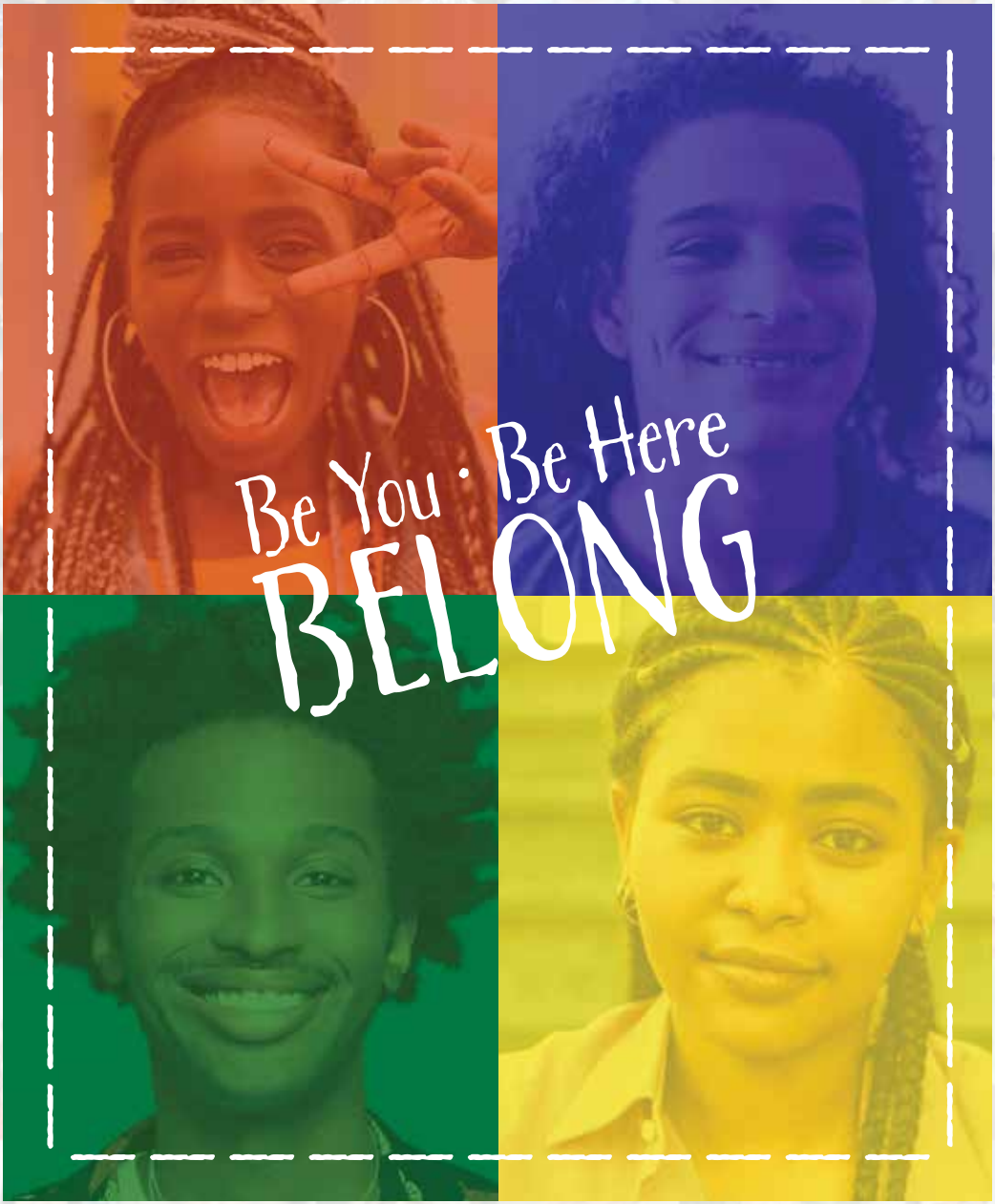

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Sandhills

COMMUNITY COLLEGE

General Catalog
2021-2022

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The provisions of this publication are not to be regarded as an irrevocable contract between the student and Sandhills Community College. The College reserves the right to change any provision or requirement at any time within the student's term of residence or to add or withdraw course offerings. Updates to this printed edition that reflect such changes will be available on the Sandhills website at www.sandhills.edu. The official version of the current *Catalog* is the online document. The College further reserves the right, at any time, to request that a student withdraw when such action is considered to be in the best interest of the institution.

WELCOME TO SANDHILLS COMMUNITY COLLEGE

College Telephone Numbers

Administrative offices are open Monday through Friday from 8 a.m. until 5 p.m. During the summer sessions, some offices may have an abbreviated schedule. The summer schedule, the academic calendar, and a telephone directory of faculty and staff are available online at www.sandhills.edu.

General Information	910-692-6185/800-338-3944
Admissions	695-3725/3738
Business	695-3721/3951
Continuing Education	695-3980
Financial Aid	695-3743
Dean of Instruction	695-3708
Library	695-3819
Records and Registration	695-3740/3741/3734/3739
Associate Vice President of Student Services	695-3714
Director of Student Life	695-3858
Vice President of Student Services	695-3900

Accreditation

Sandhills Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sandhills Community College.

