EDU 184 Early Child Intro Practicum	1	3	0	0	2

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 234 Infants, Toddlers & Twos	3	0	0	0	3
EDU 259 Curriculum Planning **or** EDU 149 Autism Technical Concepts	3	0	0	0	3
EDU 280 Language & Literacy Experiences	3	0	0	0	3
EDU 284 Early Child Capstone Practicum	1	9	0	0	4

Total Semester Credit Hours in Program 65-66

Online Option Sequence:

Fall Semester (Odd Years - 17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success **or** ACA 115 Success and Study Skills	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

Spring Semester (Even Years - 15-16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT		
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 Disciplines **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3		
3-4 Credits must be selected for Math Requirement list at the bottom of the page **or** 4 Credits must be selected from the list of Natural Science at the bottom of the page					3-4		

Summer Term (Even Years - 6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT				
3 Credits must be selected from the list of Humanities/Fine Arts Elective at the bottom of the page					3	0	0	0	3
3 Credits must be selected from the list of Social/Behavior Sci Elective at the bottom of the page					3	0	0	0	3

Fall Semester (Even Years - 14-16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
EDU 184 Early Child Intro Practicum	1	3	0	0	2

Spring Semester (Odd Years - 13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT		
EDU 234 Infants, Toddlers & Twos	3	0	0	0	3		
EDU 259 Curriculum Planning **or** EDU 149 Autism Technical Concepts	3	0	0	0	3		
EDU 280 Language & Literacy Experiences	3	0	0	0	3		
EDU 284 Early Child Capstone Practicum	1	9	0	0	4		

Total Semester Credit Hours in Program 65-66

Math or Natural Science requirement to be selected from the courses listed below (3-4 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy	3	0	0	0	3
AST 151A General Astronomy Lab*	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3
MAT 152 Statistical Methods	3	2	0	0	4

***Denotes a co-requisite, course cannot be taken by itself**

Humanities Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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, PSY 150 preferred):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Early Childhood Education- Transfer Pathway (A55220T)

Associate in Applied Science Degree/Online Option Available

The Early Childhood Education curriculum prepares individuals to work with children from birth through age 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 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 programs on Early Childhood Education Practicum Requirements page.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

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 two pathways for the Early Childhood degree. Advisors can provide guidance on pathway selection based on career goals.

1. **Career Entry Pathway** – for those wanting to immediately enter the workforce and do not have plans to pursue a bachelor's degree.
2. **Transfer Pathway** – for those wanting to transfer to a four-year institution to pursue a bachelor's degree.

Upon completion of this program students will:

- Promote child development and learning
- Build family and community relationships
- Observe, document, and assess to support young children and families
- Use content knowledge to build meaningful curriculum
- Adhere to professional and ethical standards

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 114 Prof Research and Reporting	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3
3 Credits must be selected from the list of Humanities/Fine Arts Elective at the bottom of the page	3	0	0	0	3
3 Credits must be selected from the list of Social/Behavior Sci Elective at the bottom of the page	3	0	0	0	3

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 110 Principles of Biology **or** BIO 111 General Biology	3	3	0	0	4
COM 231 Public Speaking	3	0	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	0	3
B-K Licensure Pathway					
EDU 216 Foundations of Education	3	0	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	0	3
or					
Non-Licensure Pathway					
EDU 261 Early Childhood Admin I	3	0	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 234 Infants, Toddlers & Twos	3	0	0	0	3
EDU 280 Language & Literacy Experiences	3	0	0	0	3
EDU 284 Early Child Capstone Practicum	1	9	0	0	4

Natural Science Elective to be selected from the courses listed below (4 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy 1	3	0	0	0	3
AST 151A General Astronomy 1 Lab*	0	2	0	0	1
CHM 151 General Chemistry I	3	3	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1

Humanities Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program 71

Early Childhood - Administration Certificate (C55850)

Certificate

Fully Online Option Available

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Summer Term (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 119 Intro Early Childhood Education	4	0	0	0	4

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 261 Early Childhood Admin I	3	0	0	0	3
EDU 262 Early Childhood Admin II	3	0	0	0	3

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 131 Child, Family & Community	3	0	0	0	3
EDU 153 Health, Safety & Nutrition	3	0	0	0	3

Total Semester Credit Hours in Program: 16

Early Childhood - Preschool Certificate (C55860)

Certificate

Fully Online Option Available

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 131 Child, Family and Community	3	0	0	0	3
EDU 145 Child Development II	3	0	0	0	3

Total Semester Credit Hours in Program: 16

Early Childhood - Infant/Toddler Care Certificate (C55290)

Certificate

Fully Online Option Available

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 and 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Students who complete this certificate may apply for the National Infant-Toddler Child Development Associate (CDA Credential: NC Community College Track).

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 131 Child, Family and Community	3	0	0	0	3
EDU 234 Infants, Toddlers, & Twos	3	0	0	0	3

Total Semester Credit Hours in Program: 16

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 2.5 on a 4.0 scale.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

****Students should choose courses appropriate to the specific university and engineering major requirements.**

Upon completion of this program, students will:

- Clearly communicate, in both oral and written formats, Engineering designs, problems, or issues.
- Design solutions for an engineering technical problem.
- Apply engineering principles and concepts to solve design problems to complete calculations to answer contextualized questions, represent data in appropriate forms, and communicate the results.

Universal General Education Transfer Component (UGETC)

English Composition (6 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipline	3	0	0	0	3

Humanities/Fine Arts and Communications (6 Credit hours required)

Humanities (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Fine Arts/Communications (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3

Social/Behavioral Science (6 Credit hours required)

Required:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3

Choose One:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HIS 111 World Civilizations I	3	0	0	0	3
HIS 112 World Civilizations II	3	0	0	0	3
HIS 131 American History I	3	0	0	0	3
HIS 132 American History II	3	0	0	0	3
POL 120 American Government	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Mathematics (12 Credit hours required*)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

*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 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**Other General Education (3-4 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CHM 152 General Chemistry II	3	3	0	0	4
COM 231 Public Speaking	3	0	0	0	3

Degree Completion Component (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122* College Transfer Success	0	2	0	0	1
EGR 150 Introduction to Engineering	1	2	0	0	2

*Students must complete ACA 122 within the first 30 hours of enrollment

Other General Education and Pre-major Elective Courses (12 Credit hours required)

Select **12 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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	2	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
CSC 134 C++ Programming **OR** CSC 151 JAVA Programming	2	3	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DFT 170 Engineering Graphics	2	2	0	0	3
EGR 210 Intro to Elec/Computer Engineering Lab	1	3	0	0	2
EGR 212 Logic System Design I	3	0	0	0	3
EGR 214 Num Methods for Engineers	3	0	0	0	3
EGR 215 Network Theory I	3	0	0	0	3
EGR 216 Logic and Network Lab	3	0	0	0	3
EGR 220 Engineering Statics	3	0	0	0	3
GEL 111 Geology	3	2	0	0	4
MAT 280 Linear Algebra	2	2	0	0	3
MAT 285 Differential Equations	2	2	0	0	3

Total Semester Credit Hours in Program: 60-61

General Recommended AE 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 in the first semester.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
EGR 150 Introduction to Engineering	1	2	0	0	2
CHM 151 General Chemistry I	3	3	0	0	4
^MAT 171 Pre-Calculus Algebra	3	2	0	0	4

**3 Credits must be selected from Other General Education and Pre-major Elective

Spring Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**3-4 Credits must be selected from Other General Education

Summer Term (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3
MAT 271 Calculus I	3	2	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
MAT 272 Calculus II	3	2	0	0	4
PHY 251 General Physics I	3	2	0	0	4

**3 Credits must be selected from Other General Education and Pre-major Elective

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 273 Calculus III	3	2	0	0	4
PHY 252 General Physics II	3	2	0	0	4

**6 Credits must be selected from Other General Education and Pre-major Elective

**3 Credits must be selected from the list of Social/Behavioral Elective

Total Semester Credit Hours in Program 60-61

^ The 8 credit hours for MAT 171 and MAT 172 are prerequisites for MAT 271 and are considered not part of the program.

Example Other General Education and Pre-major Elective selections by discipline:

- Chemical Engineering: MAT 285, CHM 152, CHM 251, CHM 252
- Civil Engineering: DFT 170, EGR 220, MAT 285, COM 231, a CSC course, BIO or GEL
- Mechanical Engineering: DFT 170, EGR 220, MAT 280, MAT 285, a CSC course

Remember to visit the transfer University's website for their requirements.

AE to Western Carolina University (WCU) BS Mechanical Engineering 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 in the first semester.

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
CHM 151 General Chemistry I	3	3	0	0	4
^MAT 171 Pre-Calculus Algebra	3	2	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 134 C++ Programming	2	3	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3
^MAT 172 Pre-Calculus Trigonometry	3	2	0	0	4
PHI 240 Introduction to Ethics	3	0	0	0	3
Social/Behavior Elective	3	0	0	0	3

Summer Term (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
MAT 271 Calculus I	3	2	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 272 Calculus II	3	2	0	0	4
MAT 285 Differential Equations	2	2	0	0	3
PHY 251 General Physics I	3	2	0	0	4
Hum/ Fine Arts Elective	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 220 Engineering Statics	3	0	0	0	3
MAT 273 Calculus III	3	2	0	0	4
MAT 280 Linear Algebra (optional)	2	2	0	0	3
PHY 252 General Physics II	3	2	0	0	4

Total Semester Credit Hours in Program: 63

^ The 8 credit hours for MAT 171 and MAT 172 are prerequisites for MAT 271 and are considered 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 115 or 122 and EGR 150 should be completed the first semester with a grade of "C" or better.

This pathway does not meet the entrance requirements at any of the North Carolina public University Bachelor of Science Engineering programs. Students wishing to pursue transfer should seek an Associate in Engineering degree.

Upon completion of this program, students will:

- Resolve common electronics technical problems using standard test equipment.
- Construct basic automation programs.
- Utilize electronic hardware in several environments.
- Analyze basic electrical circuits to predict voltage, current, resistance, and power levels at various points in the circuit, and to compare predictions against actual circuit measurements.

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
MAT 171 Pre-calculus Algebra	3	2	0	0	4

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 111 Writing and Inquiry	3	0	0	0	3
MNT 160 Industrial Fabrication	1	3	0	0	2

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc **or** ENG 114 Prof Research and Reporting	3	0	0	0	3
PHY 151 College Physics I	3	2	0	0	4

Fall Semester (14-15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELC 128 Introduction to PLC	2	3	0	0	3
ELN 232 Intro to Microprocessors	3	3	0	0	4
ISC 112 Industrial Safety	2	0	0	0	2

***5-6 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 211 Robot Programming	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
ISC 132 Mfg Quality Control	2	3	0	0	3
MAT 172 Precalculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
MEC 155 Environmental Benign Mfg	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
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
WEB 151 Mobile Applications Dev I	2	2	0	0	3

Total Semester Credit Hours in Program: 64-65

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester with a grade of "C" or better.

This pathway does not meet the entrance requirements at any of the North Carolina public University Bachelor of Science Engineering programs. Students wishing to pursue transfer should seek an Associate in Engineering degree.

Upon completion of this program, students will:

- Utilize engineering software to solve mathematical-based engineering applications.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Complete an original, comprehensive design project.
- Resolve common mechanical and electromechanical troubleshooting issues using standard test equipment.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	1	2	0	0	2
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
MAT 171 Precalculus Algebra	3	2	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ENG 111 Writing and Inquiry	3	0	0	0	3
ISC 112 Industrial Safety	2	0	0	0	2
MEC 145 Mfg. Materials I	2	3	0	0	3

Summer Term (8-11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc **or** ENG 114 Professional Research/Report	3	0	0	0	3
PHY 151 College Physics I	3	2	0	0	4

***1-4 Credits must be selected from the list of major course electives at the bottom of the page

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 250 Statics/Strength of Materials	4	3	0	0	5
ELC 128 Intro to PLC	2	3	0	0	3
HYD 110 Hydraulics/Pneumatics I	2	3	0	0	3
ISC 220 Lean Manufacturing	2	2	0	0	3
MAC 114 Intro to Metrology	2	0	0	0	2

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MEC 260 Fund of Machine Design	2	3	0	0	3
MEC 276 Capstone Design Project	0	3	0	0	1
PLA 110 Introduction to Plastics	2	0	0	0	2
PLA 162 Plastics Manuf Processes	2	3	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

***Major Course Electives are to be selected from the following (1 -4 credits required):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CHM 151 General Chemistry	3	3	0	0	4
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
MAT 152 Statistical Methods I	3	2	0	0	4
MAT 172 Precalculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
MEC 130 Mechanisms	2	2	0	0	3
MEC 155 Environmental Benign Mfg	2	2	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: 71-74

Mechanical Engineering Technology (Pre-Engineering) (A40320PR)

Associate in Applied Science Degree

This program focuses on maximizing transferability to Western Carolina University's BS in Engineering Technology-Technical Operations (ETO) pathway. Students planning to transfer to any other 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester with a grade of "C" or better.

This pathway does not meet the entrance requirements at any of the North Carolina public Bachelor of Science Engineering programs. Students wishing to pursue an Engineering Science transfer should seek an Associate in Engineering degree.

Upon completion of this program, students will:

- Utilize engineering software to solve mathematical-based engineering applications.
- Use the techniques, skills, and modern engineering tools necessary for engineering practice.
- Complete an original, comprehensive design project.
- Resolve common mechanical and electromechanical troubleshooting issues using standard test equipment.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
ISC 112 Industrial Safety	2	0	0	0	2
MAT 171 Precalculus Algebra	3	2	0	0	4

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 231 Public Speaking	3	0	0	0	3
ENG 112 Writing/Research in the Disc or ENG 114 Professional Research/Report	3	0	0	0	3

***4 Credits must be selected from the list of major course electives at the bottom of the page

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 250 Statics/Strength of Materials	4	3	0	0	5
HYD 110 Hydraulics/Pneumatics I	2	3	0	0	3
PHY 151 College Physics I	3	2	0	0	4

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Mechatronics Engineering Technology (A40350)

Associate in Applied Science Degree

This curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences, and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester with a grade of "C" or better.

This pathway does not meet the entrance requirements at any of the North Carolina public University Bachelor of Science Engineering programs. Students wishing to pursue transfer should seek an Associate in Engineering degree.

Upon completion of this program, students will:

- Resolve common electromechanical troubleshooting issues using standard test equipment.
- Construct basic automation programs.
- Utilize engineering software to solve mathematical-based engineering applications.
- Utilize computer-aided drafting or design tools to prepare graphical representations of mechanical or electromechanical systems

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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	3	3	0	0	4
MAC 114 Intro to Metrology	2	0	0	0	2
MAT 171 Pre-calculus Algebra	3	2	0	0	4

Spring Semester (15-18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ENG 111 Writing and Inquiry	3	0	0	0	3
ISC 112 Industrial Safety	2	0	0	0	2

****1-4 Credits must be selected from the list of Major Course Elective at the bottom of the page

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline **or** ENG 114 Prof Research and Reporting	3	0	0	0	3
PHY 151 College Physics	3	2	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 211 Robot Programming	2	3	0	0	3
BPR 111 Print Reading	1	2	0	0	2
ELC 128 Introduction to PLC	2	3	0	0	3
HYD 110 Hydraulics/Pneumatics	2	3	0	0	3
ISC 220 Lean Manufacturing	2	2	0	0	3

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

***3 Credits must be selected from the list of Social/Behavior Sci Elective at the bottom of the page

****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

***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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 134 C++ Programming	2	3	0	0	3
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 131 Quality Management	3	0	0	0	3
ISC 132 Mfg Quality Control	2	3	0	0	3
ISC 170 Problem-Solving Skills	3	0	0	0	3
ISC 222 Project Planning/Control	1	2	0	0	2
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 172 Pre-calculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
MEC 155 Env Benign Manufacturing	2	2	0	0	3
MNT 110 Intro to Maint Procedures	1	3	0	0	2
MNT 160 Industrial Fabrication	1	3	0	0	2
NET 125 Introduction to Networks	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: 68-71

Electronics Engineering Technology Diploma (D40200)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester with a grade of "C" or better..

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
ISC 112 Industrial Safety	2	0	0	0	2
MAT 171 Precalculus Algebra	3	2	0	0	4

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ELN 131 Analog Electronics	3	3	0	0	4
ISC 132 Manufacturing Quality/Control	2	3	0	0	3

Summer Term (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3

Total Semester Credit Hours in Program: 38

Mechanical Engineering Technology Diploma (D40320)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
MAT 171 Precalculus Algebra	3	2	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DFT 154 Intro Solid Modeling	2	3	0	0	3
EGR 125 Appl Software for Tech	1	2	0	0	2
ENG 111 Writing and Inquiry	3	0	0	0	3
ISC 112 Industrial Safety	2	0	0	0	2
MEC 145 Mfg. Materials I	2	3	0	0	3
PLA 162 Plastics Manuf Processes	2	3	0	0	3

Summer Term (6-8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHY 151 College Physics I	3	2	0	0	4

***2-4 Credits must be selected from the list of major course electives at the bottom of the page

****Major Course Electives are to be selected from the following (2-4 credits):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
CHM 151 General Chemistry	3	3	0	0	4
EGR 130 Engineering Cost Control	2	2	0	0	3
ELC 128 Intro to PLC	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
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

Total Semester Credit Hours in Program: 36-38

Mechatronics Engineering Technology Diploma (D40350)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester with a grade of "C" or better.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 - Success and Study Skills **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	3	3	0	0	4
MAT 171 Pre-calculus Algebra	3	2	0	0	4

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	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
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

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
PHY 151 College Physics I	3	2	0	0	4

Total Semester Credit Hours in Program: 38

Electronics Engineering Technology -Advanced Certificate(C40200AE)

Certificate

Students must complete the Basic Electronics Certificate for success in the Advanced Electronics Certificate. A grade of "C" or better is required for EGR 150 and MAT 171.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
MAT 171 Precalculus Algebra	3	2	0	0	4

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELN 131 Analog Electronics	3	3	0	0	4

Total Semester Credit Hours in Program: 18

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information

Electronics Engineering Technology - Basic Certificate(C40200BE)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information

Electronics Engineering Technology - Industrial Certificate(C40200IE)

Certificate

Students are required to complete the Basic Electronics Certificate prior to the Industrial Electronics Certificate. A grade of "C" or better is required in ELC 131 and MAT 171.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELC 128 Introduction 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

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELC 117 Motors and Controls	2	6	0	0	4
ELC 228 PLC Applications	2	6	0	0	4

Total Semester Credit Hours in Program: 17

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Electronics Engineering - Programming Electronics Certificate (C40200PE)

Certificate

It is strongly recommended that students take the Basic Electronics Certificate prior to the Advanced Electronics Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 211 Robot Programming	2	3	0	0	3
ELC 128 Introduction to PLC	2	3	0	0	3
NET 125 Introduction to Networks	1	4	0	0	3

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 134 C++ Programming	2	3	0	0	3
ELC 228 PLC Applications	2	6	0	0	4

Total Semester Credit Hours in Program: 16

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Mechanical Engineering Technology - Hydraulics (C40320HY)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 171 or to have completed MAT 171 with a grade of C or better for successful completion of this certificate.

ACA 115/122 and EGR 150 should be completed in the first semester with a grade of "C" or better.

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	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
HYD 110 Hydraulics/Pneumatics I	2	3	0	0	3
ISC 112 Industrial Safety	2	0	0	0	2

Spring Semester (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MEC 130 Mechanisms	2	2	0	0	3

Total Semester Credit Hours in Program: 16

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Mechanical Engineering - Pre-Engineering (C40320PR) Certificate

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Total Semester Credit Hours in Program: 17

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

The appropriate level math class should be taken during 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 in the first semester.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 - Success and Study Skills **or** ACA 122 - College Transfer Success	0	2	0	0	1
ELC 128 Introduction to PL	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
MAT 171 Pre-Calculus Algebra	3	2	0	0	4

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 125 Appl Software for Tech	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2

Total Semester Credit Hours in Program: 18

Mechatronics Engineering - Industrial Manufacturing Production Technician Apprenticeship (C40350A)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

This certificate is only for students accepted into the Made in Henderson County (manufacturing) Apprenticeship Program.

Fall Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ISC 170 Problem Solving Skills	3	0	0	0	3
MAC 171 Measure/Material & Safety	0	2	0	0	1

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 115 Intro to Technology	2	3	0	0	3
EGR 115A Intro to Technology Lab	0	3	0	0	1

Fall Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ISC 220 Lean Manufacturing	2	2	0	0	3
MNT 110 Intro to Maint Procedure	1	3	0	0	2

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.

Mechatronics Engineering Technology – Logistics (C40350LG)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Demand Dependent (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

*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

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Mechatronics Engineering Technology – Maintenance Technician (C40350MM)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 171 or to have completed MAT 171 with a grade of C or better for successful completion of this certificate.

Fall Semester (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
ELC 131 Circuit Analysis I	3	3	0	0	4
ISC 112 Industrial Safety	2	0	0	0	2
MNT 160 Industrial Fabrication	1	3	0	0	2

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELC 213 Instrumentation	3	2	0	0	4
MEC 130 Mechanisms	2	2	0	0	3

Total Semester Credit Hours in Program 18

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Mechatronics Engineering Tech - Manufacturing Technician (C40350MT)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

It is strongly recommended to be currently enrolled in MAT 171 or to have completed MAT 171 with a grade of C or better for successful completion of this certificate.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Blueprint Reading	1	2	0	0	2
HYD 110 Hydraulics/ Pneumatics I	2	3	0	0	3
ISC 220 Lean Manufacturing	2	2	0	0	3
MAC 114 Intro to Metrology	2	0	0	0	2

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
EGR 125 Appl Software Tech	1	2	0	0	2
ISC 132 Mfg Quality Cntrl	2	3	0	0	3

Total Semester Credit Hours in Program: 18

Students may earn additional certificates in the Engineering Technology Pathway programs. Speak to a faculty advisor for more information.

Mechatronics Engineering Technology - Project Management (C40350PM)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 171 Pre-Calculus Algebra	3	2	0	0	4
ISC 220 Lean Manufacturing	2	2	0	0	3

Spring Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 125 Appl Software for Tech	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
EGR 130 Engineering Cost Control	2	2	0	0	3
ISC 222 Project Planning Control	1	2	0	0	2

Total Semester Credit Hours in Program: 16

Mechatronics Engineering Technology -Quality Tech (C40350QT)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT

BPR 111 Print Reading	1	2	0	0	2
MAT 152 Statistical Methods	3	2	0	0	4
MAC 114 Intro to Metrology	2	0	0	0	2

Spring Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.		CREDIT	
EGR 125 Appl Software for Tech				1	2	0	0	2
ISC 112 Industrial Safety				2	0	0	0	2
ISC 131 Quality Management				3	0	0	0	3
ISC 132 Mfg Quality Control				2	3	0	0	3

Total Semester Credit Hours in Program 18

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Students will create cinematography and image design work that engages an audience on multiple levels, demonstrates creative ability, and communicates intended meaning.
- Students will structure emotional, expository, narrative, metric, and intensity arcs in their work, and employ the rhetoric power of cinema to inform, persuade, entertain, and communicate.
- Students will create sound design work for film and video, including recording and mixing: foley, dialog replacement, and sound effects.
- Students will discuss, research, and analyze cinematic works to understand and discuss the history/context to which their work belongs.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc **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

Summer Term (9-10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 143 Quantitative Literacy **or** MAT 171 Pre-calculus Algebra	2 **or** 3	2	0	0	3 **or** 4

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Fall Semester (15-17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

***1-3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester (12-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 213 Production Techniques II	1	12	0	0	5
FVP 215 Production Management	2	3	0	0	3

***4-6 Credits must be selected from the list of major course electives at the bottom of the page

****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

***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

***Major Course Electives are to be selected from the following**
(7 credits required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
DRA 211 Theatre History I	3	0	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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	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

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 113 Grip and Electrical I	1	4	0	0	3
FVP 215 Production Management	2	3	0	0	3
FVP 220 Editing I	2	3	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (3-4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 143 Quantitative Literacy **or** MAT 171 Pre-calculus Algebra	2 **or** 3	2	0	0	3 **or** 4

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 212 Production Techniques I	1	12	0	0	5
FVP 240 Introduction to Screenwriting	3	0	0	0	3

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 115 Camera & Lighting II	2	3	0	0	3
FVP 221 Editing II	2	3	0	0	3
FVP 223 Postproduction Sound Design	1	4	0	0	3

Total Semester Credit Hours in Program 39-40

Film and Video Production Technology (C30140)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (9-12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 111 Intro to Film and Video	2	3	0	0	3
FVP 112 Art Dept. Operations I **or** FVP 113* (See Spring Semester)	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

Spring Semester (3-6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FVP 113* Grip and Electrical I	1	4	0	0	3
FVP 220 Editing I	2	3	0	0	3

Total Semester Credit Hours in Program: 15

*Take either FVP 112 in the Fall Semester or FVP 113 in the Spring Semester.

Associate in 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Students will communicate with clarity and precision in appropriate contexts.
- Students will analyze and solve problems using discipline-appropriate techniques and technologies.
- Students will develop personal and professional skills to be productive members of the community and the workforce.

Required General Education Courses (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3

Humanities/Fine Arts (Select 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Social/Behavioral Sciences (Select 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Mathematics/Natural Sciences (Select at least 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Oral Communication (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 231 Public Speaking	3	0	0	0	3

Other Required Hours (46-47 semester credit hours)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills	0	2	0	0	1

Note: ACA 122 Success and Study Skills is a required course for all degree and diploma programs at Blue Ridge Community College 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:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

*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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion from this program, students will:

- Students will communicate with clarity and precision in appropriate contexts.
- Students will analyze and solve problems using discipline-appropriate techniques and technologies.
- Students will develop personal and professional skills to be productive members of the community and the work force.

Required General Education Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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 **or** ENG 114 Prof Research and Reporting	3	0	0	0	3

*3-4 Credits must be selected from the list of Math Elective

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

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**

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

****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

Total Semester Credit Hours in Program: 65

Associate Degree Nursing (A45110)

Associate in Applied Science Degree

The Associate Degree Nursing Program is approved by the North Carolina State Board of Nursing. Graduates of this program are eligible to apply to take the National Council Licensing Examination (NCLEX-RN), which is the national licensing exam for registered nurses. Upon completion of this program, the graduate nurse will demonstrate professional nursing behaviors incorporating personal responsibility and accountability for continued competence, communicate and collaborate effectively with individuals, families, and members of the healthcare team to achieve positive individual and organizational outcomes, provide holistic assessments of individuals and record and report the results of these assessments, formulate evidence-based clinical judgments and management decisions, provide safe and effective nursing care across the lifespan to culturally diverse individuals and families incorporating documented best practices, and develop a teaching plan for individuals and/or the nursing team. Throughout the curriculum students acquire knowledge, skills, and strategies necessary for the entry level registered nurse to practice in a dynamic environment and to meet healthcare needs of individuals and families.

There are special admission procedures for the Associate Degree Nursing program including, but not limited to, completing a high school or college level chemistry and biology course with a grade of 'C' or better, and verification of listing on the North Carolina Nurse Aide Registry. Applicants must also complete the ATI Test of Essential Academic Skills (TEAS) exam with a composite score of 67 or higher.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. A course fee is required for all NUR prefix courses.

Upon completion of this program, students will:

- Demonstrate professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
- Communicate and collaborate effectively with individuals, families, and members of the healthcare team to achieve positive individual and organizational outcomes.
- Provide holistic assessments of individuals and families and record and report results of these assessments.
- Formulate evidence-based clinical judgments and management decisions.
- Provide safe and effective nursing care across the lifespan to culturally diverse individuals and families incorporating documented best practices.
- Develop a teaching plan for individuals and/or the nursing team.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	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

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 275 Microbiology	3	2	0	0	4
NUR 114 Holistic Health Concepts	3	0	6	0	5
PSY 241 Developmental Psychology	3	0	0	0	3

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline **or** ENG 114 Prof. 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
HUM Humanities Elective**	-	-	-	-	3

Spring Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NUR 213 Complex Health Concepts	4	3	15	0	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

Associate in General Education - Nursing (A1030N)

The Associate in General Education (AGE)-Nursing program is designed for students who wish to begin their studies toward the Associate Degree in Nursing and a Bachelor's 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 (A1030N) is a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

Students who choose this program of study may take courses that are also required in the Associate Degree Nursing program, but a student in the (AGE)- Nursing program of study has not been accepted into the Associate Degree Nursing (ADN) program. These are two different programs of study. Students who wish to apply to the Associate Degree Nursing program should find the Associate Degree Nursing (A45110) page in the catalog.

A student who completes both the ADN program 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 student's program of choice.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

English Composition (6 SHC)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry **and** ENG 112 Writing/Research in the Discipline **or** ENG 114 Prof Research & Reporting	3	0	0	0	3

Humanities/Fine Arts (9 SHC)

(Select 6 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Literature

(Select 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3

Social/Behavioral Sciences (15 SHC)

The following three courses are required (9 SHC)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Sociology (03 Credits)

(Select 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 213 Sociology of the Family	3	0	0	0	3
SOC 220 Social Problems	3	0	0	0	3

History

(Select 3 semester credit hours from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Natural Sciences (15-16 SHC)

Anatomy and Physiology

(8 semester credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 168 Anatomy and Physiology I	3	3	0	0	4
BIO 169 Anatomy and Physiology II	3	3	0	0	4

Microbiology

(3-4 semester credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 175 General Microbiology **or** BIO 275 Microbiology	2 **or** 3	2	0	0	3 **or** 4

Chemistry

(4 semester credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CHM131 Introduction to Chemistry AND CHM 131A Introduction to Chemistry Lab* **or** CHM 151 General Chemistry I	3 AND 0 **or** 3	0 AND 2	0	0	3 AND 1 **or** 4

Mathematics

(7-8 semester credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 152 Statistical Methods I **and** MAT 143 Quantitative Literacy **or** MAT 171 Pre-calculus Algebra	3 **and** 2 or 3	2	0	0	4 **and** 3 **or** 4

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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1

Transfer Elective (6-7 SHC)

Electives must be selected from the Transfer Course List in the Comprehensive Articulation Agreement which is located at:

http://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements

(Suggested electives include foreign language, speech, culture, and computer science)

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

Total Semester Credit Hours in Program: 60

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), 9355-113th St. N., #7709, Seminole, FL 33775; Phone: 727-210-2350; Fax: 727-210-2354; www.caahep.org by the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main Street, Suite 339, Parker, CO 80138; 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. A course fee is required for all SUR prefix courses.

Upon completion of this program, students will:

- Demonstrate management of the surgical environment in the preoperative, intraoperative, and postoperative phases.
- Collaborate with patient and surgical team members as evidenced by participation in time-out process, anticipation of surgeon's needs, effective communication, and demonstration of professional comportment.
- Demonstrate mastery of clinical skills within the operating room environment.
- Complete the surgical technology certification exam.

Prerequisite Courses (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 168 Anatomy/Physiology I	3	3	0	0	4
BIO 169 Anatomy/Physiology II	3	3	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SUR 122 Surgical Procedures I	5	3	0	0	6
SUR 123 SUR Clinical Practice I	0	0	21	0	7

Summer Term (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
SUR 211 Adv Theoretical Concepts	2	0	0	0	2
Elective**					3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Spring Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
SUR 210 Adv SUR Clinical Practice	0	0	6	0	2
SUR 137 Prof Success Prep	1	0	0	0	1
Elective**					3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

Total Semester Credit Hours in Program: 71

Surgical Technology (D45740) Diploma

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Upon completion of this program, student will:

- Communicate clearly, precisely, and in a timely manner to an appropriate member of the healthcare team.
- Safely assist patients with activities of daily living in a variety of healthcare settings.
- Analyze appropriate clinical findings.
- Provide patient-centered care to culturally diverse individuals, families and communities.
- Demonstrates behaviors consistent with the legal and ethical framework of the nurse aide profession.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NAS 101 Nurse Aide I	3	4	3	0	6

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NAS 102 Nurse Aide II **or** NAS 103 Home Health Care Nurse Aide	3 **or** 4	2	6	0	6
NAS 106 Geriatric Aide	5	0	3	0	6

Total Semester Credit Hours in Program: 18

Associate in Science Articulation to Wingate University (A10400WP) School of Pharmacy

Associate in Science Pathway to Wingate University School of Pharmacy

The Wingate University School of Pharmacy and Blue Ridge Community College 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 the 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 the Spring Semester of the year in which pharmacy school enrollment is requested. All pre-reqs should be completed within a 5 year time limit. There may be an exception to this rule if you are currently working in a healthcare field. Please check with Wingate. International coursework will not be accepted at Wingate.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

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.

Required Courses

Semester 1 (Fall)

- ACA 122
- ENG 111
- MAT 271

- CHM 151
- BIO 168

Semester 2 (Spring)

- ENG 112
- CHM 152
- BIO 169
- MAT 152

Semester 3 (Summer)

- BIO 275
- COM 231
- Humanities/Social Science Elective *
- Humanities/Social Science Elective *

Semester 4 (Fall)

- CHM 251
- PHY 151 or 251
- BIO 111
- Humanities/Social Science Elective *

Semester 5 (Spring)

- CHM 252
- ENG 231 or 232 or 241 or 242 (1 literature class)
- ECON 251 or 252
- Humanities/Social Science Elective *

***Humanities Electives List**

Wingate prefers a variety of Humanities/Social Science Electives. Wingate will only accept 1 semester of a foreign language as one of your electives. American Sign Language (ASL) will count as a foreign language.

- 1 semester of SPA or FRE or ASL
- HIS 111 or 112 or 131 or 132
- PSY 150
- PSY 241
- PSY 281
- SOC 210
- SOC 213
- SOC 220
- SOC 225

- ENG 231 or 232 or 241 or 242 (This has to be a different literature course then the one used to satisfy the literature requirement)

Art, Music and Physical Education are not acceptable electives for this program.

Total Semester Credit Hours to be taken at Blue Ridge: 72 - 73

Nursing RIBN Program (A45110RB)

Associate in Applied Science Degree 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 (WCU). Students are dually admitted to both WCU and Blue Ridge Community College 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 Licensure Examination (NCLEX-RN) after three years at BRCC and completing the Associate Degree in Nursing (ADN) program. Prior to beginning the RIBN program, students will successfully complete the non-credit University Experience (UE101) course through WCU. Throughout the RIBN program, students must comply with all applicable Academic Regulations as listed in *The Record*, the WCU Undergraduate Catalog.

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

There are special admission procedures for the RIBN program. Contact Student Services for additional information.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BIO 168 Anatomy and Physiology I	3	3	0	0	4
CHM 131 Intro to Chemistry **or** CHM 151 General Chemistry	3	0	0	0	3
CHM 131A Intro to Chemistry lab	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 169 Anatomy and Physiology II	3	3	0	0	4
ENG 112 Writing/Research in the Discip **or** ENG 114 Profes Research and Reporting	3	0	0	0	3
MAT 152 Statistical Methods I or MAT 171 Pre-Calculus Algebra	3	2	0	0	4
ART 111 Art Appreciation	3	0	0	0	3
SOC 210 Intro to Soc	3	0	0	0	3

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NUR 111 Intro to Health Concepts	4	6	6	0	8
HEA 110 Personal Health/Wellness	3	0	0	0	3
BIO 275 Microbiology	3	2	0	0	4

** *Take 3 credits from the Arts/Humanities List below*

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 241 Developmental Psychology	3	0	0	0	3
NUR 112 Health Illness Concepts	3	0	6	0	5
NUR 211 Health Care Concepts	3	0	6	0	5

** *Take 3 credits from the Arts/Humanities List below*

Summer Term (05 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NUR 114 Holistic Health Concepts	3	0	6	0	5

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NUR 113 Family Health Concepts	3	0	6	0	5
NUR 212 Health System Concepts	3	0	6	0	5
COM 231 Public Speaking	3	0	0	0	3

Spring Semester – Year 3 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NUR 213 Complex Health Concepts	4	3	15	0	10

*Remainder of credit hours will be completed at Western Carolina University (Online and at Biltmore Park campus) to fulfill University degree requirements and major requirements.

** **Arts/Humanities Electives**

The following listings for Arts/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

Total Semester Credit Hours in Program: 90

Occupational Therapy Assistant 1+1 with South College (A10300O)

1 + 1 Transfer 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 a 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Required Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Discipline	3	0	0	0	3
MAT 171 Precalculus Algebra or MAT 172 Precalculus Trigonometry	3 3	2 2	0 0	0 0	4 4
MED 121 Medical Terminology I	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
**Humanities Elective	3	0	0	0	3

**3 Credits must be selected for Humanities Elective

**Any college transferable humanities course will satisfy this requirement.

Total Semester Credit Hours to be taken at Blue Ridge: 31

Physical Therapist Assistant 1+1 with South College (A10300PT)

1 + 1 Transfer 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 a 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Required Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Discipline	3	0	0	0	3
MAT 171 Precalculus Algebra **or** MAT 172 Precalculus Trigonometry	3 **or** 3	2 2	0 0	0 0	4 **or** 4
MED 121 Medical Terminology I	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
**Humanities Elective	3	0	0	0	3

**3 Credits must be selected for Humanities Elective

**Any college transferable Humanities course will satisfy this requirement.

Total Semester Credit Hours to be taken at Blue Ridge: 31

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.

Upon completion of this program, students will:

- Demonstrate proper use and maintenance of the tools and equipment applicable to each student's particular area of interest within the field of horticulture (i.e. power tools, greenhouse operations, landscape design instruments and software, etc.)
- Mange the growth and maintenance requirements of a variety of plants in both indoor and outdoor settings as necessary to the student's particular area of study. (i.e. turf grass, greenhouse production, fruits & vegetables, trees & shrubs, landscape plants, etc.)
- Evaluate the requirements and benefits offered by the various careers available within the field of horticulture, and demonstrate professional behavior congruent with that chosen field.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
HOR 112 Landscape Design I	2	3	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
HOR 124 Nursery Operations **OR** HOR 134 Greenhouse Operations	2 2	3 2	0 0	0 0	3 3

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry **OR** ENG 110 Freshman Composition	3	0	0	0	3
MAT 110 Mathematical Measurements & Literacy	2	2	0	0	3
HOR 161 Plant Materials II	2	2	0	0	3
HOR 235 Greenhouse Production	2	2	0	0	3
Major Course Elective					3

**3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
**Social/Behavioral Science Elective					3
**Major Course Elective					3

**6 Credits must be selected from the list of Social/Behavioral Science and Major Course Electives at the bottom of the page

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AGR 121 Biological Pest Management	3	0	0	0	3
COM 231 Public Speaking **or** ENG 114 Prof Research and Reporting	3	0	0	0	3
HOR 166 Soils & Fertilizers	2	2	0	0	3
Major Course Electives***					6

***06 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WBL 111 Work-Based Learning I	0	0	0	10	1
HOR 152 Horticultural Practices	0	3	0	0	1
HOR 164 Horticulture Pest Management	2	2	0	0	3
HOR 265 Advanced Plant Materials	1	2	0	0	2
Major Course Electives***					3
Humanities Electives**					3

**3 Credits must be selected from the list of Humanities Electives

***3 Credits must be selected from the list of Major Course Electives at the bottom of the page

****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 an 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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AGR 265 Organic Crop Prod: Spring	2	2	0	0	3
AGR 267 Permaculture	2	2	0	0	3
BUS 139 Entrepreneurship	3	0	0	0	3
BUS 230 Small Business Management	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
GCM 220 Golf Course Maintenance 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 & Maintenance	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 Horticulture Specialty Crops	2	2	0	0	3
HOR 257 Arboriculture Practices	1	3	0	0	2
HOR 271 Garden Center Management	2	0	0	0	2
TRF 110 Intro Turfgrass Cult & ID	3	2	0	0	4
TRF 260 Adv Turfgrass Management	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.

Horticulture Technology Diploma (D15240)

Diploma

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HOR 166 Soils & Fertilizers	2	2	0	0	3
HOR 112 Landscape Design I	2	3	0	0	3
HOR 124 Nursery Operations **or** HOR 134 Greenhouse Operations	2	3	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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success **OR** ACA 115 Success and Study Skills	0	2	0	0	1
HOR 152 Horticultural Practices	0	3	0	0	1
HOR 161 Plant Materials II	2	2	0	0	3
HOR 265 Advanced Plant Materials	1	2	0	0	2
HOR 235 Greenhouse Production	1	2	0	0	2
HOR 164 Horticultural Pest Management	2	2	0	0	3

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry **OR** ENG 110 Freshman Composition	0 3	3 0	0 0	0 0	1 3
MAT 110 Math Measurement & Literacy	2	2	0	0	3

Total Semester Credit Hours in Program: 37

Horticulture Technology - Basic Greenhouse Automation (C15240BG)

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.

Completion of MAT 003 at level P3 or placement into MAT 171 is strongly suggested for success in this certificate.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ELC 128 Intro to PLC	2	3	0	0	3
ELC 131 Circuit Analysis I	3	3	0	0	4
MNT 110 Intro to Maint Procedures	1	3	0	0	2

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
ATR 219 Automation Troubleshooting	1	3	0	0	2
HOR 164 Hort Pest Management	2	2	0	0	3

Total Semester Credit Hours in Program:17

Business of Horticulture Certificate (C15240BH)

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.

Required Courses (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 230 Small Business Management	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
HOR 118 Equipment Op & Maintenance	1	3	0	0	2
HOR 166 Soils and Fertilizers	2	2	0	0	3
HOR 152 Horticulture Practices	0	0	0	0	1

Total Semester Credit Hours in Program: 12

Horticulture Technology -Landscape Certificate (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.

Required Courses (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 - 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.

Required Courses (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AGR 121 Biological Pest Management	3	0	0	0	3
HOR 168 Plant Propagation	2	2	0	0	3
HOR 124 Nursery Operations	2	3	0	0	3
HOR 235 Greenhouse Production	2	2	0	0	3

Total Semester Credit Hours in Program: 12

Horticulture Technology- 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.

Required Courses (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AGR 121 Biological Pest Mgmt	3	0	0	0	3
AGR 265 Organic Crop Production	2	2	0	0	3
HOR 142 Fruit & Vegetable Prod	1	2	0	0	2
HOR 168 Plant Propagation	2	2	0	0	3
HOR 245 Hort Specialty Crops	2	2	0	0	3

Total Semester Credit Hours in Program: 14

Horticulture Technology – 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.

Required Courses (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Human Services Technology (A45380)

Associate in Applied Science

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses to prepare them for specialization in specific human service areas. Students will take a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. Students should work closely with their advisor to make appropriate course choices.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Hybrid and online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Upon completion of this program, students will:

- Analyze the role of the human services worker in a variety of social service settings
- Examine current social and mental health issues and their impact on society
- Compare and contrast a variety of family and multidimensional systems in relation to human behaviors and the environment
- Apply case management skills, including documentation, assessment, treatment planning, crisis intervention and the ability to make appropriate referrals
- Adhere to professional and ethical standards

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ENG 111 Writing and Inquiry	3	0	0	0	3
HSE 110 Introduction to Human Services	2	2	0	0	3
HSE 112 Group Process I	1	2	0	0	2
SOC 210 Introduction to Sociology	3	0	0	0	3
Science Elective**	3	2-3	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipl or ENG 114 Prof Research and Reporting	3	0	0	0	3
HSE 123 Interviewing Techniques	2	2	0	0	3
HSE 125 Counseling	2	2	0	0	3
MAT 152 Statistical Methods	3	2	0	0	4
SOC 213 Sociology of the Family	3	0	0	0	3

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3
Humanities Elective***	-	-	-	-	3
(HIS 111, HIS 112, POL 120 or POL 130) Social/Behavioral Science Elective	3	0	0	0	3

Fall Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 210 Human Services Issues	2	0	0	0	2
HSE 240 Issues in Client Services	3	0	0	0	3
PSY 241 Developmental Psychology	3	0	0	0	3

*****5-6 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester (14-15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 225 Crisis Intervention	3	0	0	0	3
HSE 227 Children & Adol in Crisis	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1
WBL 115 Work-Based Learning Seminar	1	0	0	0	1

*****6-7 Credits must be selected from the list of major course electives at the bottom of the page

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.

****Science Elective to be selected from the courses listed below (4 credit hours required):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	2	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):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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, PSY 150 preferred):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HIS 111 World History I	3	0	0	0	3
HIS 112 World History II	3	0	0	0	3
POL 120 American Government	3	0	0	0	3
POL 130 State and Local Gov't	3	0	0	0	3

*****Major Course Electives to be selected from the courses listed below (12 credits required)**

(Only one International Language can be selected from this list.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ASL 111 Elementary ASL I	3	0	0	0	3
ASL 181 ASL Lab 1*	0	2	0	0	1
SPA 111 Elementary Spanish I	3	0	0	0	3
SPA 181 Spanish Lab 1*	0	2	0	0	1
SOC 220 Social Problems	3	0	0	0	3
PSY 281 Abnormal Psychology	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
SAB 110 Substance Abuse Overview	3	0	0	0	3
SAB 135 Addictive Process	3	0	0	0	3
SWK 110 Intro to Social Work	3	0	0	0	3
SWK 113 Working with Diversity	3	0	0	0	3
HSE 145 Child Abuse & Neglect	3	0	0	0	3
HSE 155 Community Resources. Mgt	2	0	0	0	2
HSE 220 Case Management	2	2	0	0	3

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

Total Semester Credit Hours in Program: 69-70

Human Services Technology - Social Services (A4538D)

Associate in Applied Science

The Human Services Technology/Social Services concentration prepares students for direct service delivery work in social service agencies. The curriculum enables students to link theory and practice through interactive classroom activities developing a skill-based academic foundation. Course work includes the history of the social service movement, ethical issues, case management, diversity issues, law in the practice of social work, and community resources. Students also gain skills in interviewing and counseling techniques. Graduates should qualify for employment with local, county, state, and federal government social service agencies. Employment includes family and child assistance, rehabilitation health services, medical assistance, youth services, aging, and developmentally disabled programs in public and private settings.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Hybrid and online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Upon completion of this program, students will:

- Analyze the role of the human services worker in a variety of social service settings
- Examine current social and mental health issues and their impact on society
- Compare and contrast a variety of family and multidimensional systems in relation to human behaviors and the environment
- Apply case management skills, including documentation, assessment, treatment planning, crisis intervention and the ability to make appropriate referrals
- Adhere to professional and ethical standards

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ENG 111 Writing and Inquiry	3	0	0	0	3
HSE 110 Introduction to Human Services	2	2	0	0	3
HSE 112 Group Process I	1	2	0	0	2
SOC 210 Introduction to Sociology	3	0	0	0	3
Science Elective**	3	2-3	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipl OR ENG 114 Prof Research & Reporting	3	0	0	0	3
HSE 123 Interviewing Techniques	2	2	0	0	3
HSE 125 Counseling	2	2	0	0	3
MAT 152 Statistical Methods	3	2	0	0	4
SOC 213 Sociology of the Family	3	0	0	0	3

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3
Humanities Elective***	3	0	0	0	3
(HIS 111, HIS 112, POL 120, or POL 130) Social/Behavioral Science Elective	3	0	0	0	3

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 210 Human Services Issues	2	0	0	0	2
PSY 241 Developmental Psychology	3	0	0	0	3
SWK 110 Introduction to Social Work	3	0	0	0	3
SWK 113 Working with Diversity	3	0	0	0	3
SWK 220 Swk Issues in Client Services	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 225 Crisis Intervention	3	0	0	0	3
HSE 227 Children & Adol in Crisis	3	0	0	0	3
SWK 115 Community Resources	2	2	0	0	3
SWK 214 Social Work Law	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1
WBL 115 Work-Based Learning Seminar	1	0	0	0	1

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.