Visitors

Sandhills Community College welcomes visitors to campus and encourages them to explore the gardens, to use the Katharine Boyd Library, and to attend various public college functions. The Campus Map on page 4 provides directions. It is important that visitors respect the educational mission of the College and the necessity for campus safety and tranquility. If disruptive visitors are observed, those noting the behavior are asked to relay that information to the switchboard located in the Dempsey Student Center 910-692-6185 or 800-338-3944. The College reserves the right to ask disruptive visitors to leave the campus.

Non-Discrimination Statement

Sandhills Community College does not and shall not discriminate in its educational programs, activities, and employment practices on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law, regulations and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants. More detailed policies and procedures on this topic may be found in the Policies and Procedures Handbook accessible on our website.

President John R. Dempsey

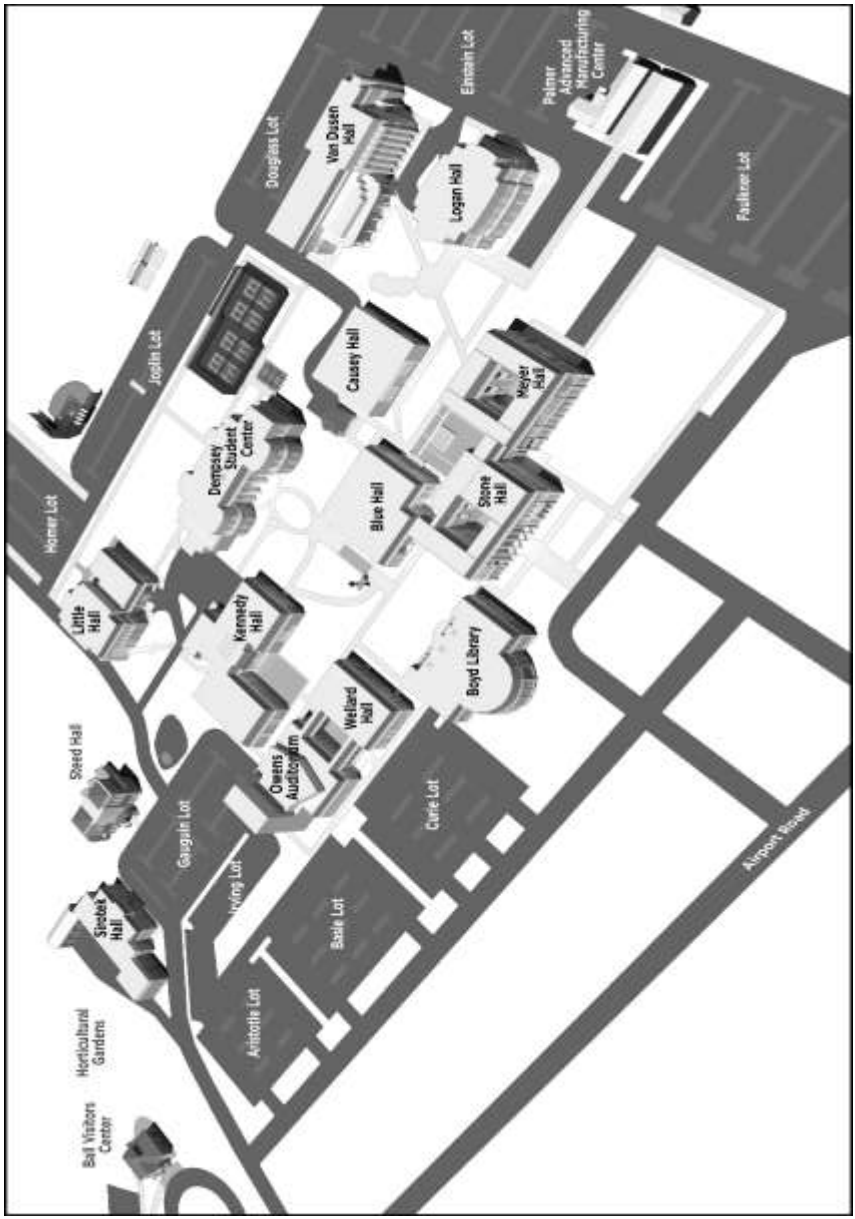
Welcome to Sandhills Community College. I am thrilled that you have chosen to call Sandhills home for the next two years. Since the college's founding in 1963, Sandhills has been providing high quality education to the people of our community. A lot has changed in the fifty-plus years we've been around, but the core values that started the college are still operative today. Those values are INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. They guide and inspire the work we do at Sandhills, and we hope they will have a profound influence on your education.

This college catalog has lots of information to help you on your educational journey. We think it will answer most of the questions you will have about the college — and about your program of study. If this book does not answer your questions, or if anything isn't clear, please call your advisor, the nice folks in Student Services, Executive Assistant Heather Lyons (910-695-3701), or me (910-695-3700) for help. Helping students is why we are here.

Again, welcome to Sandhills. I think you've made a really good college choice, and I wish you all the success in the world while you are here. For over fifty years now, we've been taking good care of students and helping them get the education they need to lead productive and fulfilling lives. We hope to do that with you, and we thank you for choosing Sandhills.