****Science Elective to be selected from the courses listed below (4 credit hours required):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	2	0	0	4
BIO 163 Basic Anat & Physiology	4	2	0	0	5

***Humanities Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
REL 110 World Religions	3	0	0	0	3

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

Total Semester Credit Hours in Program: 69-70

Human Services Technology - Addiction and Recovery Studies (A4538E)

Associate in Applied Science

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

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients. Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. Hybrid and Online students should be prepared to participate in community service, workshops, observations and other assignments that require additional time and preparation.

Upon completion of this program, students will:

- Analyze the role of the human services worker in a variety of social service settings
- Examine current social and mental health issues and their impact on society
- Compare and contrast a variety of family and multidimensional systems in relation to human behaviors and the environment

- Apply case management skills, including documentation, assessment, treatment planning, crisis intervention and the ability to make appropriate referrals
- Adhere to professional and ethical standards

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ENG 111 Writing and Inquiry	3	0	0	0	3
HSE 110 Introduction to Human Services	2	2	0	0	3
HSE 112 Group Process I	1	2	0	0	2
SOC 210 Introduction to Sociology	3	0	0	0	3
Science Elective**	3	2-3	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipl OR ENG 114 Prof Research & Reporting	3	0	0	0	3
HSE 123 Interviewing Techniques	2	2	0	0	3
HSE 125 Counseling	2	2	0	0	3
MAT 152 Statistical Methods	3	2	0	0	4
SOC 213 Sociology of the Family	3	0	0	0	3

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3
Humanities Elective***	3	0	0	0	3
(HIS 111, HIS 112, POL 120, or POL 130) Social/Behavioral Science Elective	3	0	0	0	3

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 210 Human Services Issues	2	0	0	0	2
PSY 241 Developmental Psychology	3	0	0	0	3
SAB 110 Substance ABuse Overview	3	0	0	0	3
SAB 120 Intake and Assessment	3	0	0	0	3
SAB 240 Sab Issues in Client Serv	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 225 Crisis Intervention	3	0	0	0	3
HSE 227 Children & Adol in Crisis.	3	0	0	0	3
SAB 125 SA Case Management	2	2	0	0	3
SAB 135 Addictive Process	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1
WBL 115 Work-Based Learning Seminar	1	0	0	0	1

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.

****Science Elective to be selected from the courses listed below (4 credit hours required):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	2	0	0	4
BIO 163 Basic Anat & Physiology	4	2	0	0	5

*****Humanities Elective to be selected from the courses listed below (3 credit hours required):**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
REL 110 World Religions	3	0	0	0	3

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

Total Semester Credit Hours in Program: 69-70

Human Services Technology Certificate (C45380)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 110 Introduction to Human Services	2	2	0	0	3
HSE 112 Group Process I	1	2	0	0	2
SOC 110 Introduction to Sociology	3	0	0	0	3

Spring Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HSE 123 Interviewing Techniques	2	2	0	0	3
HSE 125 Counseling	2	2	0	0	3
SOC 213 Sociology of the Family	3	0	0	0	3

Total Semester Credit Hours in Program: 17

Information Technology: Computer Programming & Development Pathway (A25590PR)

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 the 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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Associate in Applied Science Degree

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 - Success and Study Skills **or** ACA 122 - College Transfer Success	0	2	0	0	1
CSC 121 - Python Programming	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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 153 C# Programming	2	3	0	0	3
CSC 251 Advanced JAVA Programming	2	3	0	0	3
MAT 171 Precalculus Algebra	3	2	0	0	4

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers **or** SEL-191 Intro to Computing ◈	2 2	3 3	0 0	0 0	3 3
CTS 130 Spreadsheets	2	3	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	2	0	0	3

◈ These are Carnegie Mellon select topics offered at Blue Ridge Community College

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 115 Intro to Prog & Logic	2	3	0	0	3
CSC 134 C++ Programming	2	3	0	0	3
NOS 120 Linux/UNIX Single User	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Electives

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
DBA 110 Database Concepts	2	3	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

**3 Credits must be selected from the list of Humanities electives

Total Semester Credit Hours in Program: 66

****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

***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

*Major Course Electives are to be selected from the following (select courses not already required for your pathway):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 228 Business Statistics	2	2	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
BUS 240 Business Ethics	3	0	0	0	3
BUS 270 Professional Development	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	3	0	0	0	3
CSC 153 C# Programming 2	3	0	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
NOS 120 Linux/UNIX Single User	2	2	0	0	3
NOS 125 Linux/Unix Scripting	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	3	0	0	3
SGD 112 SGD Design	2	3	0	0	3
SGD 113 SGD Programming	2	3	0	0	3
SGD 168 Mobile SG Programming I	2	3	0	0	3
SGD 212 SGD Design II	2	3	0	0	3
SGD 213 SGD Programming II	2	3	0	0	3
WEB 151 Mobile Application Dev I	2	2	0	0	3
WEB 213 Internet Mkt & Analystics	2	2	0	0	3
WEB 225 Content Management Sys	2	2	0	0	3

Information Technology - Cybersecurity Pathway (A25590SY)

Associate in Applied Science Degree

Fully Online Option Available

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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
CSC 121 Python 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
NET 125 Introduction to Networks	1	4	0	0	3

Spring Semester (12 -13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTI 141 Cloud & Storage Concepts	1	4	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4
SEC 110 Security Concepts	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

*3 Credits must be selected from the list of major course electives at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 111 Intro to Ethical Hacking	3	0	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

****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

***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

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

(select courses not already required for your pathway)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 228 Business Statistics	2	2	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3
CIS 115 Intro to Prog & Logic	2	3	0	0	3
CSC 151 JAVA Programming	2	3	0	0	3
CSC 153 C# Programming	2	3	0	0	3
CTS 120 Hardware/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
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
WEB 151 Mobile Application Dev I	2	2	0	0	3

Total Semester Credit Hours in Program: 65-66

Information Technology - Data Management Pathway (A25590DM)

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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 - Success and Study Skills **or** ACA 122 - College Transfer Success	0	2	0	0	1
CSC 121 - Python Programming	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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 153 C# Programming	2	3	0	0	3
CSC 251 Advanced JAVA Programming	2	3	0	0	3
MAT 171 Precalculus Algebra	3	2	0	0	4

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	3	0	0	3
CTS 130 Spreadsheets	2	3	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	2	0	0	4

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 115 Intro to Prog & Logic	2	3	0	0	3
CSC 134 C++ Programming	2	3	0	0	3
NOS 120 Linux/UNIX Single User	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Electives

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
DBA 110 Database Concepts	2	3	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

*3 Credits must be selected from the list of major course electives at the bottom of the page

Total Semester Credit Hours in Program 66

*Major Course Electives are to be selected from the following (select courses not already required for your pathway):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 228 Business Statistics	2	2	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
BUS 240 Business Ethics	3	0	0	0	3
BUS 270 Professional Development	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	3	0	0	0	3
CSC 153 C# Programming 2	3	0	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
NOS 120 Linux/UNIX Single User	2	2	0	0	3
NOS 125 Linux/Unix Scripting	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	3	0	0	3
SGD 112 SGD Design	2	3	0	0	3
SGD 113 SGD Programming	2	3	0	0	3
SGD 168 Mobile SG Programming I	2	3	0	0	3
SGD 212 SGD Design II	2	3	0	0	3
SGD 213 SGD Programming II	2	3	0	0	3
WEB 151 Mobile Application Dev I	2	2	0	0	3
WEB 213 Internet Mkt & Analystics	2	2	0	0	3
WEB 225 Content Management Sys	2	2	0	0	3

Information Technology - Game and Simulation Programming Pathway (A25590GA)

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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
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

Spring Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
GRD 141 Graphic Design I	2	4	0	0	4
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4
SGD 112 SGD Design	2	3	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 121 Python Programming	2	3	0	0	3
CSC 153 C# Programming	2	3	0	0	3
DME 115 Graphic Design Tools	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CSC 249 Data Structure & Algorithms	2	3	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1
WEB 151 Mobile Application Dev I	2	2	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

****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

***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

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

(select courses not already required for your pathway)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 139 Entrepreneurship I	3	0	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 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
MAT 172 Precalculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
NOS 120 Linux/UNIX Single User	2	2	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3

Total Semester Credit Hours in Program: 65-66

Information Technology - IT Business Support Pathway (A25590IT)

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.

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Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
BUS 110 Introduction to Business	3	0	0	0	3
NET 125 Introduction to Networks	1	4	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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTI 141 Cloud & Storage Concepts	1	4	0	0	3
CTS 155 Tech Support Functions	2	2	0	0	3
MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	3	2	0	0	4

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 228 Business Statistics	2	2	0	0	3
NOS 130 Windows Single User	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
DBA 110 Database Concepts	2	3	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

****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

***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

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

(select courses not already required for your pathway)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 230 Small Business Mgmt	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
CTS 120 Hardware/Soft Support	2	3	0	0	3
CTS 220 Adv Hard/Soft Support	2	3	0	0	3
MAT 172 Precalculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
SEC 110 Security Concepts	2	2	0	0	3
WEB 151 Mobile Application Dev I	2	2	0	0	3
WEB 213 Internet Mkt & Analytics	2	2	0	0	3

Total Semester Credit Hours in Program: 66

Information Technology - Network Management Pathway (A25590NE)

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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
ENG 111 Writing and Inquiry	3	0	0	0	3
NET 125 Introduction to Networks	1	4	0	0	3
NOS 130 Windows Single User	2	2	0	0	3

Spring Semester (12-13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTI 141 Cloud & Storage Concepts	1	4	0	0	3
NET 126 Routing Basics	1	4	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NET 225 Routing & Switching I	1	4	0	0	3
NOS 120 Linux/UNIX Single User	2	2	0	0	3
SEC 160 Security Administration I	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
NET 226 Routing and Switching II	1	4	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

****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

****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

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

(select courses not already required for your pathway)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
BUS 139 Entrepreneurship I	3	0	0	0	3
BUS 228 Business Statistics	2	2	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 151 JAVA Programming	2	3	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
SEC 110 Security Concepts	2	2	0	0	3

Total Semester Credit Hours in Program: 65-66

Information Technology - Support and Services Pathway (A25590SS)

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 businesses, educational systems, and governmental agencies that 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Resolve technical problems using information technologies and information systems.
- Create technology system solutions based on industry standards and customer requirements.
- Communicate with clarity and precision using appropriate information technology terminology and concepts.
- Develop personal and professional skills to anticipate and meet workforce expectations.
- Manage computer hardware and software in support of a variety of professional environments.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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
NET 125 Introduction to Networks	1	4	0	0	3

Spring Semester (12-13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 155 Tech Support Functions	2	2	0	0	3
CTS 220 Adv Hard/Software Support	2	3	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3 **or** 3	2	0	0	3 **or** 4 **or** 4

*3 Credits must be selected from the list of major course electives at the bottom of the page

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3
ENG 112 Writing/Research in the Disc **or** ENG 114 Writing and Inquiry	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NOS 120 Linux/UNIX Single User	2	2	0	0	3
NOS 130 Windows Single User	2	2	0	0	3

*3 Credits must be selected from the list of major course electives at the bottom of the page

***3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
CTI 141 Cloud and Storage Concepts	1	4	0	0	3
CTS 115 Info Sys Business Concepts	3	0	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

****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

***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

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

(select courses not already required for your pathway)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 139 Entrepreneurship I	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
DBA 110 Database Concepts	2	3	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 110 Security Concepts	2	2	0	0	3
SEC 160 Security Administration I	2	2	0	0	3
WEB 151 Mobile Application Dev I	2	2	0	0	3

Total Semester Credit Hours in Program: 65-66

Information Technology - Computer Programming Certificate (C25590PR)

Certificate

The Computer Programming Certificate prepares individuals for employment as computer programmers and related positions. Course work will develop a student's ability to solve business computer problems through programming techniques and procedures, using appropriate languages and software.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 153 C# Programming	2	3	0	0	3
CSC 251 Adv JAVA Programming	2	3	0	0	3
CSC 121 - Python Programming	2	3	0	0	3

Total Semester Credit Hours in Program: 18

Information Technology - Operating System Admin Certificate (C25590OS)

Certificate

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTI 141 Cloud & Storage Concepts	1	4	0	0	3
NOS 230 Windows Administration I	2	2	0	0	3

Total Semester Credit Hours in Program: 18

Information Technology - Routing and Switching Certificate (C25590RS)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
SEC 160 Security Administration I	2	2	0	0	3

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
NET 225 Routing & Switching I	1	4	0	0	3
NET 226 Routing and Switching II	1	4	0	0	3

Total Semester Credit Hours in Program: 18

Interpreter Education Associate Degree (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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Students will express themselves correctly, fluently, clearly in the target or source language (English or ASL)
- Students will demonstrate legal, moral and ethical responsibilities of the Code of Professional Conduct (CPC) as it relates to professional practice in a variety of settings
- Students will mediate cultural differences between Deaf and Hearing participants
- Students will interpret correctly, fluently, clearly in the target or source language (English or ASL)

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
IPP 111 Introduction to Interpretation	3	0	0	0	3
IPP 112 Comparative Cultures	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ASL 211 Intermediate ASL I	3	0	0	0	3
ASL 212 Intermediate ASL II	3	0	0	0	3
ASL 281 ASL Lab	0	2	0	0	1
ASL 282 ASL Lab 4	0	2	0	0	1
IPP 152 ASL/English Translation	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I	2 3	2 2	0 0	0 0	3 4

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ASL 221 Advanced ASL I	3	0	0	0	3
ASL 250 Linguistics of ASL	3	0	0	0	3
IPP 161 Consecutive Interpreting	2	6	0	0	5

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 114 Prof. Research and Reporting	3 3	0 0	0 0	0 0	3 3
IPP 221 Simultaneous Interpreting I	2	6	0	0	5

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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	0	0	0	3
Social/Behavior Science Elec**	3	0	0	0	3

*3 Credits must be selected from the list of Humanities Electives at the bottom of the page.

**3 Credits must be selected from the list of Social/Behavioral Science Electives at the bottom of the page.

***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

****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

Total Semester Credit Hours in Program: 71-72

Interpreter Education Diploma (D55300)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
IPP 111 Introduction to Interpretation	3	0	0	0	3
IPP 112 Comparative Cultures	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ASL 211 Intermediate ASL I	3	0	0	0	3
ASL 212 Intermediate ASL II	3	0	0	0	3
ASL 281 ASL Lab 3	0	2	0	0	1
ASL 282 ASL Lab 4	0	2	0	0	1
IPP 130 Analytical Skills for Int	1	4	0	0	3
IPP 152 ASL/English Translation	3	0	0	0	3

Summer Term (11-12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ASL 250 Linguistics of ASL	3	0	0	0	3
MAT 143 Quantitative Literacy or MAT 152 Statistical Methods I	2 3	2 2	0 0	0 0	3 4
IPP 161 Consecutive Interpreting	2	6	0	0	5

Total Semester Credit Hours in Program: 43-44

Interpreter Education Certificate (C55300)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Interpreter Education - Fundamentals of ASL Certificate (C55300F)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ASL 181 ASL Lab I	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

Total Semester Credit Hours in Program: 16

Office Administration (A25370)

Associate in Applied Science Degree

Fully Online Option Available

The Office Administration curriculum equips office professionals to organize and operate an efficient office environment in a variety of business settings. Students will complete courses designed to help them prepare for a career to meet the demand of the job market and develop proficiency in the use of computer applications, oral and written communication, analysis and coordination of office duties and procedures, records management and other support topics.

Students will learn to create, format, and edit business documents using appropriate software. Students will develop personal and professional skills to be productive office administrators. Students will participate in office task and procedure simulations.

Graduates should qualify for employment opportunities in a variety of office positions in business and industry, government, healthcare, and schools. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

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

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Create, format, and edit business documents using appropriate software.
- Simulate office tasks and procedures.
- Develop personal and professional skills to be productive office administrators.

Fall Session 1 (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 134 Text Entry & Formatting	2	2	0	0	3
OST 236 Adv. Word Processing	2	2	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 130 Spreadsheet	2	2	0	0	3
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3

Spring Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
DBA 110 Database Concepts	2	3	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 125 Presentation Graphics	2	2	0	0	3
COM 120 Intro Interpersonal Com **or** COM 231 Public Speaking **or** ENG 112 Writing/Research in the Disc **or** ENG 114 Prof. Research and Reporting	3	0	0	0	3

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT

***3 Credits must be selected from the list of major course electives at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 223 Customer Service	3	0	0	0	3
BUS 137 Principles of Mgt.	3	0	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Session 1 (7-8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 110 Math Measurement & Lit **or** MAT 143 Quantitative Literacy or MAT 152 Statistical Methods	2 or 3	2	0	0	3 or 4
OST 164 Office Editing	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 153 Office Finance Solutions	2	2	0	0	3
OST 289 Office Admin Capstone	2	2	0	0	3

****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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
ACC 140 Payroll Accounting	1	2	0	0	2
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 153 Human Resource Management	3	0	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
CJC 132 Court Procedure & Evidence	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3
LEX 270 Law Office/Mgt Technology	1	2	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3
MKT 232 Social Media Marketing	3	2	0	0	4
OST 122 Office Computations	2	2	0	0	3
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 155 Legal Terminology	3	0	0	0	3
OST 243 Med Office Simulation	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

Total Semester Credit Hours in Program: 65-66

General Office (D25370) Diploma

Diploma

Fully Online Option Available

This program is designed to prepare students to provide administrative support in an office setting. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
CIS 110 Intro to Computers	2	2	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3
OST 136 Word Processing	2	2	0	0	3

Fall Session 2 (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 134 Text Entry & Formatting	2	2	0	0	3
BUS 137 Principles of Mgt.	3	0	0	0	3
OST 236 Adv Word Processing	2	2	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3
OST 164 Office Editing	3	0	0	0	3

Spring Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
OST 289 Office Admin Capstone	2	2	0	0	3

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

or

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Summer Term (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 125 Presentation Graphics	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

****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

****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

Total Semester Credit Hours in Program: 41

Office Administration – Medical Office (D25370M) Diploma

Diploma

Fully Online Option Available

This program is designed to prepare students to provide administrative support in a medical office setting. The program is open to new students as well as those currently working in the medical field who want to hone their administrative skills. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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 141 Med Office Terms I	3	0	0	0	3

Fall Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 134 Text Entry & Formatting	2	2	0	0	3
OST 148 Med Ins & Billing	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3

Spring Session 1 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3
OST 149 Medical Legal Issues	3	0	0	0	3
OST 164 Office Editing	3	0	0	0	3

Spring Session 2 (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
OST 243 Med Office Simulation	2	2	0	0	3
OST 289 Office Admin Capstone	2	2	0	0	3

Summer Term (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WBL 111 Work-Based Learning I	0	0	0	10	1

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

or

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

****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

****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

Total Semester Credit Hours in Program: 41

Office Administration - Basic Office (C25370)

Certificate

Fully Online Option Available

This program is designed to prepare students to provide administrative support in an office setting. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 130 Spreadsheet	2	2	0	0	3
OST 136 Word Processing	2	2	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 134 Text Entry & Formatting	2	2	0	0	3

Spring Session 1 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 164 Office Editing	3	0	0	0	3
Take at least 1 Credit from Other Major electives list below					

Spring Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3

Total Semester Credit Hours in Program: 16

Other Major Electives

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills	0	2	0	0	1
ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
ACC 140 Payroll Accounting	1	2	0	0	2
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 153 Human Resource Management	3	0	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
CJC 132 Court Procedure & Evidence	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3
LEX 270 Law Office/Mgt Technology	1	2	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3
MKT 232 Social Media Marketing	3	2	0	0	4
OST 122 Office Computations	2	2	0	0	3
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 155 Legal Terminology	3	0	0	0	3
OST 184 Records Management	2	2	0	0	3
OST 243 Med Office Simulation	2	2	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

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

Office Administration - Legal Office Certificate (C25370L)

Fully Online Option Available

This program is designed to prepare students to provide administrative support in a legal office setting. The program is open to new students as well as those currently working in the legal office setting who want to hone their skills. It will also serve as a source of trained legal assistants for employers in the legal field.