John R. Dempsey

CAMPUS MAP


Douglass Lot
Van Dusen Hall
Einstein Lot
Palmer Advanced Manufacturing Center
Logan Hall
Faulkner Lot
Joplin Lot
Causey Hall
Meyer Hall
Dempsey Student Center
Blue Hall
Stone Hall
Homer Lot
Little Hall
Kennedy Hall
Boyd Library
Wellard Hall
Owens Auditorium
Steed Hall
Gauguin Lot
Curie Lot
Airport Road
Basle Lot
Aristotle Lot
Horticultural Gardens
Ball Visitors Center

Ball Garden Visitor's Center

Blue Hall
- Career Services
- BLET Classroom
- Health & Fitness Program Classroom
- McCaskill Public Service Center
- Office of Planning and Research
- Student Employment

Boyd Library
- Archives
- Barbara Cole Children's Literature Center
- Jeanne Hastings Gallery
- Learning Resource Computer Lab
- Library
- The Luke Joseph Ryan Veteran's Center
- Teresa Wood Reading Room

Causey Hall
- Alumni Relations
- Cosmetology
- Emergency Medical Science
- Grant Development
- SCC Foundation Office

Dempsey Student Center
- Athletics
- Center for Teaching and Learning
- Clement Dining Room
- Ewing Center for Student Leadership
- Heins Gymnasium
- Intramurals
- Logan Bookstore
- Lost and Found
- Parking Permits
- Peterson Dining Commons
- Photo ID
- Reception
- Russell Fitness Center
- Student Government Association
- Student Life

Kennedy Hall
- Bracken Auditorium
- College Programs for High School Students
- Fine Arts – Art
- Health Sciences
- Marketing
- Nursing
- Owens Wing
- St. Andrews Extension

Little Hall
- Byerley Auditorium
- Computer Technologies
- eLearning
- Engineering Technologies
- Whole Harvest Kitchen
- Peggy Kirk Bell Center for Hospitality and the Culinary Arts
- Russell Dining Room
- Charles and Jane Wellard Technology Center

Logan Hall
- Disability Services
- English and Humanities
- Kelly Tutoring Center
- Mathematics
- Open Speaking Lab
- Open Writing Lab
- UNC Pembroke Extension

McKean Campus Services Center
- Grounds Maintenance
- Physical Plant Maintenance
- Print Shop
- Shipping/Receiving

Meyer Hall
- Directors Auditorium
- Management & Business Tech Lab
- Sciences
- Therapeutic Massage

Owens Auditorium

Palmer Advanced Manufacturing Center
- Electrical
- Industrial Maintenance
- Welding

Sirotek Hall
- Transportation Technologies

Steed Hall
- Landscape Gardening

Stone Hall – 1st Floor East
- Administration, Business Office, Curriculum Operations
- John Sledge Board Room

Stone Hall – 1st Floor West
- Meyer Family Foundation Auditorium
- Admissions, Financial Aid, Placement Testing, Records and Registration

Stone Hall – 2nd Floor West
- Counseling Services
- Testing Lab
- Student Success Center
- Human Resources

Stone Hall – 2nd Floor East
- Information Services
- Management & Business Technologies
- University Studies

Van Dusen Hall 1st Floor
- Continuing Education, Dedman Center for Business Leadership, Frick Innovation and Technology Center, Furches Life-Long Learning Center

Van Dusen Hall 2nd Floor
- Social and Behavioral Sciences, Public Services

Wellard Hall
- Audiovisual Services
- Campus Police and Public Safety
- Fine Arts – Music and Music Education
- McPherson Black Box Theater
- Minority Male Mentoring Center

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NOS Network Operating System 443
NUR Nursing 444
OPH Opticianry 446
OST Office Systems Technology 448
PED Physical Education 451
PHI Philosophy 460
PHY Physics 461
PKG Packaging 463
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RAD Radiography 467
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2021-2022 Academic Calendar

Fall Semester 2021

August 12	Thursday	Registration
August 13	Friday	Last Day 100% Refund
August 16	Monday	First Day of Classes
August 17	Tuesday	Add Period Ends
August 25	Wednesday	Last Day 75% Refund
September 6	Monday	Labor Day Holiday
October 11-13	Monday-Wednesday	Fall Break
October 29	Friday	Drop Period Ends
November 1	Monday	Spring Semester Priority Registration
November 11	Thursday	Veterans Day Holiday
November 24-26	Wednesday-Friday	Thanksgiving Holiday
December 9-14	Thursday-Tuesday	Final Exam Period
December 14	Tuesday	Semester Ends

Spring Semester 2022

January 6	Thursday	Registration
January 7	Friday	Last Day 100% Refund
January 10	Monday	First Day of Classes
January 11	Tuesday	Add Period Ends
January 17	Monday	Dr. Martin Luther King Holiday
January 20	Thursday	Last Day 75% Refund
March 7-11	Monday–Friday	Spring Break
March 29	Tuesday	Drop Period Ends
April 1	Friday	Summer and Fall Priority Registration
April 18-19	Monday-Tuesday	Easter Holiday
May 5-10	Thursday-Tuesday	Final Exam Period
May 10	Tuesday	Semester Ends
May 14	Saturday	Commencement