Fall Session 1 (6 credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 115 Business Law	3	0	0	0	3
OST 136 Word Processing	2	2	0	0	3

Fall Session 2 (3 credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3

Spring Session 1 (6 credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 132 Court Procedures	3	0	0	0	3
OST 155 Legal Terminology	3	0	0	0	3

Spring Session 2 (2 credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LEX 270 Law Office Mgt/Technology	1	2	0	0	2

Total Program Credits : 17

Office Administration – Medical Office (C25370M)

Certificate

Fully Online Option Available

This program is designed to prepare students to provide administrative support in a medical office setting. The program is open to new students as well as those currently working in the medical field who want to hone their administrative skills. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 136 Word Processing	2	2	0	0	3
OST 141 Med Office Terms I	3	0	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 148 Med Ins & Billing	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 164 Office Editing	3	0	0	0	3
OST 149 Medical Legal Issues	3	0	0	0	3

Spring Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3

Total Semester Credit Hours in Program: 18

Office Administration - Office Specialist Certificate (C25370S)

Fully Online Option Available

This program is designed to prepare students to provide administrative support in an office setting. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

Fall Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 136 Word Processing	2	2	0	0	3

Fall Session 2 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
OST 236 Adv Word Processing	2	2	0	0	3
Take 1 Credit hour from list of major electives below					1

Spring Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 130 Spreadsheet	2	2	0	0	3

Spring Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DBA 110 Database Concepts	2	3	0	0	3

Summer Session (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTS 125 Presentation Graphics	2	2	0	0	3

Total Semester Credit Hours in Program: 16

Other Major Electives

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success & Study Skills	0	2	0	0	1
ACA 122 College Transfer Success	0	2	0	0	1
ACC 120 Prin of Financial Accounting	3	2	0	0	4
ACC 140 Payroll Accounting	2	2	0	0	2
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 153 Human Resource Management	3	0	0	0	3
BUS 230 Small Business Mgmt	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
CJC 132 Court Procedure & Evidence	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3
LEX 270 Law Office/Mgt Technology	1	2	0	0	2
MED 121 Medical Terminology I	3	0	0	0	3
MED 122 Medical Terminology II	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3
MKT 232 Social Media Marketing	3	2	0	0	4
OST 122 Office Computations	2	2	0	0	3
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 155 Legal Terminology	3	0	0	0	3
OST 184 Records Management	2	2	0	0	3
OST 243 Med Office Simulation	2	2	0	0	3

WBL 111 Work-Based Learning I	0	0	0	10	1
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

Criminal Justice Technology (A55180)

Associate in Applied Science Degree

Fully 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 studies 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 officers, deputy sheriffs, county detention officers, state troopers, intensive probation/parole surveillance officers, correctional officers, and loss prevention specialists. 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 110 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 PST-124.

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 the standard program of study below)**
- **Lees-McCrae College (follow the standard program of study below)**
- **Mars Hill University (program outlined for Mars Hill University)**
- **NC Wesleyan College (follow the standard program of study below)**
- **Norwich University (follow the standard program of study below)**

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will be able to:

- Explain the legal and moral responsibilities of criminal justice professionals as they relate to establishing positive community relationships.
- Communicate with clarity and precision in appropriate contexts.
- Build service-oriented community relationships.
- Integrate knowledgeable, reflective, and critical perspectives on criminal justice systems and operations.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
CJC 111 Intro to Criminal Justice	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 113 Juvenile Justice	3	0	0	0	3
POL 130 State and Local Government	3	0	0	0	3

Spring Semester 1 (9 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 112 Criminology	3	0	0	0	3
CJC 141 Corrections	3	0	0	0	3

Students who successfully complete the courses in the 2 semesters above are eligible for the Foundations of CJC Certificate

Summer Term (12-13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc or ENG 114 Prof. Research and Reporting	3	0	0	0	3
MAT 110 Math Measurement & Literacy **or** MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I	2 **or** 2 **or** 3	2	0	0	3 **or** 3 **or** 4
**Humanities Elective	3	0	0	0	3
***Major Course Elective	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Electives at the bottom of the page

***3 Credits must be selected from the list of major course electives at the bottom of the page

Students who successfully complete the courses in the 3 semesters above plus one elective course from the Criminal Justice Technology Associates Degree are eligible for the Criminal Justice Technology Diploma

Fall Semester 1 (10 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 221 Investigative Principles	3	2	0	0	4
CJC 231 Constitutional Law	3	0	0	0	3
LDR 110 Introduction to Leadership	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 212 Ethics & Comm Relations	3	0	0	0	3
***Major Course Elective	3	0	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester I (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 255 Issues in Crim Justice App	3	0	0	0	3
***Major Course Elective	3	0	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
***Major Course Elective	3	0	0	0	3
***Major Course Elective	3	0	0	0	3

***3 Credits must be selected from the list of major course electives at the bottom of the page

****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

****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

*****Major Course Elective credits should be selected from the specific courses listed below**

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	3	0	0	4
BIO 112 General Biology II	3	3	0	0	4
BUS 115 Business Law I	3	0	0	0	3
BUS 137 Principles of Management	3	0	0	0	3
BUS 270 Professional Development	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3
CJC 110 Basic Law Enforcement BLET	10	30	0	0	20
CJC 122 Community Policing	3	0	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 213 Substance Abuse	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 240 Law Enfor Mgt. & Supervis	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
EPT 150 Incident Management	3	0	0	0	3
LEX 270 Law Office Mgt/Technology	1	2	0	0	2
LDR 115 Evid-Based Ldrship & Dec Making	3	0	0	0	3
LDR 225 Leading Change	3	0	0	0	3
OST 136 Word Processing	2	2	0	0	3

OST 155 Legal Terminology	3	0	0	0	3
PAD 151 Intro to Public Admin	3	0	0	0	3
PAD 152 Ethics in Government	3	0	0	0	3
PAD 251 Public Finance & Budgeting	3	0	0	0	3
PAD 252 Public Policy Analysis	3	0	0	0	3
PAD 254 Grant Writing	3	0	0	0	3
PED 110 Fit and Well for Life	1	2	0	0	2
PSY 141 Psych of Death and Dying	3	0	0	0	3
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

A maximum of 9 hours of NCCCS Public safety training or NC Justice Academy training can be used as credits represented by PST 120 thru PST 159 and PST 171 thru 189

Total Semester Credit Hours in Program: 68-69

Criminal Justice Technology (A55180MH) Transfer Pathway to Mars Hill University

Transfer Pathway to Mars Hill University

This articulation agreement between Blue Ridge Community College (Blue Ridge) Criminal Justice Technology Program 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 Blue Ridge 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. Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. CE to CU credit is not awarded in this program. Students wishing to apply for CE to CU credit should refer to the standard Criminal Justice Technology program. Consult a program advisor for more information.

Upon completion of this program, students will be able to:

- Explain the legal and moral responsibilities of criminal justice professionals as they relate to establishing positive community relationships.
- Communicate with clarity and precision in appropriate contexts.
- Build service-oriented community relationships.
- Integrate knowledgeable, reflective, and critical perspectives on criminal justice systems and operations.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
CJC 111 Intro to Criminal Justice	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 113 Juvenile Justice	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3

Spring Semester 1 (9 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 112 Criminology	3	0	0	0	3
CJC 141 Corrections	3	0	0	0	3

Students who successfully complete the courses in the 2 semesters above are eligible for the Foundations of CJC Certificate.

Summer Term (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc or ENG 114 Prof. Research and Reporting	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3
**Humanities Elective	3	0	0	0	3
*****Major Course Elective	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Electives at the bottom of the page

Students who successfully complete the courses in the 3 semesters above plus one elective course from the Criminal Justice Technology Associates Degree are eligible for the Criminal Justice Technology Diploma.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 221 Investigative Principles	3	2	0	0	4
CJC 231 Constitutional Law	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 212 Ethics & Comm Relations	3	0	0	0	3
CIS 110 Introduction to Computers	2	2	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
***History Elective					3
****Foreign Language Elective					4
GEO 111 World Regional Geography	3	0	0	0	3
BIO 111 General Biology I	3	0	0	0	4

**Humanities Electives: choose from ART 111 or DRA 111

*** History 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

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 will be placed into the General Occupational Technology - Preparamedic program until program prerequisites are met and/or verified. At a minimum students will be required to have:

1. A high school diploma or high school equivalency.
2. Successful completion of college-level English, or within the previous 12 months complete a written assessment placing the individual into college-level English.
3. Successful completion of college-level Math, or within the previous 12 months complete a written assessment placing the individual into college-level Math.
4. Possession of a valid and active North Carolina EMT Credential, NREMT, or other states EMS Credential.
5. ****In addition, it is highly recommended that students complete their Anatomy and Physiology coursework (BIO-168 &169, or BIO-163) before starting the paramedic course sequence.

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.

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.

Upon completion of this program students will:

- Indicate an entry-level cognitive competency of the material required in national and State paramedic educational standards and guidelines.
- Demonstrate entry-level proficiency in the application of paramedic assessment and treatment skills in medical and traumatic emergencies.
- Interact appropriately with emergency personnel, healthcare providers, patients, and bystanders.

***The course sequence below assumes the student has completed their college-level math (MAT-143, or 152), college-level English (ENG-111), ACA-115, their anatomy and physiology course(s) (BIO 168 & 169, or BIO 163), and their EMS-110 course (see prerequisites above) before starting the Paramedic Course Sequence*. (21 - 25 credits)**

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 114 Prof Research & Reporting	3	0	0	0	3
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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
PSY 150 General Psychology	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT	
EMS 241 EMS Clinical Practicum IV	0	0	12	0	4	
EMS 285 EMS Capstone	1	3	0	0	2	

****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

Total Semester Credit Hours in Program: 66-69

Emergency Medical Science (A45340B) Bridge Program

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 with current NC or National Registry Paramedic Certification will receive credit for (EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270)

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.

Upon completion of this program students will:

- Indicate an entry-level cognitive competency of the material required in national and State paramedic educational standards and guidelines.
- Demonstrate entry-level proficiency in the application of paramedic assessment and treatment skills in medical and traumatic emergencies.
- Interact appropriately with emergency personnel, healthcare providers, patients, and bystanders.

Required Courses (26-28 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills or ACA 122 College Transfer Success	0 0	2 2	0 0	0 0	1 1
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 114 Prof Research & Reporting	3	0	0	0	3
MAT 143 Quantitative Literacy	2	2	0	0	3
PSY 150 General Psychology	3	0	0	0	3
BIO 168 Anatomy & Physiology I and BIO 169 Anatomy & Physiology II or BIO 163 Basic Anatomy & Physiology	3 3 4	3 3 2	0 0 0	0 0 0	4 4 5
EMS 285 EMS Capstone	1	3	0	0	2

****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
- 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

Required Credits - 20-23

Paramedic Certification Credits- 45

Total Semester Credit Hours in Program: 65-68

Fire Protection Technology (A55240)

Associate in Applied Science Degree

Fully Online Option Available

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. This program is offered completely online as it is prescribed below.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. CE to CU Credit may be awarded for previous fire and rescue training. Consult a program advisor for more information. Developmental courses may not be offered in an online format.

Upon completion of this program students will be able to:

- Analyze the history of the fire service and prevention and identify key elements that have shaped present-day fire protection.
- Apply general management and leadership skills to fire service-related scenarios.
- Apply fire-ground operations management, to include applicable NFPA standards and guidelines.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skill **or** ACA 122 College Transfer Success	0	2	0	0	1
FIP 120 Intro to Fire Protection	3	0	0	0	3
FIP 128 Detection and Investigation*	3	0	0	0	3

**Denotes 16-week course*

Fall Semester 2 (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT

ENG 111 Writing and Inquiry	3	0	0	0	3
FIP 124 Fire Prevention and Public Ed	3	0	0	0	3

Spring Semester 1 (9 Credits)- 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 114 Prof Research & Reporting or ENG 112 Writing/ Research in Disc or COM 231 Public Speaking	3 3 3	0 0 0	0 0 0	0 0 0	3 3 3
FIP 152 Fire Protection Law	3	0	0	0	3
FIP 220 Fire Fighting Strategies	3	0	0	0	3

Spring Semester 2 (6 Credits)- 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 132 Building Construction	3	0	0	0	3
FIP 228 Local Government Finance	3	0	0	0	3

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 110 Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	2	2	0	0	3

**3 Credits must be selected from the list of Humanities/Fine Arts at the bottom of the page

***3-6 Credits must be selected from the list of major course electives at the bottom of the page

Fall Semester 1 (8-11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 230 Chem of Hazardous Mat I*	5	0	0	0	5

**Denotes 16-week course*

***3-6 Credits must be selected from the list of major course electives at the bottom of the page

Fall Semester 2 (6-12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 276 Managing Fire Services	3	0	0	0	3

***3-6 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester 1 (6-9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
POL 130 State and Local Gov't	3	0	0	0	3

***3-6 Credits must be selected from the list of major course electives at the bottom of the page

Spring Semester 2 (6-9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 221 Adv Fire Fighting Strategies	3	0	0	0	3
**Humanities Elective	3	0	0	0	3

***3-6 Credits must be selected from the list of major course electives at the bottom of the page

****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

****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

****Major Course Electives are to be selected from the following:**
(no more than 9 credits in EPT or PST allowed)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
EMS 110 Emergency Medical Technician	6	6	3	0	9
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 146 Fire Protection Systems	3	2	0	0	4
FIP 164 OSHA Standards	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 240 Fire Service Supervision	3	0	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
LDR 110 Intro to Leadership	3	0	0	0	3
POL 130 State & Local Government	3	0	0	0	3
PST 161 NC OSFM Training	1	0	0	0	1
PST 162 NC OSFM Training	1	2	0	0	2
PST 163 NC OSFM Training	1	4	0	0	3
PST 164 NC OSFM Training	2	6	0	0	4
PST 165 NC OSFM Training	2	9	0	0	5

PST 166 NC OSFM Training	2	12	0	0	6
PST 167 NC OSFM Training	2	15	0	0	7
PST 168 NC OSFM Training	2	18	0	0	8
PST 169 NC OSFM Training	2	21	0	0	9

Total Semester Credit Hours in Program: 66

Public Safety Administration - Emergency & Fire Mgmt (A55480EF)

Associate in Applied Science Degree

The Public Safety Administration curriculum is designed to prepare graduates to enter the workforce as Emergency & Fire Management or in Law Enforcement. 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, fire service and law enforcement 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.

Concentration Requirements (24 Credits) -

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Choose 24 SHC from FIP, EMS, EPT, and PST** course prefixes (Maximum of 9 hours PST).					24

*The remaining course sequence below assumes that the student is an experienced professional in their field and has been awarded 24 hours of credit for their prior learning under the concentration requirement above. Students who are unable to receive the full 24 hours of credit will need to take additional FIP, EPT, EMS, or PST coursework. Credit for prior learning should be discussed with the program advisor.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
PAD 151 Intro to Public Admin	3	0	0	0	3
LDR 110 Intro to Leadership	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
PAD 152 Ethics in Government	3	0	0	0	3

Spring Semester 1 (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 228 Local Gov't Finance	3	0	0	0	3
POL 130 State & Local Government	3	0	0	0	3

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PAD 252 Public Policy Analysis	3	0	0	0	3
PAD 254 Grant Writing	3	0	0	0	3

Summer Semester (12-13 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 114 Prof Research & Reporting	3	0	0	0	3
EPT 150 Incident Mgmt	3	0	0	0	3
Choose 1 of the following: ****MAT 152 Statistical Methods or MAT 110 Math Measure. & Literacy or MAT 143 Quantitative Literacy	 3 2 2	 2 2 2	 0 0 0	 0 0 0	 4 3 3

** 3 Credits must be selected from the Humanities/Fine Arts list at bottom of page

**** Reccomended

Fall Semester 1 (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
FIP 276 Managing Fire Svcs	3	0	0	0	3

****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 the 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

Total Semester Credit Hours in Program: 66

Public Safety Administration - Law Enforcement (A55480LE)

Associate in Applied Science Degree

The Public Safety Administration curriculum is designed to prepare graduates to enter the workforce as Emergency & Fire Management or in Law Enforcement. 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, fire service, and law enforcement 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.

Concentration Requirements (24 Credits) -

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Choose 24 SHC from: CJC/PST** course prefixes including BLET)(Maximum of 9 hours PST).					24

*The remaining course sequence below assumes that the student is an experienced professional in their field and has been awarded 24 hours of credit for their prior learning under the concentration requirement above. Students who are unable to receive the full 24 hours of credit will need to take additional CJC coursework. Credit for prior learning should be discussed with the program advisor.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
PAD 151 Intro to Public Admin	3	0	0	0	3
LDR 110 Intro to Leadership	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
PAD 152 Ethics in Government	3	0	0	0	3

Spring Semester 1 (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PAD 251 Public Finance & Budgeting	3	0	0	0	3
POL 130 State & Local Government	3	0	0	0	3

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PAD 252 Public Policy Analysis	3	0	0	0	3
PAD 254 Grant Writing	3	0	0	0	3

Summer Semester (12-13 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 114 Prof Research & Reporting	3	0	0	0	3
EPT 150 Incident Mgmt	3	0	0	0	3
Choose 1 of the following: ****MAT 152 Statistical Methods or MAT 110 Math Measure. & Literacy or MAT 143 Quantitative Literacy	 3 2 2	 2 2 2	 0 0 0	 0 0 0	 4 3 3

** 3 Credits must be selected from the Humanities/Fine Arts list at bottom of page

**** Recommended

Fall Semester 1 (6 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3
CJC 240 Law Enforce Mgmt & Supervision	3	0	0	0	3

****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 the 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

Total Semester Credit Hours in Program: 66

Public Safety - Pre-Paramedic (A55280EM)

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program will ensure students meet the NCOEMS and CoAEMSP entry requirements for the Paramedic Program. Students will begin with the program of study below and will be eligible to enroll in the Paramedic program when the minimum entry requirements have been successfully completed. New Paramedic cohorts begin in the Fall Semester. CE to CU credit may be awarded for previous emergency medical training. Students should consult with their academic advisor.

Required General Education Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 114 Prof Research and Reporting	3	0	0	0	3
MAT 110 Measurement & Lit or MAT 143 Quantitative Literacy or MAT-152 Statistical Methods	2 2 3	2 2 2	0 0 0	0 0 0	3 3 4

Required Other Major Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
EMS 120 Advanced EMT	4	6	0	0	6
EMS 121 AEMT Clinical Practicum	0	0	6	0	2
EPT 150 Incident Management	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

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.

****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

****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.

- POL 130 State and Local Government
- PSY 150 General Psychology
- PSY 141 Psychology of Death and Dying
- SOC 210 Introduction to Sociology

Total Semester Credit Hours in Program: 65-66

Criminal Justice Technology - Diploma (D55180)

Diploma

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester 1 (7 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
CJC 111 Intro to Criminal Justice	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Fall Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 113 Juvenile Justice	3	0	0	0	3
POL-130 State and Local Government	3	0	0	0	3

Spring Semester 1 (9 Credits) - 1st 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester 2 (6 Credits) - 2nd 8 Weeks

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 112 Criminology	3	0	0	0	3
CJC 141 Corrections	3	0	0	0	3

Students who successfully complete the courses in the 2 semesters above are eligible for the Foundations of CJC Certificate

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Disc or ENG 114 Prof. Research and Reporting	3	0	0	0	3
MAT 110 Math Measurement & Literacy **or** MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I	2 **or** 2 **or** 3	2	0	0	3 **or** 3 **or** 4
**Humanities Elective	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Electives at the bottom of the page

****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

Total Semester Credit Hours in Program: 37-38

Fire Protection Technology Diploma (D55240)

Diploma

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. CE to CU Credit may be awarded for previous fire and rescue training. Consult a program advisor for more information.

Fall Semester (18 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skill **or** ACA 122 College Transfer Success	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 230 Chem of Hazmat	5	0	0	0	5
FIP 276 Managing Fire Services	3	0	0	0	3

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Intro to Computers	2	2	0	0	3
MAT 110 Math Measurement & Literacy **or** MAT 143 Quantitative Literacy	2 **or** 3	2	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3

Total Semester Credit Hours in Program: 42

Health Science: EMS (D45910)

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.

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EMS 120 Advanced EMT	4	6	0	0	6
EMS 121 AEMT Clinical Practicum I	0	0	6	0	2

Total Semester Credit Hours in Program 38

Emergency Medical Science Certificate (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, contact a program advisor.

Required Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EMS 110 EMT	6	6	3	0	9
BIO-168 Anatomy & Physiology I And BIO-169 Anatomy & Physiology II Or Bio-163 Basic Anatomy & Physiology	 6 4	 6 2	 0 0	 0 0	 8 5

Total Semester Credit Hours in Program: 14-17

Fire Protection Technology Certificate (C55240)

Certificate

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. CE to CU Credit may be awarded for previous fire and rescue training. Consult a program advisor for more information.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
FIP 120 Intro to Fire Protection	3	0	0	0	3
FIP 124 Fire Prevention and Public Edu	3	0	0	0	3

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program: 18

Criminal Justice Technology - Foundations of CJC Certificate (C55180)

Certificate

Fully Online Option Available

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall 1

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
*CJC 111 Intro to Criminal Justice	3	0	0	0	3
*POL-130 State and Local Government	3	0	0	0	3

Fall 2

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 113 Juvenile Justice	3	0	0	0	3

Spring 1

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
*CJC 121 Law Enforcement Operations	3	0	0	0	3
CJC 132 Court Procedure & Evidence	3	0	0	0	3

Spring 2

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CJC 141 Corrections	3	0	0	0	3

*These courses are available during the summer term.

Total Semester Credit Hours in Program: 18

Associate in Arts (A10100)

College Transfer Associate Degree

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 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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Accelerated Associate in Arts Option

The accelerated degree program at Blue Ridge Community College allows you to earn an Associate in Arts degree in one year. Courses will be completed during five 8-Week Mini-Semesters utilizing online courses.

Persistence Guidelines for Accelerated Option

- Attend Fall, Spring, and Summer semesters
- Secure financial resources to complete program (i.e. FAFSA, self-pay, or scholarships)
- Meet with advisor every semester prior to and during registration
- Attend all classes in which you are enrolled
- Not withdraw from any course without permission from advisor
- Start with a high school GPA of 2.8 or above and maintain a cumulative GPA of at least a 2.0
- Seek academic resources, such as tutoring, as prescribed by either instructor or advisor
- Provide current contact information and update staff with any changes
- Reply to email and phone messages in a timely manner when contacted by faculty and staff
- Abide by all institutional policies regarding code of conduct
- Successful enrollment prior to the start of each 8-week semester

Upon completion of this program, students will:

- Students will communicate with clarity and precision in appropriate contexts.

- Students will analyze and solve problems using discipline-appropriate techniques and technologies.
- Students will recognize and analyze the influence and intersection of culture on individuals and society.
- Students will be prepared to succeed academically upon transfer to a four-year institution.

English Composition (6 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3

Humanities/Fine Arts (9 semester hours required)

(Three courses from at least two different discipline areas must be selected.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 120 Intro Interpersonal Communication	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3

Drama

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DRA 111 Theatre Appreciation	3	0	0	0	3

Literature

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MUS 110 Music Appreciation	3	0	0	0	3

Philosophy

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (9 semester hours required. Three courses from at least two different discipline areas must be selected)

Economics

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

History

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
POL 120 American Government	3	0	0	0	3

Psychology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3

Sociology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 210 Introduction to Sociology	3	0	0	0	3

Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab	0	2	0	0	1
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab	0	2	0	0	1
BIO 110 Principles Of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab	0	2	0	0	1

Mathematics (Select one course from the following. 3-4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1

General Education Courses (14 Credits)

Students must select 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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
CHM 131A Intro. to Chemistry Lab	0	3	0	0	1
CHM 132 Organic and Biochemistry	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
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
ENG 113 Literature-Based Research	3	0	0	0	3
ENG 114 Prof Research & Reporting	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 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 172 Precalculus Trigonometry	3	2	0	0	4
MAT 271 Calculus I	3	2	0	0	4
MAT 272 Calculus II	3	2	0	0	4
MAT 273 Calculus III	3	2	0	0	4
PHI 210 History of Philosophy	3	0	0	0	3
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
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

Electives (13-14 Credits)

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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Digital Design 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 Digital Design 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 130 General, Organic, & Biochemistry	3	0	0	0	3
CHM 130A General, Organic, & Biochemsitry Lab	0	2	0	0	1
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
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 211 Theatre History I	3	0	0	0	3
DRA 212 Theatre History II	3	0	0	0	3
DRA 270 Play Production III	0	9	0	0	3
DRA 271 Play Production IV	0	9	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
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 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
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

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

Total Semester Credit Hours in Program: 60

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 2.5 on a 4.0 scale.