Summer Semester 2022

May 23	Monday	Registration Summer & Fall
May 30	Monday	Memorial Day Holiday
June 27	Monday	Registration C Summer & Fall
July 4	Monday	Independence Day Holiday

Sessions	Classes Begin	Classes End	Last Day To Add	Last Day To Drop	Last Day 100% Refund	Last Day 75% Refund
Full Session (A)	May 24	July 28	May 25	July 6	May 23	May 31
1st Half (B)	May 24	June 23	May 24	June 13	May 23	May 25
2nd Half (C)	June 28	July 28	June 28	July 18	June 27	June 29

2022-2023 Proposed Academic Calendar

(Subject to change; not official until approved in Spring 2022)

Fall Semester 2022

August 11	Thursday	Registration
August 12	Friday	Last Day 100% Refund
August 15	Monday	First Day of Classes
August 16	Tuesday	Add Period Ends
August 24	Wednesday	Last Day 75% Refund
September 5-6	Monday-Tuesday	Labor Day Holiday
October 10-11	Monday-Tuesday	Fall Break
October 28	Friday	Drop Period Ends
November	To Be Announced	Spring Semester Priority Registration
November 11	Friday	Veterans Day Holiday
November 23-25	Wednesday-Friday	Thanksgiving Holiday
December 8-13	Thursday-Tuesday	Final Exam Period
December 13	Tuesday	Semester Ends

Spring Semester 2023

January 5	Thursday	Registration
January 6	Friday	Last Day 100% Refund
January 9	Monday	First Day of Classes
January 10	Tuesday	Add Period Ends
January 16	Monday	Dr. Martin Luther King Holiday
January 19	Thursday	Last Day 75% Refund
March 6-10	Monday–Friday	Spring Break
March 28	Tuesday	Drop Period Ends
April	To Be Announced	Summer and Fall Priority Registration
April 10-11	Monday-Tuesday	Easter Holiday
May 4-9	Thursday-Tuesday	Final Exam Period
May 9	Tuesday	Semester Ends
May 13	Saturday	Commencement

Summer Semester 2023

May 22	Monday	Registration Summer & Fall
May 29	Monday	Memorial Day Holiday
June 26	Monday	Registration C Summer & Fall
July 4	Tuesday	Independence Day Holiday

Sessions	Classes Begin	Classes End	Last Day To Add	Last Day To Drop	Last Day 100% Refund	Last Day 75% Refund
Full Session (A)	May 23	July 27	May 24	July 5	May 22	May 30
1st Half (B)	May 23	June 22	May 23	June 12	May 22	May 24
2nd Half (C)	June 27	July 27	June 27	July 17	June 26	June 28

COLLEGE MISSION AND PROGRAMS

College History

Sandhills Community College was established in December 1963 under authority of the 1963 State Community College Act. Following the leadership of Representative H. Clifton Blue, Moore County citizens petitioned the State Board of Education for approval to establish a community college in the county and voted overwhelmingly for a one million dollar bond issue for construction and a tax levy for operation and maintenance of facilities. Before the end of 1963, a board of trustees had been named, an organizational meeting held, an architect selected, and Dr. Raymond Stone chosen as first President of the College.

In 1964, construction of facilities began on land given for the campus by Mrs. Mary Luman Meyer of Pinehurst. Temporary college offices were located in downtown Southern Pines. Classes began on October 1, 1965, in nine scattered locations.

Following Dr. Stone's retirement in 1989, Dr. John R. Dempsey was selected to serve as President of the College.

The College's main campus in Moore County has expanded significantly since the 1960s. Little Hall, a facility for culinary technology and the engineering and computer programs, and Dempsey Student Center opened in 2006. In addition, Steed Hall, home of the Landscape Gardening program, opened in 2010 to replace its former home, Huette Hall. Logan Hall, a 36,000 square-foot general purpose office and classroom building, opened in 2012. Blue Hall, one of the earlier structures on campus, underwent a major renovation in 2012 and is now the home to Career Services, Planning & Research, Basic Law Enforcement Training, Department of Corrections Training, Aviation and Career Pilot, and Health and Fitness Technology classes. The 2012 opening of the McKean Campus Services Center allowed the old maintenance facility to become the focal point of Continuing Education advanced manufacturing programs.

The College's presence and capabilities are also growing at the Hoke County Center in Raeford, where a third classroom building opened in fall 2010 to house the SandHoke Early College High School, adding to Johnson and Upchurch Halls, in which Continuing Education and Curriculum classes are provided to Hoke County citizens. Mobile classroom cottages were added in spring 2013 to house an expansion of the SandHoke Early College High School.

Sandhills has been fortunate in attracting a highly competent faculty and staff. Experienced faculty members bring to the classroom a spirit of dedication to

teaching and a willingness to advise students in course selection and academic planning. Professional staff provide assistance with admissions, counseling, financial aid, and student life.

Mission Statement

As part of the College's institutional effectiveness review cycle, the Mission Statement and College Goals are reviewed every five years with input from college stakeholders, including faculty, staff, and administration. The College revises that mission statement, when appropriate, to address the changing demand of students, employers, and members of the public whose needs are addressed through fulfillment of that mission.

The Mission Statement and College Goals are currently under review. Once the review is complete and changes, if any, are approved by the Board of Trustees, the updated Mission Statement and College Goals will be available on the College's website at www.sandhills.edu/mission-statement-sandhills-community-college/ and updated in the 2022-2023 Catalog.

The Mission of Sandhills Community College is to provide educational opportunities of the highest quality to all the people of the Sandhills.

What We Believe…
The college is committed to the five core values of INTEGRITY, HELPFULNESS, EXCELLENCE, RESPECT, and OPPORTUNITY. These values guide and direct Sandhills Community College as it seeks:

- To welcome students of all ability levels and to provide programs that prepare them for employment or for transfer (EXCELLENCE);
- To develop student and academic support services that promote student success (HELPFULNESS);
- To provide training for local businesses and to enhance the economic well-being of the region (OPPORTUNITY);
- To contribute to the cultural and artistic richness of the community and to the educational needs of our retired population (INTEGRITY);
- To create a campus environment that celebrates its faculty and staff and supports their personal and professional development (RESPECT).

College Goals

1. **For-Credit Academic Programs**
   To educate students for professional and personal opportunities by providing technical and transfer programs.
2. **Support Services**
   To provide beneficial student services and academic support programs that help students live better lives through meeting their career, academic, and personal goals.

3. **Access and Opportunity**
   To ensure access and opportunity by minimizing barriers to employment and/or to college credit and non credit courses.
4. **Economic Development**
   To provide the necessary training to help recruit businesses and to drive entrepreneurial growth in our service area, to promote workplace learning, and to prepare students for employment through credit and non credit courses and programs.
5. **Campus and Community Life**
   To provide opportunities for cultural enrichment, life-long learning, student involvement, and community service.
6. **Campus Resources**
   To ensure that the college has the necessary financial, human, technological, and physical resources to advance the excellence of its programs.

Sandhills Community College is a comprehensive community college chartered in 1963 and is a member of the North Carolina Community College System.

Core Values at Sandhills Community College

Integrity
Sandhills treats its students, faculty, and staff fairly and stands behind the commitments that are stated or implied in its policy documents and promotional materials. The College demands academic work that is honest and rigorous and that meets the expectations of employers and baccalaureate-level institutions.

Helpfulness
The faculty and staff of Sandhills are genuinely and eagerly helpful to the College's students and to each other. Going the extra mile is expected behavior at Sandhills.

Excellence
Sandhills provides educational programs of the highest quality and then provides the support necessary to promote student success. Similarly, the College employs faculty and staff who are exceptionally well-qualified to promote educational excellence and, in addition, encourages and supports them in the performance of their jobs.

Respect
The atmosphere of Sandhills Community College is one of respect, friendliness, and civility — values that are taught to students by the way in which faculty and staff interact with them and with each other.

Opportunity
Opportunity is at the core of Sandhills' mission. The College provides educational opportunities to the students who enter through its open doors, opportunities for growth to the area's businesses and lifelong learners, and opportunities for professional and personal development to its faculty and staff.

Performance Measures and Standards, 2021

North Carolina Community College System

The North Carolina Community College System released the most recent data in May 2021.

Student Success Rate in College-Level English Courses

- Percentage of first-time associate degree-seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years of their first fall term of enrollment.
- Data Source: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average: 62.6% SCC Performance: 54.6%

Student Success Rate in College-Level Math Courses

- Percentage of first-time associate degree-seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within three years of their first term of enrollment.
- Data Source: Comprehensive Curriculum Student Report; National Student Clearinghouse
- System Average: 46.3% SCC Performance: 41.3%

First Year Progression

- Percentage of first-time fall credential-seeking students who graduate prior to or enroll in postsecondary education during the subsequent fall term.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average: 66.8% SCC Performance: 76.7%

Licensure and Certification Passing Rate

- Weighted index score of first-time test-taker results on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners. Weights are based on the tier associated with the related instructional program.
- Data Source: Licensing agencies
- System Average: .98% SCC Performance: .97%

College Transfer Performance

- Among community college Associate Degree completers and those who have completed 30 or more articulated transfer credits who subsequently transfer to a four-year university or college during the fall semester, the percentage who graduate prior to or remain enrolled at any four-year college or university the subsequent fall semester.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average: 87.2% SCC Performance: 88.5%

Curriculum Completion

- Percentage of first-time fall credential-seeking students who have graduated, transferred, or are still enrolled during the fourth academic year with 42 successfully completed non-developmental hours.
- Data Source: Comprehensive Curriculum Student Report; Graduation Extract data file; National Student Clearinghouse
- System Average: 55.3% SCC Performance: 61.2%

Basic Skills Students Progress

- Percentage of Periods of Participation (PoP) with at least one Measurable Skill Gain (MSG) (program year of July 1 – June 30).
- Data Source: LEIS annual data file; Comprehensive Curriculum Student Report; Continuing Education data file
- System Average: 33.5% SCC Performance: 38.5%

Campus Services

Bookstore

Students can purchase textbooks, school supplies, sportswear, and other accessories at the college bookstore located in the Dempsey Student Center. The bookstore is owned and operated by Barnes and Noble. Students may also locate course textbook selection and ISBN information online at sandhills.bncollege.com. Bookstore hours of operation are posted online at sandhills.bncollege.com and posted in the Dempsey Center. During the add/drop period, the bookstore will keep hours comparable to those of day and evening registration.