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

****Students should choose courses appropriate to the specific university and engineering major requirements.**

Upon completion of this program, students will:

- Clearly communicate, in both oral and written formats, Engineering designs, problems, or issues.
- Design solutions for an engineering technical problem.
- Apply engineering principles and concepts to solve design problems to complete calculations to answer contextualized questions, represent data in appropriate forms, and communicate the results.

Universal General Education Transfer Component (UGETC)

English Composition (6 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipline	3	0	0	0	3

Humanities/Fine Arts and Communications (6 Credit hours required)

Humanities (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Fine Arts/Communications (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3

Social/Behavioral Science (6 Credit hours required)

Required:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3

Choose One:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HIS 111 World Civilizations I	3	0	0	0	3
HIS 112 World Civilizations II	3	0	0	0	3
HIS 131 American History I	3	0	0	0	3
HIS 132 American History II	3	0	0	0	3
POL 120 American Government	3	0	0	0	3
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Mathematics (12 Credit hours required*)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

*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 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**Other General Education (3-4 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CHM 152 General Chemistry II	3	3	0	0	4
COM 231 Public Speaking	3	0	0	0	3

Degree Completion Component (3 Credit hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122* College Transfer Success	0	2	0	0	1
EGR 150 Introduction to Engineering	1	2	0	0	2

*Students must complete ACA 122 within the first 30 hours of enrollment

****Other General Education and Pre-major Elective Courses (12 Credit hours required)**

Select **12 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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 111 General Biology I	3	2	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
CSC 134 C++ Programming **OR** CSC 151 JAVA Programming	2	3	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DFT 170 Engineering Graphics	2	2	0	0	3
EGR 210 Intro to Elec/Computer Engineering Lab	1	3	0	0	2
EGR 212 Logic System Design I	3	0	0	0	3
EGR 214 Num Methods for Engineers	3	0	0	0	3
EGR 215 Network Theory I	3	0	0	0	3
EGR 216 Logic and Network Lab	3	0	0	0	3
EGR 220 Engineering Statics	3	0	0	0	3
GEL 111 Geology	3	2	0	0	4
MAT 280 Linear Algebra	2	2	0	0	3
MAT 285 Differential Equations	2	2	0	0	3

Total Semester Credit Hours in Program: 60-61

General Recommended AE 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 in the first semester.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
EGR 150 Introduction to Engineering	1	2	0	0	2
CHM 151 General Chemistry I	3	3	0	0	4
^MAT 171 Pre-Calculus Algebra	3	2	0	0	4

**3 Credits must be selected from Other General Education and Pre-major Elective

Spring Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

**3-4 Credits must be selected from Other General Education

Summer Term (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3
MAT 271 Calculus I	3	2	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
MAT 272 Calculus II	3	2	0	0	4
PHY 251 General Physics I	3	2	0	0	4

**3 Credits must be selected from Other General Education and Pre-major Elective

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 273 Calculus III	3	2	0	0	4
PHY 252 General Physics II	3	2	0	0	4

**6 Credits must be selected from Other General Education and Pre-major Elective

**3 Credits must be selected from the list of Social/Behavioral Elective

Total Semester Credit Hours in Program 60-61

^ The 8 credit hours for MAT 171 and MAT 172 are prerequisites for MAT 271 and are considered not part of the program.

Example Other General Education and Pre-major Elective selections by discipline:

- Chemical Engineering: MAT 285, CHM 152, CHM 251, CHM 252
- Civil Engineering: DFT 170, EGR 220, MAT 285, COM 231, a CSC course, BIO or GEL
- Mechanical Engineering: DFT 170, EGR 220, MAT 280, MAT 285, a CSC course

Remember to visit the transfer University's website for their requirements.

AE to Western Carolina University (WCU) BS Mechanical Engineering 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 in the first semester.

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
CHM 151 General Chemistry I	3	3	0	0	4
^MAT 171 Pre-Calculus Algebra	3	2	0	0	4

Spring Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CSC 134 C++ Programming	2	3	0	0	3
ECO 251 Principles of Microeconomics	3	0	0	0	3
^MAT 172 Pre-Calculus Trigonometry	3	2	0	0	4
PHI 240 Introduction to Ethics	3	0	0	0	3
Social/Behavior Elective	3	0	0	0	3

Summer Term (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 112 Writing/Research in the Discipline	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
MAT 271 Calculus I	3	2	0	0	4

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 272 Calculus II	3	2	0	0	4
MAT 285 Differential Equations	2	2	0	0	3
PHY 251 General Physics I	3	2	0	0	4
Hum/ Fine Arts Elective	3	0	0	0	3

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 220 Engineering Statics	3	0	0	0	3
MAT 273 Calculus III	3	2	0	0	4
MAT 280 Linear Algebra (optional)	2	2	0	0	3
PHY 252 General Physics II	3	2	0	0	4

Total Semester Credit Hours in Program: 63

^ The 8 credit hours for MAT 171 and MAT 172 are prerequisites for MAT 271 and are considered not part of the program.

Associate in Fine Arts in Theatre

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon Completion of this program, students will:

- Students will create a professional acting and/or technical portfolio.
- Students will critique live and recorded theatrical productions.
- Students will analyze the influence of historical eras on theatrical production.
- Students will build their resumes and practical skills by participating in an assignment position in a college production and learn how to objectively assess their skills.

English Composition (6 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3

Humanities/Fine Arts (9 semester hours required)

(Three courses from at least two different discipline areas must be selected.)

Art

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 120 Interpersonal	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3

Drama

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DRA 111 Theatre Appreciation	3	0	0	0	3

Literature

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MUS 110 Music Appreciation	3	0	0	0	3

Philosophy

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (9 semester hours required. Three courses from at least two different discipline areas must be selected)

Economics

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

History

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
POL 120 American Government	3	0	0	0	3

Psychology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3

Sociology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 210 Introduction to Sociology	3	0	0	0	3

Mathematics (Select one course from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Academic Transition (1 hour required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1

Theatre (6 hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DRA 211 Theatre History I	3	0	0	0	3
DRA 212 Theatre History II	3	0	0	0	3

Drama Electives (9 semester hours required)

Choose 1 Track:

Acting Track

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Additional Program Electives (12-14 semester hours required)

An additional 12-14 semester credit hours of courses should be selected 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: 60-62

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Create artwork that is technically and conceptually well-crafted using the tools and concepts appropriate to the discipline.
- Create a professional portfolio of work.
- Apply the elements of art and principles of design to make aesthetically-informed judgements and decisions, resulting in the creation of personally-driven, well crafted works of 2D and 3D art.
- Communicate using the language and vocabulary of fine art in both written and verbal form.
- Articulate the history and traditions of the discipline.

English Composition (6 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3

Humanities/Fine Arts (6 semester hours required)
(Two courses from two different discipline areas must be selected.)

Art

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3

Communications

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 120 Intro Interpersonal Com	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3

Drama

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DRA 111 Theatre Appreciation	3	0	0	0	3

Literature

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MUS 110 Music Appreciation	3	0	0	0	3

Philosophy

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 semester hours required. Two courses from two different discipline areas must be selected)

Economics

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

History

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
POL 120 American Government	3	0	0	0	3

Psychology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3

Sociology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 210 Introduction to Sociology	3	0	0	0	3

Mathematics (Select one course from the following)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Natural Sciences (4 semester credit hours required from the following. AST 111 and AST 111A must be taken together.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Academic Transition (1 semester hour required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1

Required Art Courses (15 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
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

Electives (18-20 semester hours required)

An additional 18-20 SHC of courses should be selected 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.

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: 60-62

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Communicate with clarity and precision in appropriate contexts.
- Analyze and solve problems using discipline-appropriate technique and technologies.
- Recognize and analyze the influence and intersection of culture on individuals and society.
- Be prepared to succeed academically upon transfer to a four-year institution.

Universal General Education Transfer Component (UGETC)

English Composition (6 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3

Humanities/Fine Arts (6 semester hours required)
(Two courses from two different discipline areas must be selected.)

Art

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COM 120 Intro Interpersonal Communication	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3

Drama

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DRA 111 Theatre Appreciation	3	0	0	0	3

Literature

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MUS 110 Music Appreciation	3	0	0	0	3

Philosophy

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 semester hours required. Two courses from two different areas must be selected.)

Economics

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ECO 251 Principles of Microeconomics	3	0	0	0	3
ECO 252 Principles of Macroeconomics	3	0	0	0	3

History

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
POL 120 American Government	3	0	0	0	3

Psychology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3

Sociology

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 210 Introduction to Sociology	3	0	0	0	3

Natural Sciences (8 SHC required from the following a 2 semester sequence is recommended.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 151 General Astronomy	3	0	0	0	3
AST 151A General Astronomy Lab	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
BIO 112 General Biology II	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
CHM 152 General Chemistry II	3	3	0	0	4
GEL 111 Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab	0	2	0	0	1
PHY 151 College Physics I	3	2	0	0	4
PHY 152 College Physics II	3	2	0	0	4
PHY 251 General Physics I	3	3	0	0	4
PHY 252 General Physics II	3	3	0	0	4

Mathematics (Select two courses from the following.)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	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.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
AST 152 General Astronomy II	3	0	0	0	3
AST 152A General Astronomy II Lab	3	0	0	0	3
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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Digital Design 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 Digital Design 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
AST 152	-	-	-	-	-
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 130 Gen, Org, & Biochemistry	3	0	0	0	3
CHM 130A Gen, Org, & Biochem Lab	0	2	0	0	1
CHM 251 Organic Chemistry I	3	3	0	0	4
CHM 252 Organic Chemistry II	3	3	0	0	4
CIS 110 Intro to computers	2	2	0	0	3
CIS 115 Intro to Prog & Logic	2	3	0	0	3
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
EDU 145 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 Except	3	0	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

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

Total Semester Credit Hours in Program: 60

Associate in Arts in Teacher Preparation (A1010T)

The Associate in Arts in Teacher Preparation degree is designed for those who wish to begin study toward a baccalaureate degree in teaching in a non-STEM major within K-12 grades. It shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Students must meet the senior university’s foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Upon completion of this program, students will:

- Design and implement developmentally appropriate and challenging learning experiences
- Conduct developmentally appropriate formative and summative assessment to inform teaching and learning
- Reflect on personal teaching practices to promote positive outcomes for each child

Fall Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
COM choose one: COM 231 or COM 120	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
HIS choose one: HIS 111, 112, 131, or 132	3	0	0	0	3
MAT 143 Quantitative Literacy **or** MAT 152 Statistical Methods I **or** MAT 171 Precalculus Algebra	2 **or** 3	2	0	0	3 **or** 4

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EDU 187 Teaching and Learning for All	3	3	0	0	4
ENG 112 Writing/Research in the Disc	3	0	0	0	3
Natural Science Elective (see below)					4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Humanities/Fine Arts Elective (see list below)	3	0	0	0	3
Social/Behavior Sci Elective (see list below)	3	0	0	0	3

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 225 Social Diversity	3	0	0	0	3
EDU 216 Foundations of Education	3	0	0	0	3
EDU 250 Teacher Licensure Preparation	3	0	0	0	3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG Literature Elective (see list below)	3	0	0	0	3
EDU 279 Literacy Dev. and Instruction	3	3	0	0	4
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3
Elective - 3 Credits must be selected from the list of major course electives (See CAA course list)					3

Natural Science Elective to be selected from the courses listed below (4 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab*	0	2	0	0	1

BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1

Humanities/Fine Arts Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
DRA 111 Theater Appreciation	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):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Literature Elective to be selected from the courses listed below (3 credit hours required):

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program: 60-61

Automotive Systems Technology (A60160)

Associate in Applied Science

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon successful completion of this program, students will:

- Work safely and responsibly within all shop standards and environmental guidelines.
- Apply automotive system principles according to the ASE Education Foundation Certified areas
- Interpret and apply information from various transportation prepared manual resources.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 College Transfer Success 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

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 141 Suspension & Steering Sys	2	3	0	0	3
AUT 181 Engine Performance I	2	3	0	0	3
AUT 181A Engine Performance I Lab*	0	3	0	0	1
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3

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

** 3 Credits must be selected from the Humanities/Fine Arts List

***1 Credits must be selected from the list of Major Course Elective at the bottom of the page

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 183 Engine Performance II	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

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

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 116 Engine Repair	2	3	0	0	3
COM 120 Interpersonal Comm or ENG 114 Prof Research & Reporting	3	0	0	0	3
TRN 112Powertrain Maint/Light Repair	2	6	0	0	4
TRN 145 Adv Transp Electronics	2	3	0	0	3

***1 Credits must be selected from the list of Major Course Elective at the bottom of the page

Spring Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 221 Auto Transm/Transaxles TRN-180Basic Welding for transportation	2 1	3 OR 4	0 0	0 0	3 3
AUT 231 Man Transm/ Axles/D-Trains	2	3	0	0	3

***4 Credits must be selected from the list of Major Course Elective at the bottom of the page

**** 3 Credits must be selected from the of Social/Behavioral Sciences list.**

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Transp	2	2	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 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 III	0	0	0	20	2
ATT-135 Gaseous Fuels for Trans	2	3	0	0	3
TRN-180 Basic Welding for Transportation	1	4	0	0	3

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 66

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, students will:

- Practice safe handling of tools and hazardous material in accordance with State and Federal Regulations.
- Assess damage for repair process, including tools or materials based on requirements of the repair/refinish job.
- Diagnose and repair basic structural auto body damage in accordance to manufacture and I-CAR standards.
- Diagnose and repair basic non-structural auto body damage in accordance to manufacture and I-CAR standards.
- Demonstrate professional skills within an industry setting.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 111 Writing and Inquiry	3	0	0	0	3

**3 Credits must be selected from the list of Humanities Electives at the bottom of the page

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 114 Special Finishes	1	2	0	0	2
AUB 150 Automotive Detailing	1	3	0	0	2
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

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

***3 Credits must be selected from the list of Social/Behavior Sci Electives at the bottom of the page

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 132 Structural Damage II	2	6	0	0	4
COM 120 Intro Interpersonal Communication **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

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

****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

*****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

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program: 66

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. This program of study qualifies for a prorated amount of federal and/or state financial aid.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	0	2	0	0	1
LDD 112 Intro to Light Duty Diesel	2	2	0	0	3
TRN 120 Basic Trans. Electricity	4	3	0	0	5
TRN 130 Intro. to Sustainable Trans	2	2	0	0	3

Spring Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3
HET 134 Diesel Fuel and Power Sys.	2	3	0	0	3
LDD 181 LDD Fuel Systems	2	6	0	0	4
LDD 183 Air. Exhaust & Emissions	2	6	0	0	4
MAT 110 Math Measurement & Lit.	2	2	0	0	3

Summer Term (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LDD 116 Diesel Electric Drive	2	6	0	0	4
LDD 284 LDD Test & Diagnosis	2	3	0	0	3
TRN 140 Trans. Climate Control	2	2	0	0	2
TRN 140A Trans. Climate Control Lab*	2	2	0	0	2
WBL 111 Work Based Learning 1	0	0	10	0	1

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

Total Semester Credit Hours in Program 41

Automotive Systems Technology-Diploma (D60160)

Diploma

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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (13-14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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 120 Basic Transport Electricity	4	3	0	0	5

**3-4 Credits must be selected from the list of Major Course Elective at the bottom of the page

Spring Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 141 Suspension & Steering Sys	2	3	0	0	3
AUT 181 Engine Performance I	2	3	0	0	3
AUT 181A Engine Performance I Lab*	0	3	0	0	1
ENG 110 Freshman Composition **or** ENG 111 Writing and Inquiry	3	0	0	0	3

***4 Credits must be selected from the list of Major Course Elective at the bottom of the page

Summer Term (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 183 Engine Performance II	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
TRN 111 Chassis Maint/Light Repair OR TRN 112 Powertrain Maint/Light Repair	2	6	0	0	4

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

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATT 125 Hybrid Electric Trans	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 Transportation	2	2	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 122 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 42-43

Collision Repair and Refinishing Technology (D60130)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (16 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **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

Spring Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 **or** ENG 111 Writing and Inquiry	3	0	0	0	3
WBL 111 Work-Based Learning I	0	0	0	10	1

Summer Term (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 114 Special Finishes	1	2	0	0	2
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

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

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 37

Automotive Systems Technology - Electric Drive Certificate (C60160ED)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
TRN 130 Intro to Sustainable Transp	2	2	0	0	3
TRN 120 Basic Transport Electricity	4	3	0	0	5

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATT 125 Hybrid Electric Trans **OR** LDD 116 Diesel Electric Drive	2	4	0	0	4
TRN 145 Advance Transp Electronics	2	3	0	0	3

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 15

Automotive Light-Duty Diesel Technology – Fuel Systems Certificate (C60430LF)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. This program of study does not qualify for federal and/or state financial aid.

Fall Semester (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LDD 112 Intro Light-Duty Diesel	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

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HET 134 Diesel Fuel & Power Systems	2	3	0	0	3
LDD 181 LDD Fuel Systems	2	6	0	0	4

Total Semester Credit Hours in Program 18

Automotive Light-Duty Diesel Technology – Diesel Performance Certificate (C60430LD)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information. This program of study does not qualify for federal and/or state financial aid.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LDD 112 Intro Light-Duty Diesel	2	2	0	0	3
TRN 130 Intro to Sustainable Transport	2	2	0	0	3

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
HET 134 Diesel Fuel & Power Systems	2	3	0	0	3
LDD 183 Air, Exhaust, Emissions	2	6	0	0	4

Summer Term (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
LDD 284 LDD Test and Diagnosis	2	3	0	0	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 – Chassis Technician (C60160CT)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Transport	2	2	0	0	3

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

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

Total Semester Credit Hours in Program 16

Automotive Systems Technology – Driveline Performance Certification (C60160DR)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Required Courses (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 116 Engine Repair	2	3	0	0	3
AUT 116A Engine Repair Lab*	0	3	0	0	1
AUT 221 Auto Transm/Transaxles	2	3	0	0	3
AUT 231 Man Trans/Axles/Drtrains	2	3	0	0	3
TRN 112 Powertrain Maint/Light Repair	2	6	0	0	4
WBL 111 Work-Based Learning I	0	0	0	10	1

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

Total Semester Credit Hours in Program 15

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 – Electrical/Electronic Technician (C60160ET)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATT 125 Hybrid-Electric Transportation	2	4	0	0	4
WBL 111 Work-Based Learning I	0	0	0	10	1

Total Semester Credit Hours in Program 17

Automotive Systems Technology – Engine Performance (C60160EN)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
TRN 112 Powertrain Maint/Light Repair	2	6	0	0	4
TRN 120 Basic Transport Electricity	4	3	0	0	5

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 181 Engine Performance I	2	3	0	0	3
AUT 181A Engine Performance I Lab*	0	3	0	0	1

Summer Term (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUT 183 Engine Performance II	2	6	0	0	4
WBL 111 Work-Based Learning I	0	0	0	10	1

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

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 18

Automotive Systems Technology – Mobile Equipment Technician (C60160MT)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Transport	2	2	0	0	3

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
TRN 140 Transport Climate Control	1	2	0	0	2
TRN 140A Transport Climate Control Lab*	1	2	0	0	2
WBL 111 Work-Based Learning I	0	0	0	10	1

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

Total Semester Credit Hours in Program 17

Collision Repair and Refinishing – Insurance Estimating (C60130IE)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 131 Structural Damage I	2	4	0	0	4
AUB 162 Autobody Estimating	1	2	0	0	2

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 111 Painting and Refinishing I	2	6	0	0	4
AUB 121 Non-Structural Damage I	1	4	0	0	3

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 13

Collision Repair and Refinishing – Non-Structural (C60130NS)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 111 Painting and Refinishing I	2	6	0	0	4
AUB 121 Non-Structural Damage I	1	4	0	0	3

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 112 Painting and Refinishing II	2	6	0	0	4
AUB 122 Non-Structural Damage II	2	6	0	0	4

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

Total Semester Credit Hours in Program 15

Collision Repair and Refinishing – Structural (C60130S)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 111 Painting & Refinishing I	2	6	0	0	4
AUB 131 Structural Damage I	2	4	0	0	4

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

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

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

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 (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 developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Upon completion of this program, the student will:

- Perform safe setup and operation of welding and cutting processes in accordance with ANSI Z49.1
- Interpret technical information, classifications, and welding symbols in accordance with the American Welding Society (AWS) specifications.
- Perform weldments according to American Welding Society (AWS) visual acceptance criteria and codes.

Fall Semester (14 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	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

**3 Credits must be selected from the list of Humanities Elective at the bottom of the page

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (11 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 110 Math Measurement & Literacy	2	2	0	0	3
WLD 151 Fabrication I	2	6	0	0	4

***4 Credits must be selected from the list of Major course electives at the bottom of the page

Fall Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

***4 Credits must be selected from the list of major course electives at the bottom of the page

**3 Credits must be selected from the list of Social/Behavioral Science Elective at the bottom of the page

****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

****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

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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 143 Welding Metallurgy	1	2	0	0	2
WLD 214 Sanitary Welding	2	6	0	0	4
WLD 251 Fabrication II	1	6	0	0	3
WLD 265 Automated Welding/Cutting	2	6	0	0	4

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to a level I courses.

Total Semester Credit Hours in Program: 70

Welding Technology - Diploma (D50420)

Diploma

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (17 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 115 Success and Study Skills **or** ACA 122 College Transfer Success	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

Spring Semester (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Summer Term (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 110 Math Measurement & Literacy	2	2	0	0	3
WLD 265 Automated Welding/Cutting	2	6	0	0	4

Total Semester Credit Hours in Program: 39

Welding Technology - Basic Welding (C50420BA)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (2 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 212 Inert Gas Welding	1	3	0	0	2

Total Semester Credit Hours in Program: 12

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

Welding Technology -Industrial Maintenance Welding (C50420IM)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

This program of study does not qualify for federal and/or state financial aid.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	0	4

Total Semester Credit Hours in Program: 14

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

Welding Technology -Industrial Pipe Welding (C50420PW) Certificate

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAC 141 Machining Applications I	2	6	0	0	4
WLD 215 SMAW (Stick) Pipe	1	9	0	0	4

Spring Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Total Semester Credit Hours in Program: 17

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

Welding Technology - Industrial Plate Welding (C50420IW)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	0	4

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.

Welding Technology – Industrial Plate/Pipe Welding (C50420AW)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 112 Basic Welding Processes	1	3	0	0	2
WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	0	3

Spring Semester (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DFT 151 CAD I	2	3	0	0	3
WLD 116 SMAW (stick) Plate/Pipe	1	9	0	0	4
WLD 262 Inspection & Testing	2	2	0	0	3

Total Semester Credit Hours in Program 15

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

Welding Technology - Manufacturer Welding (C50420MW)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (12 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DFT 151 CAD I	2	3	0	0	3
WLD 212 Inert Gas Welding	1	3	0	0	2

Total Semester Credit Hours in Program: 17

Students may earn additional certificates in the Welding Pathway program. Speak to a faculty advisor for more information.