Cafeteria

The Sandhills cafeteria, located in the Dempsey Student Center, offers a quality assortment of reasonably priced breakfast and lunch items for students, employees, and visitors. Food sales are supplemented by vending machine selections.

Disability Services

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participaton in, or the benefit of any program or activity operated by the College. Each qualified person with a disability shall receive necessary, reasonable accomodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

To obtain additional information or to read documentation guidelines and/or Policies and Procedures, please go to the Office of Disability Services web page at www.sandhills.edu/disability-services-sandhills-community-college-2/ or call us at (910) 246-4138.

SCC Website

Interested parties may visit the Sandhills Community College website at www.sandhills.edu for a wide range of information about the college and its services. In addition to information regarding SACSCOC and specific programs subject to accreditation, visitors to the website will find class schedules, admissions and registration information for both college credit and continuing education classes, and information pages for academic and extension departments and programs. Sandhills.edu also provides links to information about student resources and library services. A calendar of upcoming events and news articles related to the college are also accessible from the site.

The MySCC page is designed specifically to be the information portal for students and acts as the central location for valuable resources. To support that role it contains the links for students to log into their online courses, email and Self-Service. In addition, students can access other material that will allow them to plan and be successful in their academic courses. Current students should access this page often for time-sensitive college announcements.

Student Printing

As part of student technology fees, students are allotted $10 toward printing on campus each semester. To print using a campus printer, students will enter their username and password and select the account they will use for the print job. If the student exhausts their allotment of copies, he/she will have the option of adding money to their account either using a credit card online or through cash kiosks located in various locations on campus. Black and white copies are $0.05 each and color copies are $0.15 each.

Technology fee funds expire at the end of each semester. There will be no refund/carryover of unused technology fee funds. Money added by the student to their printing account will carryover from semester to semester as long as a break in enrollment does not exceed two years.

Instructional Programs and Delivery

College credit and career credit classes and programs are offered for citizens with varied educational needs and backgrounds using traditional (classroom) settings and non-traditional (ITV, hybrid and eLearning) instructional methods. Courses are taught day and evening throughout the year on and off the main campus.

Credit Programs

University Studies Program

Courses that lead to the Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Engineering, Associate in Fine Arts, Associate in Science, and Associate in Science in Teacher Preparation degrees are offered at the freshmen and sophomore levels. Credits earned in college transfer courses may be transferred to senior colleges and universities where students may pursue a program of study leading to a baccalaureate degree. Advisors assist students in selecting courses that will be appropriate for baccalaureate degree programs at senior institutions.

Applied Science Programs

Two-year programs are offered leading to the Associate in Applied Science degree. These programs are comprised of specialized and related courses required for successful employment in business, industry, health, horticulture, and service occupations.

Diploma Programs

One-year diploma programs are offered, leading to employment in health, business, industry, and service occupations. These programs include occupational specialty and related courses selected to give students the knowledge and skills needed for successful employment.

Certificate Options

Several of the occupational education programs have a certificate option that includes specialized courses but omits related and general education courses. Students who complete these programs are awarded a program certificate. Students not seeking a college degree, diploma, or certificate may enroll in

selected occupational courses as long as the specific course prerequisites are met.

General Education Program

The College offers a non-transferable general education degree for students who want a more flexible two-year college degree. General education students are assisted in the selection of courses that will meet their own special needs and are awarded the Associate in General Education degree upon completion of the program requirements.

In addition, the college offers the Associate in General Education in Nursing which is designed for students who wish to begin their study toward the Associate in Nursing degree and Baccalaureate degree in Nursing.

Special Credit Courses

The College encourages the enrollment of students who are not seeking a degree but wish to further their education by taking courses of special interest. Courses may be audited or taken for college credit. Students will qualify for special credit status only during the first 16 credit hours of course work. To enroll in additional course work, students must reapply to the college, declare a major, and meet enrollment requirements.

Workforce Continuing Education (WCE) Career Credit

Workforce Continuing Education (WCE) training programs are designed to provide instructional opportunities for individuals to gain new and/or upgrade current job-related skills. Training programs are delivered as a single course or bundled as a series of courses and are designed to provide instruction around skill competencies leading to a recognized credential (licensure, renewal, registry listing) and/or meeting local workforce labor needs.

WCE courses are offered on and off campus to meet the expressed needs of adults wishing to continue their education. The Continuing Education division awards Continuing Education Units (CEUs) for appropriate programs and courses.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The innovative programs are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Instructional Delivery

In addition to offering traditional classroom instruction, the College also offers classes in non-traditional formats and at non-traditional times. All course use the college's LMS to support learning through online assignments and/or posted course information.

The College currently requires no additional fees related to verification of student identification in courses using the Learing Management System (currently OpenLMS). The student's identification is verified through the LDAP Authentication system each time the student enters the system. In addition, while completing instructional activites on the system, biometric and facial recognition technology is used to validate a student's identity. A proctoring system is also available for instructor use.