Welding Technology - Welding Fabrication (C50420WF)

Certificate

Students may be required to take developmental courses in Math and/or English as a result of high school GPA or pre-enrollment placement tests. Therefore, the student may need more than the minimum number of semester hours listed for graduation. Consult a program advisor for more information.

Fall Semester (13 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Spring Semester (5 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 212 Inert Gas Welding	1	3	0	0	2
WLD 251 Fabrication II	1	6	0	0	3

Note: Level I courses are required prerequisites to level II courses, therefore level II courses cannot be taken prior to level I courses.

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.

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.

Required Courses (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Humanities/Fine Arts (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
COM 120 Intro to Interpersonal	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3
ENG 241 British Literature I	3	0	0	0	3
ENG 242 British Literature II	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (9 Credits)

Three courses from at least two different discipline areas must be selected.

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

Mathematics (3-4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 143 Quantitative Literacy	2	2	0	0	3
MAT 152 Statistical Methods I	3	2	0	0	4
MAT 171 Pre-Calculus Algebra	3	2	0	0	4

Natural Sciences (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4

*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 Fine Arts in Theatre Pathway

This pathway is designed for high school juniors and seniors who wish to begin study toward an Associate in Arts in Theatre degree and a baccalaureate degree in a non-STEM major.

Required Courses (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Humanities/Fine Arts (6 Credits)

Two courses from two different discipline areas must be selected.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
COM 120 Intro to Interpersonal	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3
ENG 241 British Literature I	3	0	0	0	3
ENG 242 British Literature II	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 Credits)

Two courses from two different discipline areas must be selected.

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

Mathematics (3-4 Credits)

Select one course from the following.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 1	3	2	0	0	4

Natural Sciences (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy	3	0	0	0	3
AST 151A General Astronomy Lab*	0	1	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	2	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1

Theatre (6 Credits, Choose one Track)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
Acting Track					
DRA 130 Acting 1	0	6	0	0	3
DRA 170 Play Production 1	0	9	0	0	3
Technical Track					
DRA 140 Stagecraft 1	0	6	0	0	3
DRA 170 Play Production 1	0	9	0	0	3

*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.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Required Courses (15 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Discipline	3	0	0	0	3

Humanities/Fine Arts (3 Credits)

Choose One:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Required Mathematics (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MAT 271 Calculus I	3	2	0	0	4
MAT 272 Calculus II	3	2	0	0	4

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 Credits)

Choose Two:

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

***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.

Required Courses (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl ***or*** ENG 114 Professional Research & Report	3	0	0	0	3
ACA 122 College Transfer Success	0	2	0	0	1

Humanities/Fine Arts (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
PSY 150 General Psychology	3	0	0	0	3
PSY 241 Developmental Psych	3	0	0	0	3

Natural Sciences (8 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BIO 168 Anatomy and Physiology I	3	3	0	0	4
BIO 169 Anatomy and Physiology II	3	3	0	0	4

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.

Required Courses (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Humanities/Fine Arts (6 Credits)

Two courses from two different discipline areas must be selected.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
COM 120 Intro to Interpersonal	3	0	0	0	3
COM 231 Public Speaking	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
ENG 231 American Literature I	3	0	0	0	3
ENG 232 American Literature II	3	0	0	0	3
ENG 241 British Literature I	3	0	0	0	3
ENG 242 British Literature II	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Social/Behavioral Science (6 Credits)

Two courses from two different discipline areas must be selected.

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

Mathematics (8 Credits)

Select two courses from the following.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Natural Sciences (8 Credits)

One science sequence must be selected from the following.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 151					
and					
AST 151A					
BIO 110					
BIO 111 General Biology I ***and*** BIO 112 General Biology II ***or*** CHM 151 General Chemistry I ***and*** CHM 152 General Chemistry II ***or*** PHY 151 College Physics I ***and*** PHY 152 College Physics II **or** PHY 251 General Physics I ***and*** PHY 252 General Physics II	3	3 **or** 2	0	0	4

***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*

Accounting and Finance - Accounting and Finance Core Certificate - CCP (C25800BP)

Fully Online Option Available

Certificate - CCP

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
CIS 110 Intro to Computers	2	2	0	0	3

Total Semester Credit Hours in Program: 14

Accounting and Finance - Bookkeeping Certificate - CCP

This program provides students the opportunity to earn both Microsoft Office Specialist (Excel) and Quickbooks Online Certified User Certifications as part of their coursework.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

Certificate - CCP (C25800DP)

This program provides students the opportunity to earn both Microsoft Office Specialist (Excel) and Quickbooks Online Certified User Certifications as part of their coursework.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Automotive Light-Duty Diesel Technology Diploma – CCP (D60430P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 - Banking and Finance Certificate - CCP (C25120BP)

Certificate

Fully Online Option Available

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

Graduates should qualify for entry-level banking and finance positions in many types of organizations including banks and financial businesses.

Fall Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF 110 Principles of Banking	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3

Spring Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 270 Professional Development	3	0	0	0	3
BUS 125 Personal Finance	3	0	0	0	3

Total Semester Credit Hours in Program: 18

Business Administration - Business and Banking Apprenticeship Certificate (C25120AB)

The Business and Banking Apprenticeship Certificate allows eligible high school graduates and adult learners to earn money while they learn about the fields of business or banking. The Business and Banking Apprenticeship Program is a registered North Carolina Apprenticeship with the N.C. Department of Labor. Students work at their apprenticeship company during weekdays with the exception of Wednesday when classes are conducted.

Fall Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
MKT 223 Customer Service	3	0	0	0	3

Spring Semester (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BAF110 Principles of Banking OR BUS 137 Principles of Management	3	0	0	0	3
CTS 130 Spreadsheets	3	0	0	0	3

Summer Term (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 125 Personal Finance	3	0	0	0	3

CIS 110 Introduction to Computers	2	2	0	0	3

Total Semester Credit Hours in Program 18

Business Administration - Basic Certificate – CCP (C25120P)

Certificate

Fully Online Option Available

The Business Administration Basic Certificate provides students the opportunity to begin to develop an understanding of the various aspects of the free enterprise system.

Fall Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 110 Introduction to Business	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
BUS 115 Business Law I	3	0	0	0	3

Spring Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 137 Principles of Management	3	0	0	0	3

Total Semester Credit Hours in Program 15

Business Administration - Entrepreneurship Certificate – CCP (C25120EP)

Certificate

Fully Online Option Available

The Entrepreneurship Certificate provides students the opportunity to develop an understanding of the entrepreneurial experience as well as the basics of planning and operating a small business. The certificate is applicable across a wide range of potential businesses both for and not for profit and all coursework can be applied toward the Entrepreneurship Diploma.

Fall Session 1 (10 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACC 120 Prin of Financial Accounting	3	2	0	0	4
BUS 139 Entrepreneurship	3	0	0	0	3
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BUS 230 Small Business Mgmt	3	0	0	0	3

Spring Semester (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 232 Social Media Marketing	3	2	0	0	4

Total Semester Credit Hours in Program: 17

Business Administration - Graphic Design Certificate - CCP (C25120GP)

Certificate

Fully Online Option Available

A graphic designer assembles together images, typography, or motion graphics to create a piece of design. A graphic designer creates the graphics primarily for published, printed or electronic media, such as brochures and advertising.

The Graphics and Design certificate is designed to provide students with knowledge and skills in the areas of typography and design using industry-standard software.

Fall Semester (9 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
DME 115 Graphic Design Tools	2	2	0	0	3
GRD 151 Computer Design Basics	1	4	0	0	3
WEB 225 Content Management Systems	2	2	0	0	3

Spring Semester (7 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WEB 213 Internet & Marketing Analytics	2	2	0	0	3
GRD 141 Graphic Design I	2	4	0	0	4

Total Semester Credit Hours in Program: 16

For more information about enrolling in the Graphic Design certificate program, contact Student Services.

Business Administration - Marketing and Retailing Certificate - CCP

Certificate

Fully Online Option Available

The Marketing & Retailing curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the marketing profession. Marketing professionals identify the strategies and techniques used to attract customers to a business.

Graduates should qualify for entry-level marketing and retailing positions in many types of organizations including marketing firms and businesses of all sizes.

Fall Session 1 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 120 Principles of Marketing	3	0	0	0	3

Fall Session 2 (3 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 220 Advertising and Sales Promo	3	0	0	0	3

Spring Session 1 (6 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 225 Marketing Research	3	0	0	0	3
WEB 213 Internet & Marketing Analytics	2	2	0	0	3

Spring Session 2 (4 Credits)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
MKT 232 Social Media Marketing	3	2	0	0	4

Total Semester Credit Hours in Program: 16

Collision Repair and Refinishing Technology Diploma – CCP (D60130P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
AUB 131 Structural Damage I	2	4	0	0	4
AUB 162 Autobody Estimating	1	2	0	0	2
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 120 Basic Transport Electricity	4	3	0	0	5
TRN 140 Transport Climate Control	1	2	0	0	2
TRN 140A Transport Climate Control Lab*	1	2	0	0	2
TRN 180 Basic Welding for Transport	1	4	0	0	3
TRN 180A Basic Welding for Trans Lab*	0	3	0	0	1

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

Total Semester Credit Hours in Program: 37

Collision Repair and Refinishing – Insurance Estimating Certificate – CCP (C60130IP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AUB 111 Painting and Refinishing I	2	6	0	0	4
AUB 121 Non-Structural Damage I	1	4	0	0	3
AUB 131 Structural Damage I	2	4	0	0	4
AUB 162 Autobody Estimating	1	2	0	0	2

Total Semester Credit Hours in Program: 13

Computer-Integrated Machining Diploma – CCP (D50210P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	1	2	0	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
ENG 111 Writing and Inquiry	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
ISC 112 Industrial Safety	2	0	0	0	2
MAC 112 Machining Technology II	2	12	0	0	6
MAC 114 Intro to Metrology	2	0	0	0	2
MAC 121 Intro to CNC	2	0	0	0	2
MAC 122 CNC Turning	1	3	0	0	2
MAC 124 CNC Milling	1	3	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 Measure & Literacy	2	2	0	0	3
WBL 111 Work-Based Learning	0	0	0	10	1

Total Semester Credit Hours in Program: 39

Computer-Integrated Machining – CNC Turning Operator Certificate – CCP (C50210TP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
MAC 112 Machining Technology II	2	12	0	0	6
MAC 114 Intro to Metrology	2	0	0	0	2
MAC 121 Intro to CNC	2	0	0	0	2
MAC 122 CNC Turning	1	3	0	0	2
MAC 141 Machining Applications I	2	6	0	0	4

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining – CNC Milling Operator Certificate – CCP (C50210MP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
MAC 112 Machining Technology II	2	12	0	0	6
MAC 114 Intro to Metrology	2	0	0	0	2
MAC 121 Intro to CNC	2	0	0	0	2
MAC 124 CNC Milling	1	3	0	0	2
MAC 141 Machining Applications I	2	6	0	0	4

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining - Machinist Entry Certificate - CCP (C50210EP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
BPR 111 Print Reading	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 141 Machining Applications I	2	6	0	0	4
MAC 112 Machining Technology II	2	12	0	0	6
MAC 151 Machining Calculations	1	2	0	0	2

Total Semester Credit Hours in Program: 16

Computer-Integrated Machining – Manufacturing Technician Certificate - CCP (C50210FP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 112 Intro to Automation	2	3	0	0	3
BPR 111 Print Reading	1	2	0	0	2
BPR 121 Blueprint Reading-Mech	1	2	0	0	2
EGR 125 Appl Software for Tech	1	2	0	0	2
ISC 112 Industrial Safety	2	0	0	0	2
MAC 114 Intro to Metrology	2	0	0	0	2
MAC 121 Intro to CNC	2	0	0	0	2
MAT 110 Math Measure & Literacy	2	2	0	0	3

Total Semester Credit Hours in Program: 18

Computer-Integrated Machining – Plastic Injection Molding Certificate - CCP (C50210PP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 114 Intro to Metrology	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: 14

Criminal Justice Technology Diploma – CCP (D55180P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
CJC 111 Intro to Criminal Justice	3	0	0	0	3
CJC 112 Criminology	3	0	0	0	3
CJC 113 Juvenile Justice	3	0	0	0	3
CJC 121 Law Enforcement Operations	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
CJC 221 Investigative Principles	3	2	0	0	4
CJC 231 Constitutional Law	3	0	0	0	3
ENG 111 Writing and Inquiry	3	0	0	0	3
POL 130 State & Local Government	3	0	0	0	3

Total Semester Credit Hours in Program: 38

Criminal Justice Technology - Foundations of CJC Certificate – CCP (C55180P)

Fall Courses					
COURSE	**CLASS**	**LAB**	**CLINIC**	**WORK EXP.**	**CREDIT**
CJC 111 Intro to Criminal Justice	3	0	0	0	3
CJC 113 Juvenile Justice	3	0	0	0	3
POL 130 State and Local Government	3	0	0	0	3

Spring Courses					
COURSE	**CLASS**	**LAB**	**CLINIC**	**WORK EXP.**	**CREDIT**
CJC 121 Law Enforcement Operations	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 - Early Childhood Infant/Toddler Care Certificate – CCP (C55290P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Career and College Promise (CCP) College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation (P1012T)

The CCP College Transfer Pathway leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major within K-12 grades.

English and Communication (9 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3
COM 120 Intro to Interpersonal Communication or COM 231 Public Speaking	3	0	0	0	3

Subtotal (9)

Humanities/Fine Arts (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
MUS 110 Music Appreciation	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Subtotal (3)

Literature (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Subtotal (3)

History (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 (3)

Social/Behavioral Science (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
PSY 150 General Psychology	3	0	0	0	3
SOC 210 Introduction to Sociology	3	0	0	0	3

Subtotal (3)

Mathematics (3-4 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 111 Descriptive Astronomy	3	0	0	0	3
AST 111A Descriptive Astronomy Lab*	0	2	0	0	1
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab*	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I	3	3	0	0	4
CHM 151 General Chemistry I	3	3	0	0	4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1

Subtotal (4)

Other Required General Education (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 225 Social Diversity	3	0	0	0	3

Subtotal (3)

Other Required Courses (8 semester hours)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
EDU 187 Teaching and Learning for All**	3	3	0	0	4
EDU 216 Foundations of Education	3	0	0	0	3

Subtotal (8)

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

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

***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 40-48***

Career and College Promise (CCP) College Transfer Pathway Leading to the Associate in Science in Teacher Preparation (P1042T)

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major within K-12 grades.

English and Communication (9 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ENG 111 Writing and Inquiry	3	0	0	0	3
ENG 112 Writing/Research in the Discipl	3	0	0	0	3
COM 120 Intro to Interpersonal Communication or COM 231 Public Speaking	3	0	0	0	3

Subtotal (9)

Humanities/Fine Arts (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ART 111 Art Appreciation	3	0	0	0	3
ART 114 Art History Survey I	3	0	0	0	3
ART 115 Art History Survey II	3	0	0	0	3
DRA 111 Theatre Appreciation	3	0	0	0	3
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		
MUS 110 Music Appreciation	3	0	0	0	3
PHI 240 Introduction to Ethics	3	0	0	0	3

Subtotal (3)

Social/Behavioral Science (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 World Civilizations I	3	0	0	0	3
HIS 132 World Civilizations 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 (3)

Mathematics (8 Semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 (8 semester credit hours - some must be in same sequence)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
AST 151 General Astronomy I	3	0	0	0	3
AST 151A General Astronomy I Lab*	0	2	0	0	1
BIO 110 Principles of Biology	3	3	0	0	4
BIO 111 General Biology I **AND** BIO 112 General Biology II	3 AND 3	3 AND 3	0	0	4 AND 4
CHM 151 General Chemistry I AND CHM 152 General Chemistry II	3 AND 3	3 AND 3	0	0	4 AND 4
GEL 111 Introductory Geology	3	2	0	0	4
PHY 110 Conceptual Physics	3	0	0	0	3
PHY 110A Conceptual Physics Lab*	0	2	0	0	1
PHY 151 College Physics I AND PHY 152 College Physics II	3 AND 3	3 AND 3	0	0	4 AND 4
PHY 251 General Physics I AND PHY 252 General Physics II	3 AND 3	3 AND 3	0	0	4 AND 4

Subtotal (8)

Other Required General Education (3 semester hours required)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
SOC 225 Social Diversity	3	0	0	0	3

Subtotal (3)

Other Required Courses (8 semester hours)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
EDU 187 Teaching and Learning for All**	3	3	0	0	4
EDU 216 Foundations of Education	3	0	0	0	3

Subtotal (8)

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

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

***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 42-50***

Electronics Engineering Technology Basic Certificate – CCP (C40200P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

Emergency Medical Science - Health Science Certificate – CCP (C45910P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EMS 110 EMT	6	6	3	0	9
HSC 110 Orientation to Health Careers	1	0	0	0	1
MED 120 Survey of Med Terminology	2	0	0	0	2
NAS 101 Nurse Aide I	3	4	3	0	6

Total Semester Credit Hours in Program: 18

Film and Video Production Technology Certificate – CCP

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

FALL Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
POL 130 State and Local Govt	3	0	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 230 Chem of Hazmat	5	0	0	0	5
FIP 276 Managing Fire Services	3	0	0	0	3

SPRING Courses

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 Fire Fighting Strategies	3	0	0	0	3
FIP 228 Local Govt Finance	3	0	0	0	3

Total Semester Credit Hours in Program: 39

Fire Protection Technology Certificate – CCP (C55240P)

Fall Courses					
COURSE	**CLASS**	**LAB**	**CLINIC**	**WORK EXP.**	**CREDIT**
FIP 120 Intro to Fire Protection	3	0	0	0	3
FIP 124 Fire Prevention and Public Ed	3	0	0	0	3
Spring Courses					
COURSE	**CLASS**	**LAB**	**CLINIC**	**WORK EXP.**	**CREDIT**
FIP 132 Building Construction	3	0	0	0	3
FIP 220 Fire Fighting Strategies	3	0	0	0	3

Total Semester Credit Hours in Program: 12

Horticulture Technology - Landscape Certificate – CCP

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

The Computer Programming Certificate - CCP prepares individuals for employment as computer programmers and related positions. Course work will develop a student's ability to solve business computer problems through programming techniques and procedures, using appropriate languages and software.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
CSC 121 - Python Programming	2	3	0	0	3

Total Semester Credit Hours in Program: 18

Information Technology - Operating System Admin Certificate – CCP (C25590SP)

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues. Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CTI 120 Network & Sec Foundation	2	2	0	0	3
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
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 - Networking & Cybersecurity Certificate – CCP (C25590RP)

Students complete hands-on learning activities and network simulations to develop practical skills that will help them fill a growing need for networking and cybersecurity professionals. Students learn how to design, build, troubleshoot, and secure computer networks for increased access to career and economic opportunities.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
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

Interpreter Education - Fundamentals of ASL Certificate - CCP (C55300FP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ASL 211 Intermediate ASL I	3	0	0	0	3
ASL 212 Intermediate ASL II	3	0	0	0	3
ASL 281 ASL Lab 3	0	2	0	0	1
ASL 282 ASL Lab 4	0	2	0	0	1

Total Semester Credit Hours in Program: 16

Manicuring and Nail Tech Certificate - CCP (C55400P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
COS 121 Manicure/Nail Technology I	4	6	0	0	6
COS 222 Manicure/Nail Technology II	4	6	0	0	6

Total Semester Credit Hours in Program: 12

Mechanical Engineering Technology Hydraulics Certificate – CCP (C40320HP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
BPR 111 Print Reading	1	2	0	0	2
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
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 - Diploma – CCP (D40350P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
ATR 112 Intro to Automation	2	3	0	0	3
EGR 125 Appl Software for Tech	1	2	0	0	2
EGR 150 Intro 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
ELC 213 Instrumentation	3	2	0	0	4
ENG 111 Writing and Inquiry	3	0	0	0	3
ISC 112 Industrial Safety	2	0	0	0	2
ISC 132 Mfg Quality Control	2	3	0	0	3
MAT 171 Precalculus Algebra	3	2	0	0	4
MEC 130 Mechanisms	2	3	0	0	3
PHY 151 College Physics I	3	2	0	0	4

Total Semester Credit Hours in Program: 38

Mechatronics Engineering Technology – Basic Certificate – CCP (C40350BP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
EGR 125 Appl Software for Tech	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
MEC 130 Mechanisms	2	3	0	0	3

Total Semester Credit Hours in Program: 14

Mechatronics Engineering Technology-Intermediate Certificate – CCP (C40350IP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ATR 219 Automat. Troubleshooting	1	3	0	0	2
EGR 125 Appl Software for Tech	1	2	0	0	2
ELC 131 Circuit Analysis I	3	3	0	0	4
ELC 213 Instrumentation	3	2	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)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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
ELC 128 Intro to PLC	2	3	0	0	3
ELC 131 Circuit Analysis I	3	3	0	0	4

Total Semester Credit Hours in Program: 16

Office Administration Certificate – CCP (C25370P)

This program is designed to prepare students to provide administrative support in an office setting. It will also serve as a source of trained support staff for employers. This program provides students the opportunity to earn Microsoft Office Specialist (MOS) Certifications as part of their coursework.

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
CIS 110 Introduction to Computers	2	2	0	0	3
CTS 130 Spreadsheet	2	2	0	0	3
OST 134 Text Entry & Formatting	2	2	0	0	3
OST 136 Word Processing	2	2	0	0	3
OST 164 Office Editing	3	0	0	0	3

Total Semester Credit Hours in Program: 15

Welding Technology Diploma – CCP (D50420P)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
ACA 122 College Transfer Success	0	2	0	0	1
COM 120 Intro Interpersonal Com	3	0	0	0	3
MAT 110 Math Measurement & Lit	2	2	0	0	3
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 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
WLD 141 Symbols and Specifications	2	2	0	0	3
WLD 151 Fabrication I	2	6	0	0	4
WLD 265 Automated Welding/Cutting	2	6	0	0	4

Total Semester Credit Hours in Program: 39

Welding Technology – Basic Welding Certificate – CCP (C50420BP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
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 & Specifications	2	2	0	0	3
WLD 212 Inert Gas Welding	1	3	0	0	2

Total Semester Credit Hours in Program: 12

Welding Technology – Multiple Plate Welding Certificate – CCP (C50420EP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 110 Cutting Processes	1	3	0	0	2
WLD 115 SMAW (Stick) Plate	2	9	0	0	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	0	4
WLD 141 Symbols & Specifications	2	2	0	0	3

Total Semester Credit Hours in Program: 18

Welding Technology – Industrial Welding Certificate – CCP (C50420IP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 115 SMAW (Stick) Plate	2	9	0	0	5
WLD 117 Industrial SMAW	1	4	0	0	3
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 131 GTAW (TIG) Plate	2	6	0	0	4

Total Semester Credit Hours in Program: 16

Welding Technology – Industrial Maintenance Certificate – CCP (C50420MP)

COURSE	CLASS	LAB	CLINIC	WORK EXP.	CREDIT
WLD 115 SMAW (Stick) Plate	2	9	0	0	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	0	4
WLD 141 Symbols & Specifications	2	2	0	0	3
WLD 151 Fabrication I	2	6	0	0	4

Total Semester Credit Hours in Program: 16

ACA Academic Related

ACA 115 - Success and Study Skills

1 credit

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

1 credit

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 communication 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.

ACC Accounting

ACC 120 - Principles of Financial Accounting

4 credits

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

4 credits

Prerequisite: ACC 120

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered in spring and summer semesters)

ACC 122 - Principles of Financial Accounting II

3 credits

Prerequisite: 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

3 credits

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

2 credits

Prerequisite: ACC 115 or ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (Offered in spring and summer semesters)

ACC 150 - Acct Software Applications

2 credits

Prerequisite: ACC 115 or ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. Upon completion of this course, students should be prepared to complete the Intuit Quickbooks Online Certified User exam. A course fee is required. (Offered in fall and spring semesters).

ACC 220 - Intermediate Accounting I

4 credits

Prerequisite: ACC 120

Recommended Prerequisite: ACC 122

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 credits

Prerequisite: ACC 220

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. (Offered in spring semester)

ACC 240 - Gov & Not-For-Profit Acct

3 credits

Prerequisite: ACC 121

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (Offered in spring semester)

AGR Agriculture

AGR 121 - Biological Pest Mgmt

3 credits

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

3 credits

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

3 credits

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.

ART Art

ART 111 - Art Appreciation

3 credits

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 credits

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 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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 - Digital Design I

3 credits

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. 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

1 credit

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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 - Digital Design II

3 credits

Prerequisites: ART 171

This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems 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.

ART 275 - Intro to Graphic Design

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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.

ASL American Sign Language

ASL 111 - Elementary ASL I

3 credits

Corequisite: 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, spring, and summer semesters)

ASL 112 - Elementary ASL II

3 credits

Prerequisite: ASL 111

Corequisite: 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, spring, and summer semesters)

ASL 181 - ASL Lab 1

1 credit

Corequisite: 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, spring, and summer semesters)

ASL 182 - ASL Lab 2

1 credit

Prerequisite: ASL 181

Corequisite: 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, spring, and summer semesters)

ASL 211 - Intermediate ASL I

3 credits

Prerequisite: 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 credits

Prerequisite: 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 credits

Prerequisite: 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 semester)

ASL 222 - Advanced ASL II

3 credits

Prerequisite: 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. Course fee required. (Offered fall semester)

ASL 250 - Linguistics of ASL

3 credits

Prerequisite: 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 summer semester)

ASL 252 - ASL Classifiers

1 credit

Prerequisite: 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 body part, descriptive, element, instrument and semantic classifiers. Upon completion, students should be able to communicate effectively, accurately, and creatively incorporating ASL classifiers. (Offered fall semester)

ASL 281 - ASL Lab 3

1 credit

Prerequisite: 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

1 credit

Prerequisite: 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)

AST Astronomy

AST 111 - Descriptive Astronomy

3 credits

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

1 credit

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.

AST 151 - General Astronomy I

3 credits

Corequisites: AST 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement.

AST 151A - General Astronomy I Lab

1 credit

Corequisites: AST 151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement.

AST 152 - General Astronomy II

3 credits

Corequisites: AST-152A

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

AST 152A - General Astronomy Lab II

1 credit

Corequisites: AST-152

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.

ATR Automation

ATR 112 - Intro to Automation

2 Class, 3 Lab, 3 credits

Recommended Corequisite: MAT 171

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. (Offered spring semester)

ATR 211 - Robot Programming

2 Class, 3 Lab, 3 credits

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. (Offered fall semester)

ATR 219 - Automation Troubleshooting

1 Class, 3 Lab, 2 credits

Prerequisite: ELC-131

This course introduces the 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. A course fee is required. (Offered spring semester)

ATT Alternative Transportation

ATT 125 - Hybrid-Electric Transportation

4 credits

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. A course fee is required.

ATT 135 - Gaseous Fuels for Transportation

3 credits

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 compresses 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. A course fee is required.

AUB Autobody Repair

AUB 111 - Painting and Refinishing I

4 credits

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

4 credits

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

2 credits

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

3 credits

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

4 credits

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

4 credits

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. A course fee is required.

AUB 132 - Structural Damage II

4 credits

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. A course fee is required.

AUB 150 - Automotive Detailing

2 credits

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle. A course fee is required.

AUB 162 - Autobody Estimating

2 credits

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. A course fee is required.

AUT Automotive Systems

AUT 116 - Engine Repair

3 credits

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. A course fee is required.

AUT 116A - Engine Repair Lab

1 credit

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

3 credits

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. A course fee is required.

AUT 141A - Suspension and Steering Lab

1 credit

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

3 credits

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. A course fee is required.

AUT 151A - Brakes Systems Lab

1 credit

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

3 credits

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. A course fee is required.

AUT 181A - Engine Performance 1 Lab

1 credit

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

4 credits

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. A course fee is required.

AUT 221 - Auto Transmission/Transaxles

3 credits

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. A course fee is required.

AUT 231 - Man Trans/Axles/Drivetrains

3 credits

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. A course fee is required.

BAF Banking and Finance

BAF 110 - Principles of Banking

3 credits

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 credits

Prerequisite: ACC 120

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 credits

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 fall semester)

BAF 222 - Money and Banking

3 credits

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)

BIO Biology

BIO 110 - Principles of Biology

4 credits

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. his course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education natural science requirement. A lab fee is required.

BIO 111 - General Biology I

4 credits

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 an 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. A lab fee is required.

BIO 112 - General Biology II

4 credits

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 credits

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

1 credit

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

4 credits

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

5 credits

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

4 credits

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

4 credits

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

3 credits

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 credits

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

4 credits

Prerequisites: BIO 111, 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.

BPR Blueprint Reading

BPR 111 - Print Reading

1 Class, 2 Lab, 2 credits

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. (Offered fall semester)

BPR 121 - Blueprint Reading-Mech

1 Class, 2 Lab, 2 credits

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. (Offered spring semester)

BDF Brewing Distillation and Fermentation

North Carolina Community College System requires that all students must be 21 years of age or older by the start of all BDF prefix courses.

BDF 110 - Fermentation Production

2 Class, 4 Lab, 4 credits

Recommended Prerequisites: BDF111, BDF 125, and MAT 110

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. (Offered spring semester)

BDF 111 - BDF Safety and Sanitation

1 Class, 2 Lab, 2 credits

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. (Offered fall semester)

BDF 112 - Survey of Fermented Products

3 Class, 3 Lab, 4 credits

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. (Offered fall semester)

BDF 114 - Craft Beer Brewing

1 Class, 3 Lab, 2 credits

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. (Offered fall semester)

BDF 115 - Applied Craft Bev Microbiology

3 Class, 2 Lab, 4 credits

Recommended Prerequisites: BDF111, BDF 125, and MAT 110

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. (Offered spring semester)

BDF 125 - Bev Tech and Calculations

1 Class, 3 Lab, 2 credits

Recommended Corequisites: MAT 110

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. (Offered fall semester)

BDF 175 - Distillation Operations

2 Class, 4 Lab, 4 credits

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.

BDF 180 - Sensory Evaluation

2 Class, 2 Lab, 3 credits

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. (Offered spring semester)

BDF 225 - Filtration and Finishing

2 Class, 2 Lab, 3 credits

Recommended Prerequisites: BDF111, BDF 125, and MAT 110

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. (Offered spring semester)

BDF 230 - Advanced Brewing

2 Class, 2 Lab, 3 credits

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. A course fee is required.

BDF 236 - Brewing/Packaging Maintenance

2 Class, 4 Lab, 4 credits

Recommended Prerequisites: BDF111, BDF 125, and MAT 110

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. (Offered spring semester)

BDF 240 - Seasonal Beer Production

2 Class, 4 Lab, 4 credits

Recommended Prerequisites: BDF111, BDF 125, and MAT 110

This course covers the brewing of seasonal and specialty beers using advanced brewing techniques. Topics include original recipe development, lab analysis, production techniques and packaging. Upon completion, students should be able to develop original recipes for seasonal and specialty beers, and provide analysis, production and packaging. (Offered fall semester)

BUS marketing

BUS 110 - Introduction to Business

3 credits

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 credits

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 and spring semesters)

BUS 137 - Principles of Management

3 credits

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 credits

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 credits

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 225 - Business Finance

3 credits

Prerequisite: ACC 120

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. (Offered spring semester)

BUS 228 - Business Statistics

3 credits

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

BUS 230 - Small Business Management

3 credits

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 240 - Business Ethics

3 credits

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. (Offered spring semester)

BUS 270 - Professional Development

3 credits

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)

BUS marketing

New subpage

New subpage content

CHM Chemistry

CHM 130 - Gen, Org, & Biochemistry

3 credits

Prerequisites: DMA 010-DMA 080 or MAT 003 P3 or BSP 4003 P3

Corequisites: CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

CHM 130A - Gen, Org, & Biochemistry Lab

1 credit

Corequisites: CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. A lab fee is required.

CHM 131 - Introduction to Chemistry

3 credits

Prerequisites: DMA 010-DMA 050 or MAT 003 P2 or BSP 4003 P2

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.

CHM 131A - Introduction to Chemistry Lab

1 credit

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. A lab fee is required.

CHM 132 - Organic and Biochemistry

4 credits

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

4 credits

Prerequisite: - DMA 010-DMA 080 or MAT 003 P3 or BSP 4003 P3

This course covers the 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. A lab fee is required.

CHM 152 - General Chemistry II

4 credits

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. A lab fee is required.

CHM 251 - Organic Chemistry I

4 credits

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

4 credits

Prerequisites: CHM 251

This course provides a 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.

CIS Computer Information Systems

CIS 110 - Introduction to Computers

3 credits

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include the 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

3 credits

Prerequisite: DMA 010-040
or MAT 121, or MAT 171, or MAT 003 or BSP 4003

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). A course fee is required. (Offered fall semester)

CJC Criminal Justice

CJC 111 - Intro to Criminal Justice

3 credits

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 credits

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 credits

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 credits

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 spring semester)

CJC 122 - Community Policing

3 credits

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 - Criminal Law

3 credits

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 credits

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 credits

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 151 - Intro to Loss Prevention

3 credits

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 credits

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.

CJC 212 - Ethics and Community Relations

3 credits

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 fall semester)

CJC 213 - Substance Abuse

3 credits

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 credits

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

4 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 240 - Law Enforcement Management & Supervision

3 credits

This course provides a study of the best-known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training, and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century. (Offered fall semester)

CJC 241 - Community-Based Corrections

3 credits

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 255 - Issues in Crim Justice App

3 credits

Prerequisites: CJC 111, CJC 221 and CJC 231

This course provides an opportunity to exhibit interpersonal and technical skills required for the 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 fall semester)

CJC 261 - High-Risk Situations

2 credits

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.

COM Communications

COM 120 - Intro Interpersonal Communication

3 credits

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 credits

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 credits

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 credits

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.

COS Cosmetology

COS 111 - Cosmetology Concepts I

4 credits

PreRequisites: Transitional MAT-003

Corequisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. (Offered fall and spring semesters ONLY)

COS 112 - Salon I

8 credits

Corequisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. Course fee required. (Offered fall and spring semesters ONLY)

COS 113 - Cosmetology Concepts II

4 credits

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

8 credits

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. Course fee required. (Offered fall, spring, and summer semesters)

COS 115 - Cosmetology Concepts III

4 credits

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

4 credits

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. Course fee required. (Offered fall, spring, and summer semesters)

COS 117 - Cosmetology Concepts IV

2 credits

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

7 credits

Prerequisites: COS 111 and COS 112

This course provides advanced experience in a simulated salon setting. Emphasis is placed on the 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. Course fee required. (Offered fall, spring, and summer semesters)

COS 119 - Esthetics Concepts I

2 credits

Corequisite: COS 120

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 ONLY)

COS 120 - Esthetics Salon I

6 credits

Corequisite: COS 119

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. Course fee required. (Offered fall semester ONLY)

COS 125 - Esthetics Concepts II

2 credits

Prerequisite: COS 119

Corequisite: COS 126

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 ONLY)

COS 126 - Esthetics Salon II

6 credits

Prerequisite: COS 120

Corequisite: COS 125

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. Course fee required. (Offered spring semester ONLY)

COS 240 - Contemporary Design

2 credits

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. Course fee required. (Offered fall and spring semesters ONLY)

COS 250 - Computerized Salon Ops

1 credit

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 credits

Prerequisites: Cosmetology License and eighteen months experience as a licensed cosmetologist

Corequisite: COS 272

This course introduces 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

7 credit hours

Prerequisites: Cosmetology License and eighteen months experience as a licensed cosmetologist

Corequisite: 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. Course fee is required. (Offered fall semester)

COS 273 - Instructor Concepts II

5 credit hours

Prerequisites: COS 271 and COS 272

Corequisite: 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

7 credit hours

Prerequisites: COS 271 and COS 272

Corequisite: 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. Course fee is required. (Offered spring semester)

CSC Computer Science

CSC 111 - Intro to Ethical Hacking

3 credits

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. Upon completion of this course, students will be ready to complete EC Council's Certified Ethical Hacker certification preparation course. A course fee is required. (Offered spring semester)

CSC 121 - Python Programming

3 credit hours

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. A course fee is required. (Offered fall semester)

CSC 134 - C++ Programming

3 credits

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. A course fee is required. (Offered spring semester)

CSC 151 - JAVA Programming

3 credit hours

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. A course fee is required. (Offered fall semester)

CSC 153 - C# Programming

3 credits

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. A course fee is required. (Offered spring semester)

CSC 234 - Advanced C++ Programming

3 credits

Prerequisite: 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. A course fee is required. (Offered fall semester)

CSC 249 - Data Structure and Algorithms

3 credits

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

3 credits

Prerequisite: CSC 151

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. A course fee is required. (Offered spring semester)

CTI Computer Technology Integration

CTI 110 - Web, Pgm, and DB Foundation

3 credits

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a website with mark-up tools, and create a simple database table. A course fee is required. (Offered fall semester)

CTI 120 - Network and Sec Foundation

3 credits

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. Upon completion of this course, students should be prepared to complete the CompTIA Network+ certification. A course fee is required. (Offered fall semester).

CTI 141 - Cloud and Storage Concepts

3 credits

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. Upon completion of this course, students should be prepared to complete the CompTIA Cloud+ certification. A course fee is required. (Offered fall semester).

CTS Computer Information Technology

CTS 115 - Info Sys Business Concepts

3 credits

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

3 credits

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. Upon completion of this course, students should be prepared to complete the CompTIA A+ certification. A course fee is required. (Offered fall semester)

CTS 125 - Presentation Graphics

3 credits

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. Upon completion of this course, students will be prepared to take the MOS: Microsoft Office PowerPoint certification. (Offered summer semester)

CTS 130 - Spreadsheet

3 credits

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. Upon completion of this course, students will be prepared to take the MOS: Microsoft Office Excel Core certification. (Offered fall, spring, and summer semesters)

CTS 155 - Tech Support Functions

3 credits

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. A course fee is required. (Offered spring semester)

CTS 220 - Adv Hard/Software Support

3 credits

Prerequisite: 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. Upon completion of this course, students should be prepared to complete the CompTIA A+ certification. A course fee is required. (Offered spring semester)

CTS 225 - Spreadsheet Data Analysis

3 credits

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. A course fee is required. (offered fall semester)

DBA Database Management

DBA 110 - Database Concepts

3 credits

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. Upon completion of this course, students will be prepared to take the MOS: Microsoft Office Access certification. A course fee of $30 is required. (Offered spring semester)

DME Digital Media Technology

DME 115 - Graphic Design Tools

3 credits

This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

DFT Drafting

DFT 151 - CAD I

2 Class, 3 Lab, 3 credits

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. A computer capable of running the drawing software is required. Chromebooks cannot be used for this course. A course fee is required.

DFT 154 - Intro Solid Modeling

2 Class, 3 Lab, 3 credits

Prerequisites: Advisor Approval

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. A computer capable of running the drawing software is required. Chromebooks cannot be used for this course. Solidworks experience required. A course fee is required. (Offered spring semester)

DFT 170 - Engineering Graphics

2 Class, 2 Lab, 3 credits

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. A computer capable of running the drawing software is required. Chromebooks cannot be used for this course. A course fee is required. (Offered fall semester)

DRA Drama/Theatre

DRA 111 - Theatre Appreciation

3 credits

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 credits

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 credits

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 credits

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

3 credits

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

3 credits

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

3 credits

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 1

3 credits

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

3 credits

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

2 credits

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

3 credits

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

3 credits

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 credits

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 credits

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

3 credits

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

3 credits

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)

ECO Economics

ECO 251 - Principles of Microeconomics

3 credits

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 credits

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)

EDU

EDU 119 - Intro to Early Child Education

4 credits

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. This course requires classroom and/or program visitations and observations. (Offered fall, spring and summer semesters)

EDU 131 - Child, Family, and Community

3 credits

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 requires at least 5 hours of volunteer service in a classroom or program setting. A course fee is required. (Offered fall and spring semesters)

EDU 144 - Child Development I

3 credits

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. This course requires students to conduct a child case study with a child 0-36 months and their family. 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 credits

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. This course requires students to complete a child portfolio with a child age 3-8, 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 credits

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 requires observations in a preschool classroom. A course fee is required. (Offered fall and spring semester).

EDU 149 Autism Technical Concepts

3 credits

This course is an introduction to Autism Spectrum Disorders and the skills and competencies needed to work within programs and facilities providing supervised services to persons diagnosed with ASD. Topics include knowledge of characteristics and services, evidence based practices to address social, behavioral, educational, developmental and communication needs through appropriate assessment, planning, implementation of services, and strategies for effective family/community engagement and advocacy for persons with ASD. Upon completion, students should be able to demonstrate knowledge of the characteristics of ASD, application of techniques and interventions used when working with the ASD population, understanding of how to write and implement plans to provide approved documentation, and provide hands-on experiences within programs or facilities serving persons with ASD. (Offered fall semester)

EDU 151 - Creative Activities

3 credits

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. This course requires 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 credits

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 and requires students to show evidence of completion of CPR and First Aid. (Offered fall and spring semesters)

EDU 157 - Active Play

3 credits

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. This course requires classroom visitations, observations, and at least one half-day of training for *Be Active Kids*. A course fee is required. (Offered fall semester)

EDU 184 - Early Childhood Intro Practicum

2 credits

Prerequisites: EDU 119

This course introduces students to early childhood settings and applying skills in a three-star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. This course requires 48 hours of practicum experience in a preschool classroom. A course fee is required. (Offered fall semester)

EDU 187 Teaching and Learning for All

4 credits

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. This course requires 10 hours of observations in a public school setting. (Offered spring semester)

EDU 216 - Foundations of Education

3 credits

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 - 8-week course)

EDU 221 - Children with Exceptionalities

3 credits

Prerequisites: EDU 144 and EDU 145

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation,

developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. This course requires classroom visitations and observations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (Offered fall and summer semesters)

EDU 234 - Infants, Toddlers and Twos

3 credits

Prerequisites: EDU 119

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, 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 requires observations and interviews, as well as 15 hours of practical experience in an infant/toddler/twos classroom. (Offered spring and summer semesters)

EDU 250 - Teacher Licensure Preparation

3 credits

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 - 8-week course)

EDU 251 - Exploration Activities

3 credits

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. A course fee is required.(Offered fall semester)

EDU 259 - Curriculum Planning

3 credits

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. (Offered spring semester)

EDU 261 - Early Childhood Administration I

3 credits

Corequisite: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. (Offered fall semester - 1st 8-weeks)

EDU 262 - Early Childhood Administration II

3 credits

Prerequisites: EDU 119 and EDU 261

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. (Offered fall semester - 2nd 8-weeks)

EDU 279 Literacy Development and Instruction

4 credits

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development,

developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. This course requires 10 hours of observation in a public school setting. (Offered spring semester)

EDU 280 - Language/ Literacy Experiences

3 credits

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 requires at least 12 hours of observation in an early childhood classroom (this must be in a Head-Start classroom unless hours in a Head Start classroom have already been completed). A course fee is required. (Offered spring semester)

EDU 284 - Early Child Capstone Practicum

4 credits

Prerequisites: EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151

This course is designed to allow students to demonstrate acquired skills in a three-star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. This course requires 160 hours of practicum within an early childhood classroom. (Offered spring semester)

EGR Engineering

EGR 115 - Intro to Technology

2 Class, 3 Lab, 3 credits

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. A course fee is required. (Offered spring semester)

EGR 115A - Intro to Tech Lab

Local Co-requisite: EGR-115

0 Class, 3 Lab, 1 credit

This course provides a laboratory setting for EGR 115. 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. A course fee is required. (Offered spring semester)

EGR 125 - Appl Software for Tech

1 Class, 2 Lab, 2 credits

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. Chromebooks cannot be used for this course. (Online only)

EGR 130 - Engineering Cost Control

2 Class, 2 Lab, 3 credits

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. (Offered spring semester)

EGR 150 - Intro to Engineering

1 Class, 2 Lab, 2 credits

Recommended Co-requisites: MAT 171

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 210 - Intro to Elec/Comp Eng Lab

1 Class, 3 Lab, 2 credits

Prerequisites: MAT 271 and PHY 251

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

EGR 212 - Logic Systems Design I

3 Class, 0 Lab, 3 credits

Prerequisites: MAT 271 and PHY 251

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combination circuits; introduction to sequential circuits; and MSI building blocks. 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 Class, 0 Lab, 3 credits

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 215 - Network Theory I

3 Class, 0 Lab, 3 credits

Prerequisites: MAT 272 and PHY 251

Co-requisites: PHY 252 and MAT 273

This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and nature response, and state variable analysis. Topics include Kirchoff's laws, Ohm's Law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. This course has been approved to satisfy the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

EGR 216 - Logic and Network Lab

0 Class, 3 Lab, 1 credit

Prerequisites: MAT 272 and PHY 251

Co-requisites: EGR 215

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network management and applications, experimental logic design and introduction to laboratory equipment and techniques. 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 Class, 0 Lab, 3 credits

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. (Offered spring semester)

EGR 250 - Statics/Strength of Materials

4 Class, 3 Lab, 5 credits

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. (Offered fall semester)

ELC Electricity

ELC 117 - Motors and Controls

2 Class, 6 Lab, 4 credits

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. A course fee is required. (Offered spring semester)

ELC 128 - Introduction to PLC

2 Class, 3 Lab, 3 credits

Recommended Corequisites: MAT 171

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. A course fee is required. (Offered fall semester)

ELC 131 - Circuit Analysis I

3 Class, 3 Lab, 4 credits

Recommended Co-requisites: MAT 171

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. A course fee is required.(Offered fall semester)

ELC 213 - Instrumentation

3 Class, 2 Lab, 4 credits

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. A course fee is required. (Offered spring semester)

ELC 228 - PLC Applications

2 Class, 6 Lab, 4 credits

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. A course fee is required. (Offered spring semester)

ELN Electronics

ELN 131 - Analog Electronics I

3 Class, 3 Lab, 4 credits

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. A course fee is required. (Offered spring semester)

ELN 133 - Digital Electronics

3 Class, 3 Lab, 4 credits

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. A course fee is required. (Offered fall semester)

ELN 232 - Intro to Microprocessors

3 Class, 3 Lab, 4 credits

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. (Offered fall semester)

ELN 234 - Communication Systems

3 Class, 3 Lab, 4 credits

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. A course fee is required. (Offered spring semester)

EMS Emergency Medical Science

EMS 110 - EMT

9 credits

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.