Hybrid Courses

College curriculum or continuing education courses in whicn the instruction for some course contact hours of instruction are delivered when the student and the instructor are separated by distance are classified as hybrid courses. Instructional delivery methods may include, but are not limited to, Internet, LMS, licensed instructional videos, CD, TV, DVD, instructional software, or other media. Hybrid courses are advertised in the class schedules and are designated with an H in the section number. The hours offered through the online format are listed on the course syllabi. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites.

Online Courses

College curriculum or continuing education course in which 100% of the instruction is delivered via the Internet/online are classified as online courses. Courses may have proctored testing, but instruction is delivered online. Although there may not be specific access times, most online courses have a specific schedule of assignments with due dates. To establish enrollment, students must log into the course and submit the orientation assignment by the deadline designated by the instructor. Students are required to log into the course several times a week for the duration of the semester, and they must also meet course deadlines specified by the instructor, as would be the case in a traditional campus course. In some online sections, faculty use a conferencing application to meet virtually with the class at a specified time. This information is communicated on the posted online course schedule. Online courses are identified in the class schedules by an N in the section number. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites. As noted earlier, information related to online student support

and procedures is found in the *Online Education at SCC* guide available on the MySCC page of the website at MySCC.sandhills.edu.

Interactive Television System Courses

Interactive Television System, or ITV, is an instructional delivery format that allows an interactive environment where the instructor provides instruction to students at the Pinehurst campus and the Hoke Center simultaneously by transmitting video and audio via a special television system. Sandhills may also transmit courses to campuses of other community colleges. The instructor can see and communicate live with students in both locations, and students in both locations can interact in real time as well. ITV courses are designated with a V in the section number. Students enrolled in these classes must follow the regular admissions and registration process, pay regular tuition and fees, and meet all course prerequisites.

COLLEGE ADMISSION AND REGISTRATION

Admission to the General College

Sandhills Community College maintains an open-door admission policy for high school graduates and others 16 or older who hold a high school equivalency or an adult high school diploma. Additionally, those who are at least 18 years of age but who do not have a high school diploma or equivalency may be accepted for admissions to an adult basic education or adult secondary education program; students may also enroll in continuing education classes or as a special, non-degree-seeking student. Admission to the College does not guarantee placement into a specific program of study.

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that significantly impairs the welfare or the educational opportunities of others in the college community.

Exceptions to the admissions policy, including the U.S. Department of Education Ability to Benefit provision, may be determined after a conference with the Associate Vice President of Student Services.

Admission to Continuing Education

Detailed information regarding enrollment into Continuing Education programs and courses is available in the "Continuing Education" section of this *Catalog.*

Admission to Curriculum Education

Non-Degree-Seeking Student (Special and Visiting Students)

Admission as a Special or Visiting Student requires the following:

- Submit a completed official admissions application form.
- Submit documentation supporting that any applicable course prerequisites have been met.

Special students may register for courses if course prerequisites are met and if space exists in the class. Further admission information concerning special and visiting students is available below in the "Student Classifications – Guidelines for Admission" section.

Degree-Seeking Student

Admission to associate's degree, diploma, and certain certificate programs requires the following:

- Submit a completed official admissions application form.
- Submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), or an adult high school diploma.
- Submit official college transcripts from all previously attended institutions.
- Attend a required orientation session.

It is the responsibility of the student to make certain the required documents are sent; however, the Student Services Division will provide guidance with admissions and placement.

Further admission information concerning specific student populations is available in the "Student Classifications – Guidelines for Admission" section.

Placement Determination

Placement determination is required for students who plan to enter an instructional program; special students who enroll in English, mathematics, or other restricted courses; and high school students taking college courses.

Students will be placed based on the highest of the following placement methods:

- Unweighted GPA reflected on a high school transcript;
- Qualifying minimum score on high school equivalency exam;
- RISE, ACUPLACER, ASSET or COMPASS scores, or qualifying SAT or ACT scores;
- College credits in English and mathematics awarded as transfer credit.
- Associate degree or bachelor's degree

Students who do not achieve college-level placement will be advised to enroll in transition courses to prepare them for future program placement. **Please note**: In some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE). Such requests must be made through the appropriate department chair.

For further details, contact the Admissions Office at (910) 695-3725.

Program Placement

Students who desire to enter a specific instructional program and who meet the testing and placement criteria will be placed in the program of their choice as long as vacancies exist. Placement of qualified candidates into the programs will be made according to the published program admission requirements, which may include the date by which the candidates successfully meet testing and placement criteria and the date by which all required records are received by the college. Program placement requirements and special program requirements are outlined on program sheets that can be obtained online through the Programs link located on the SCC homepage.

Orientation

New students are required to complete orientation prior to registering for classes. Orientation will allow you to learn about the college, hear from financial aid representatives, meet your instructors, and discover campus resources.

Registration for Curriculum Classes

Registration dates for each semester are listed in the academic calendar located in the front of this Catalog and online at www.sandhills.edu. Admission and program placement requirements must be met before students may register. Students are not officially registered for classes until tuition and fees have been paid.

Last Day to Register

Academic integrity dictates that the "last day to register" (as noted in the Academic Calendar), generally, is the final opportunity for previously enrolled or new students to register for classes in any given semester.