EMS 115 - Defense Tactics for EMS

2 credits

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.

EMS 120 - Advanced EMT

6 credits

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 spring semester)

EMS 121 - AEMT Clinical Practicum

2 credits

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. (Offered spring semester)

EMS 122 - EMS Clinical Practicum I

1 credit

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 125 - EMS Instructor Methodology

3 credits

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 - Pharmacology

4 credits

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

2 credits

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

3 credits

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

3 credits

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

2 credits

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

3 credits

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 credits

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 - Patients W/ Special Challenges

2 credits

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

4 credits

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

4 credits

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 summer term)

EMS 260 - Trauma Emergencies

2 credits

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

4 credits

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 285 - EMS Capstone

2 credits

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 fall semester)

ENG English

3 credits

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 - Writing and Inquiry Support

2 credits

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 110 - Freshman Composition

3 credits

Prerequisites: DRE 097 or ENG 002 or BSP 4002

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 credits

Prerequisites: DRE 097 or ENG 002 or BSP 4002

Corequisite: ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-

developed essays using standard written English. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education English composition requirement.

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 credits

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.

ENG 114 - Prof Research and Reporting

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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.

ENG 272 Southern Literature

3 Credits

Prerequisites: ENG 111 and ENG 112 or ENG 114

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. This course has been approved for transfer under the CAA/ICAA as a premajor and/or elective requirement.

EPT Emergency Preparedness

EPT 120 - Sociology of Disaster

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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 credits

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.

FIP Fire Protection

FIP 120 - Intro to Fire Protection

3 credits

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 credits

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 credits

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 credits

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 credits

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

4 credits

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 credits

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 credits

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.

FIP 220 - Fire Fighting Strategies

3 credits

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 credits

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 credits

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 credits

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 credits

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 credits

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include the 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

3 credits

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 credits

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.

FIP 248 - Fire Service Personnel Administration

3 credits

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 credits

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 credits

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 credits

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 credits

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.

FRE French

FRE 111 - Elementary French I

3 credits

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 credits

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

1 credit

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

1 credit

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 credits

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 credits

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

1 credit

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

1 credit

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.

FVP Film and Video Production

FVP 111 - Introduction to Film and Video

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

5 credits

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

5 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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

3 credits

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 credits

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.

GCM Golf Course Management

GCM 220 - Golf Course Maint Systems

3 credits

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.

GEL Geology

GEL 111 - Geology

3 Class, 2 Lab, 4 credits

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in Natural Science.

leader

GRD 141 - Graphic Design I

4 credits

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 151 - Computer Design Basics

3 credits

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool.

HEA Health

HEA 110 - Personal Health and Wellness

3 credits

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.

HMT Healthcare Management

HMT 110 - Intro to Healthcare Mgt

3 credits

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating with 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 credits

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 credits

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)

HET Heavy Equipment Maintenance

HET 134 - Diesel Fuel and Power Sys

3 credits

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. A course fee is required.

HIS History

HIS 111 - World Civilizations I

3 credits

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 credits

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 credits

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 credits

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.

HOR Horticulture

HOR 112 - Landscape Design I

3 credits

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. A course fee is required.

HOR 114 - Landscape Construction

3 credits

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

3 credits

This course covers the 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. A course fee is required.

HOR 118 - Equipment Op and Maintenance

2 credits

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

3 credits

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. A course fee is required.

HOR 134 - Greenhouse Operations

3 credits

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. A course fee is required.

HOR 142 - Fruit and Vegetable Prod

2 credits

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

1 credit

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

4 credits

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. A course fee is required.

HOR 160 - Plant Materials I

3 credits

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

3 credits

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

3 credits

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.

HOR 164 - Horticulture Pest Management

3 credits

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

3 credits

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. A course fee is required.

HOR 168 - Plant Propagation

3 credits

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. A course fee is required.

HOR 213 - Landscape Design II

3 credits

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. A course fee is required.

HOR 215 - Landscape Irrigation

3 credits

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. A course fee is required.

HOR 225 - Nursery Production

3 credits

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

3 credits

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. A course fee is required.

HOR 245 - Hort Specialty Crops

3 credits

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. A course fee is required.

HOR 257 - Arboriculture Practices

2 credits

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

2 credits

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 credits

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. A course fee is required.

HSC Health Sciences

HSC 110 - Orientation to Health Careers

1 credit

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.

HSE Human Services

HSE 110 - Intro to Human Services

3 credits

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (Offered fall and spring semester)

HSE 112 - Group Process I

2 credits

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (Offered fall semester)

HSE 123 - Interviewing Techniques

3 credits

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (Offered spring semester)

HSE 125 - Counseling

3 credits

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. (Offered spring semester)

HSE 210 - Human Services Issues

2 credits

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (Offered fall semester)

HSE 225 - Crisis Intervention

3 credits

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (Offered spring semester)

HSE 227 - Children & Adol in Crisis

3 credits

This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents. (Offered spring semester)

HSE 240 - Issues in Client Services

3 credits

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (Offered fall semester)

HUM Humanities

HUM 110 - Technology and Society

3 credits

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 credits

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

3 credits

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

3 credits

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.

HYD Hydraulics

HYD 110 - Hydraulics/Pneumatics I

2 Class, 3 Lab, 3 credits

Recommended Prerequisites: MAT 171

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. A course fee is required. (Offered fall semester)

IPP Interpreter Preparation

IPP 111 - Intro to Interpretation

3 credits

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. (Offered fall semester)

IPP 112 - Comparative Cultures

3 credits

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. (Offered fall semester)

IPP 130 - Analytical Skills for Int

3 credits

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. (Offered spring semester)

IPP 152 - ASL/English Translation

3 credits

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. (Offered spring semester)

IPP 161 - Consecutive Interpreting

5 credits

Prerequisite: 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 summer semester)

IPP 221 - Simultaneous Interpret I

5 credits

Prerequisite: 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. A course fee is required. (Offered fall semester)

IPP 222 - Simultaneous Interpret II

5 credits

Prerequisite: 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. (Offered spring semester)

ISC Industrial Science

ISC 112 - Industrial Safety

2 Class, 0 Lab, 2 Credits

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. (Online only)

ISC 131 - Quality Management

3 Class, 0 Lab, 3 Credits

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 132 - Manufacturing Quality Control

2 Class, 3 Lab, 3 Credits

Recommended Co-requisites: EGR 125

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 in using spreadsheet software is required for success in this course. (Offered spring semester)

ISC 135 - Principles of Industrial Mgmt

4 Class, 0 Lab, 4 Credits

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 Class, 0 Lab, 3 Credits

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. (Offered fall semester)

ISC 220 - Lean Manufacturing

2 Class, 2 Lab, 3 Credits

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. (Offered fall semester)

ISC 222 - Project Planning/Control

1 Class, 2 Lab, 2 Credits

This course covers how to plan, schedule and control projects typical in manufacturing and service industries. Topics include fundamental project management concepts and hands-on computer application experience with process flow charting and PERT/CPM project managers. Upon completion, students should be able to plan, schedule and control projects using state-of-the-art computer application programs.

LDR Leadership Studies

LDR 110 - Introduction to Leadership

3 credits

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 Ldrship & Dec Making

3 credits

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 credits

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)

LDD Light-Duty Diesel

LDD 112 - Intro Light-Duty Diesel

3 credits

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. A course fee is required.

LDD 116 - Diesel Electric-Drive

4 credits

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. A course fee is required.

LDD 181 - LDD Fuel Systems

4 credits

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. A course fee is required.

LDD 183 - Air, Exhaust, Emissions

4 credits

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. A course fee is required.

LDD 284 - LDD Test and Diagnosis

3 credits

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. A course fee is required.

LEX Law Office Management/Technology

LEX-270 - Law Office Management/Technology

2 credits

This course is provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. (Offered spring semester)

LOG Logistics Management

LOG 110 - Introduction to Logistics

3 class, 0 lab, 3 credits

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. (Demand dependent. Online only)

LOG 125 - Transportation Logistics

3 class, 0 lab, 3 credits

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. (Demand dependent. Online only)

LOG 215 - Supply Chain Management

3 class, 0 lab, 3 credits

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. (Demand dependent. Online only)

MAC Machining

MAC 112 - Machining Technology II

2 class, 12 lab, 6 credits

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. A course fee is required. (Offered spring semester)

MAC 113 - Machining Technology III

2 class, 12 lab, 6 credits

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. A course fee is required. (Offered summer term)

MAC 114 - Introduction to Metrology

2 class, 0 lab, 2 credits

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and the use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (Offered fall semester)

MAC 118 - Machine Shop Basic

1 class, 3 lab, 2 credits

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 class, 0 lab, 2 credits

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. A course fee is required. (Offered fall semester)

MAC 122 - CNC Turning

1 class, 3 lab, 2 credits

Prerequisites: MAC 121

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. (Offered spring semester)

MAC 124 - CNC Milling

1 class, 3 lab, 2 credits

Prerequisites: MAC 121

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. (Offered spring semester)

MAC 141 - Machining Applications I

2 class, 6 lab, 4 credits

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. (Offered fall semester)

MAC 141A - Machining Appl I Lab

0 class, 6 lab, 2 credits

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 class, 2 lab, 2 credits

Recommended Prerequisites: MAT 110

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. (Offered Spring semester)

MAC 160 - Coordinate Measuring Mach

2 class, 2 lab, 3 credits

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 class, 2 lab, 1 credit

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. A course fee is required. (Offered fall semester)

MAC 222 - Advanced CNC Turning

1 class, 3 lab, 2 credits

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. (Offered fall semester)

MAC 224 - Advanced CNC Milling

1 class, 3 lab, 2 credits

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. (Offered fall semester)

MAC 226 - CNC EDM Machining

1 class, 3 lab, 2 credits

Prerequisite: MAC 113

This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines. A course fee is required. (Offered fall semester)

MAC 234 - Advanced Multi-Axis Machining

2 class, 3 lab, 3 credits

Prerequisite: MAC 113

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes. A course fee is required. (Offered spring semester)

MAC 241 - Jigs & Fixtures I

2 class, 6 lab, 4 credits

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. A course fee is required. (Offered spring semester)

MAC 243 - Die Making I

2 class, 6 lab, 4 credits

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. A course fee is required. (Offered spring semester)

MAC 245 - Mold Construction I

2 class, 6 lab, 4 credits

Prerequisite: MAC 113

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. A course fee is required. (Offered fall semester)

MAC 246 - Mold Construction II

1 class, 9 lab, 4 credits

Prerequisite: MAC 113

This course provides continued study in the application and use of molds. Emphasis is placed on design and manufacturing of complex molds. Upon completion, students should be able to design and build complex molds. A course fee is required.

MAC 248 - Production Procedures

1 class, 2 lab, 2 credits

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.

MAT Mathematics

MAT 003 - Transition Math

3 credits

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 - Math Measurement & Literacy Support

1 credit

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (Offered Fall semester)

MAT 043 - Quantitative Literacy Support

2 credits

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (Offered Spring semester)

MAT 052 - Statistical Methods I Support

2 credits

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (Offered Fall and Spring semesters)

MAT 071 - Precalculus Algebra Support

2 credits

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (Offered Fall and Spring semesters)

MAT 110 - Math Measurement and Literacy

3 credits

Prerequisites: MAT 003 P1

Corequisite: MAT 010

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 143 - Quantitative Literacy

3 credits

Prerequisites: MAT 003 P2

Corequisite: MAT 043

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through a 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

4 credits

Prerequisites: MAT 003 P2

Corequisite: MAT 052

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

4 credits

Prerequisites: MAT 003 P3

Corequisite: MAT 071

This course is designed to develop topics that 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

4 credits

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

4 credits

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 Fall and Spring semesters)

MAT 272 - Calculus II

4 credits

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 Fall and Spring semesters)

MAT 273 - Calculus III

4 credits

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 fall semester)

MAT 280 - Linear Algebra

3 credits

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. (Offered spring semester)

MAT 285 - Differential Equations

3 credits

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. (Offered fall semester)

MEC Mechanical

MEC 110 - Intro to CAD/CAM

1 class, 2 lab, 2 credits

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 class, 2 lab, 3 credits

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. (Offered spring semester)

MEC 145 - Mfg Materials I

2 class, 3 lab, 3 credits

Recommended Co-requisites: EGR 125

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. Proficiency using spreadsheet software is required for success in this course. A course fee is required. (Offered spring semester)

MEC 155 - Env Benign Manufacturing

2 class, 2 lab, 3 credits

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. (Online only)

MEC 260 - Fund of Machine Design

2 class, 3 lab, 3 credits

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. (Offered spring semester)

MEC 276 - Capstone Design Project

0 class, 3 lab, 1 credit

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. This course is to be taken in the last semester. (Offered spring semester)

MED Medical Assisting

MED 120 - Survey of Medical Terminology

2 credits

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.

MED 121 - Medical Terminology I

3 credits

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.

MKT Marketing

MKT 120 - Principles of Marketing

3 credits

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, spring and summer semesters)

MKT 220 - Advertising and Sales Promotion

3 credits

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 credits

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 fall semester)

MKT 225 - Marketing Research

3 credits

Prerequisite: 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 credits

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

4 credits

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)

MNT Maintenance

MNT 110 - Intro to Maint Procedures

1 class, 3 lab, 2 credits

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. A course fee is required. (Offered fall semester)

MNT 160 - Industrial Fabrication

1 class, 3 lab, 2 credits

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. A course fee is required. (Offered spring semester)

MUS 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 credits

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 credits

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 credits

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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.

NET Networking Technology

NET 125 - Introduction to Networks

3 credits

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. A course fee is required. (Offered fall semester)

NET 126 - Routing Basics

3 credits

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. Upon completion of this course, students should be prepared to complete foundational Cisco network certifications A course fee is required. (Offered spring semester).

NET 225 - Routing and Switching I

3 credits

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. Upon completion of this course, students should be prepared to complete foundational Cisco network certifications. (Offered fall semester).

NET 226 - Routing and Switching II

3 credits

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. Upon completion of this course, students should be prepared to complete foundational Cisco network certifications. A course fee is required. (Offered spring semester).

NOS Networking Operating Systems

NOS 120 - Linux/UNIX Single User

3 credits

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. A course fee is required. (Offered fall semester)

NOS 130 - Windows Single User

3 credits

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. Upon completion of this course, students should be prepared to complete the MTA: Windows Operating System Fundamentals certification (Offered fall semester).

NOS 230 - Windows Administration I

3 credits

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. Upon completion of this course, students should be prepared to complete the MTA: Windows Server Administration Fundamentals certification. A course fee is required. (Offered spring semester).

NAS Nursing Assistant

NAS 101 - Nurse Aide I

6 credits

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 - Nurse Aide II

6 credits

Prerequisite: NAS 101

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 103 - Home Health Care Nurse Aide

6 credits

Prerequisite: NAS 101

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.

NAS 106 - Geriatric Aide

6 credits

Prerequisite: NAS 101

This course is designed to enhance the knowledge of the Nurse Aide I providing care to the aging population. Emphasis is placed on the person-centered care, stress management, health promotion, dementia/challenging behaviors, mental health issues, and end-of-life/palliative care. Upon completion, students should be able to demonstrate knowledge and provide safe care for the aging population and are eligible to be listed on the North Carolina Geriatric Nurse Aide registry.

NUR Nursing

NUR 111 - Intro to Health Concepts

8 credits

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

5 credits

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

5 credits

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

5 credits

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

5 credits

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

5 credits

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

10 credits

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)

OST Office Systems

OST 134 - Text Entry and Formatting

3 credits

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 fall semester)

OST 136 - Word Processing

3 credits

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. Upon completion of this course, students will be prepared to take the MOS: Microsoft Office Word Core certification. A course fee is required. (Offered fall semester).

OST 141 - Med Office Terms I

3 credits

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 credits

This course introduces the 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 fall semester)

OST 149 - Medical Legal Issues

3 credits

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 spring semester)

OST 153 - Office Finance Solutions

3 credits

Prerequisite: 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. Upon completion of this course, students should be prepared to complete the Intuit Quickbooks Certified Online User exam. A course fee is required. (Offered fall and spring semester).

OST 155 - Legal Terminology

3 credits

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. (Offered in spring semester).

OST 164 - Office Editing

3 credits

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 spring semester)

OST 184 - Records Management

3 credits

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 236 - Adv Word Processing

3 credits

Prerequisite: 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. Upon completion of this course, students will be prepared to take the MOS: Microsoft Office Word Expert certification. A course fee is required. (Offered fall semester).

OST 243 - Med Office Simulation

3 credits

Prerequisite: 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 spring semester)

OST 289 - Office Admin Capstone

3 credits

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)

PAD Public Administration

PAD 151 - Intro to Public Admin

3 credits

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society. (Offered fall semester)

PAD 152 - Ethics in Government

3 credits

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making. (Offered fall semester)

PAD 251 - Public Finance & Budgeting

3 credits

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. (Offered spring semester)

PAD 252 - Public Policy Analysis

3 credits

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. (Offered spring semester)

PAD 254 - Grant Writing

3 credits

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process. (Offered spring semester)

PED Physical Education

PED 110 - Fit and Well for Life

2 credits

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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

1 credit

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.

PHI Philosophy

PHI 210 - History of Philosophy

3 credits

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 credits

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.

PHS Physical Science

PHS 130 - Earth Science

4 credits

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.

PHY Physics

PHY 110 - Conceptual Physics

3 credits

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education Natural Science requirement.

PHY 110A - Conceptual Physics Lab

1 credit

Corequisite: PHY 110

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This course has been approved to satisfy the Universal General Education Transfer Component of the Comprehensive Articulation Agreement general education Natural Science requirement. A lab fee is required.

PHY 131 - Physics-Mechanics

4 credits

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

4 credits

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

4 credits

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

4 credits

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

4 credits

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

4 credits

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.

PLA Plastics

PLA 110 - Introduction to Plastics

2 class, 0 lab, 2 credits

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. (Offered spring semester. Online only)

PLA 162 - Plastics Manufacturing Processes

2 class, 3 lab, 3 credits

This course covers manufacturing processes including machining, sawing, routing, milling, drilling, taping, turning, thermoforming, molding, extrusion, laminating, reinforcing, expansion, casting, coasting, 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. A course fee is required. (Offered spring semester)

POL Political Science

POL 120 - American Government

3 credits

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.

POL 130 - State and Local Government

3 credits

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.

PSY Psychology

PSY 150 - General Psychology

3 credits

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 credits

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 credits

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 credits

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.

REL Religion

REL 110 - World Religions

3 credits

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 credits

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 credits

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 credits

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.

SAB Substance Abuse

SAB 110 - Substance Abuse Overview

3 credits

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (Offered fall semester)

SAB 120 - Intake and Assessment

3 credits

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. (Offered fall semester)

SAB 125 - SA Case Management

3 credits

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. (Offered spring semester)

SAB 135 - Addictive Process

3 credits

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. This course requires one visit to an open 12-step meeting. (Offered spring semester)

SAB 240 - Sab Issues in Client Services

3 credits

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (Offered fall semester)

SEC Information System Security

SEC 110 - Security Concepts

3 credits

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. Upon completion of this course, students should be prepared to complete the CompTIA Security+ certification A course fee of $20 is required. (offered spring semester).

SEC 150 - Secure Communications

3 credits

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

3 credits

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. A course fee of $20 is required.

SOC Sociology

SOC 210 - Introduction to Sociology

3 credits

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 credits

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 credits

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.

SOC 225 - Social Diversity

3 credits

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

SPA Spanish

SPA 111 - Elementary Spanish I

3 credits

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 credits

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 credits

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

1 credit

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

1 credit

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 credits

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 credits

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

1 credit

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

1 credit

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.

SUR Surgical Technology

SUR 110 - Intro to Surgical Tech

3 credits

Prerequisites: Enrollment in the Surg Tech program

Corequisites: - SUR 111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology. (Offered fall semester)

SUR 111 - Periop Patient Care - 5 - 6 - 0 - 0 - 7

Prerequisites: Enrollment in the Surg Tech program

Corequisites: - SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, 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: - 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

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)

SWK Social Work

SWK 110 - Intro to Social Work

3 credits

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and

protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional. This course requires 15 hours of volunteer service at a school, non-profit, or completion of a community service project. (Offered fall semester)

SWK 113 - Working with Diversity

3 credits

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. (Offered fall semester)

SWK 115 - Community Resources

3 credits

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs. (Offered spring semester)

SWK 214 - Social Work Law

3 credits

Prerequisite: SWK-110

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice. (Offered spring semester)

SWK 220 - Swk Issues in Client Services

3 credits

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues. (Offered fall semester)

TRF Turfgrass Management

TRF 110 - Intro Turfgrass Cult and ID

4 credits

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

4 credits

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.

TRN Transportation Technology

TRN 110 - Intro to Transport Tech

2 credits

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. A course fee is required.

TRN 111 - Chassis Maint/Light Repair

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. A course fee is required.

TRN 112 - Powertrain Maint/Light Repair

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. A course fee is required.

TRN 120 - Basic Transportation Electricity

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. A course fee is required.

TRN 130 - Intro to Sustainable Transportation

3 credits

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. A course fee is required.

TRN 140 - Transportation Climate Control

2 credits

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. A course fee is required.

TRN 140A - Transportation Climate Control Lab

2 credits

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 course fee is required.

TRN 145 - Advanced Transportation Electronics

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. A course fee is required.

TRN 180 - Basic Welding for Transportation

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 course fee is required.

TRN 180A - Basic Welding for Transportation Lab

1 credit

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 course fee is required.

VEN Viticulture/Enology

VEN 133 - Intro to Winemaking

3 class, 0 lab, 3 credits

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. **North Carolina Community College System requires that all students must be 21 years of age or older by the start of this VEN prefix course.**

VEN 135 - Intro to Viticulture

3 class, 2 lab, 4 credits

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 class, 6 lab, 5 credits

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. **North Carolina Community College System requires that all students must be 21 years of age or older by the start of this VEN prefix course.**

WEB Web Technology

WEB 151 - Mobile Application Dev I -

3 credits

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. Upon completion of this course, students should be prepared to complete the Google's Associate Android Developer certification A course fee is required. (offered spring semester).

WEB 213 - Internet Mkt & Analytics -

3 credits

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans. (offered spring semester)

WEB 225 - Content Management Systems -

3 credits

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website. A course fee is required. (offered fall semester)

WLD Welding

WLD 110 - Cutting Processes

2 credits

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

2 credits

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

3 credits

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

2 credits

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

2 credits

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

3 credits

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.

WBL 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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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 Human Services Technology 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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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. (Offered fall, spring and summer semesters)

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