Student Classifications – Guidelines for Admission

New Students

New students enrolling in curriculum classes must meet the admissions requirements outlined above.

Readmitted Students

A student will maintain an active application status provided a break in enrollment does not equal or exceed 2 years. Students returning after an absence of 2 years and those students who applied but never attended must be readmitted following this procedure:

- Submit a completed official admission application form.
- Submit transcripts from all regionally accredited colleges or universities attended since applying to or attending Sandhills.
- Attend a required orientation session.
- Meet the admission and graduation requirements of the *Catalog* in effect at the time of readmission.

Students who have not attended Sandhills Community College in at least five years may be required to re-submit an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (HSE), or an adult high school diploma, as well as transcripts from all regionally accredited colleges or universities previously attended. College and university transcripts will be evaluated for transfer credit by the Office of Records and Registration using criteria in effect at the time of readmission.

In addition, students changing from Special Student status to Degree Seeking must submit a chane of status form and submit any required documents to the Admissions Office to become eligible for readmission.

Students returning to Sandhills after a break of two semesters may be required to submit a new residency application. Contact admissions for questions at 910-695-3725.

Foreign Students

Permanent Residents

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted and placed under regular admissions policies.

Other Visas

Applicants must provide current valid documentation from the U.S. Citizenship and Immigration Service (USCIS) before being admitted — as allowed — and placed under regular admissions policies

F-1 Visas

The International Student Office located in Blue Hall 101 assists F-1 visa students and students who desire to apply for F-1 visas. The office assists F-1 visa students in communication with U.S. Citizenship and Immigration Services (USCIS) regarding appropriate employment authorization, extension of Form I-20 expiration dates, foreign student transfers of Form I-20s from other colleges, and international student advising. Further, all F-1 students and

other non-immigrant visa holders who wish to change to the F-1 student status are mandated by USCIS regulations to have a current record of local and an international address on file with the college.

Applicants seeking an F-1 student visa must provide a satisfactory academic record. Further, the F-1 student must acquire a sponsor willing to financially provide for the student while in the states (e.g. housing, meals, transportation, tuition, books and other essentials needed to live). Applicants seeking an F-1 student visa must provide documentation showing graduation from a secondary school that is equivalent to secondary schools in the United States. English as Foreign Language (EFL) students must submit a Test of English as a Foreign Language (TOEFL) score as evidence of ability to use English at a level of competence necessary for college work. Students can view TOEFL exams and dates at www.ets.org. A minimum score of 68 is required for the Internet-based TOEFL exam (iBT), and a minimum score of 213 on the Computer-based TOEFL exam (CBT). However, exceptions to the college policy may be granted in rare instances. Applicants seeking an F-1 student visa should contact the Admissions Department at Sandhills Community College for additional information. New F-1 students have 72 hours upon arrival in the state to report to the Admissions Department – please bring your travel documents (e.g., passport, F-1 visas, I-94 card or online print out and Form I-20). Additionally, F-1 students are required to make an appointment with the Principal Designated School Official (PDSO) for international student affairs within a week of their arrival to complete international student orientation. Applicants seeking an F-1 student visa should contact the Admissions Department at Sandhills Community College for additional information.

Undocumented Immigrants

According to North Carolina and federal legislation, community colleges are responsible for ensuring that a student who is lawfully present in the U.S. will always have priority for a space in a class or program of study over a student who is not lawfully present in the U.S., if there are space limitations. As such, Sandhills Community College follows these admission requirements for undocumented immigrants:

- Colleges should neither enroll undocumented students into a class or program of study for which there are waiting lists, nor should colleges register undocumented students for classes until the conclusion of the last published registration period.
- Colleges shall admit an undocumented immigrant only if they attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with State or local law. Undocumented immigrants with a HSE diploma are not considered to have "graduated from a U.S. public high school, private high school, or home school" and therefore are not eligible to be

admitted to a community college. An undocumented immigrant with a diploma from an Adult High School that is located in the U.S. and operates or operated in compliance with State or local law is eligible to be admitted to a community college.

- Undocumented immigrants may not be admitted into a program of study that requires a professional license since federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants will be charged out-of-state tuition whether or not they reside in North Carolina.

Foreign College Transcripts

Foreign college transcripts must be translated into English with a comprehensive course-by-course report before the Office of Records and Registration at Sandhills will evaluate these documents for potential transfer credits. Sandhills will accept official course-by-course foreign college transcript reports from companies that are members of either the Association of International Credential Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES).

Students must contact the company directly and instruct them to mail an official report directly to Sandhills. Students also must request a course-by-course evaluation. Document-by-document evaluations will not be accepted by Sandhills for transfer credit. The Office of Records and Registration, 910-695-3739, provides further information.

Transfer Students

Transfer students must meet the same admission criteria as all new students. In addition to submitting all other application materials, transfer students must submit official transcripts of all post-secondary credits previously earned at other accredited institutions. Students will not be allowed to register beyond their first semester unless all required transcripts are received. These official transcripts become a part of the student's permanent record and cannot be sent to other institutions or returned to the student.

Sandhills Community College will consider granting credit for work done at other regionally accredited institutions of higher education. Courses accepted for transfer credit must parallel course offerings at Sandhills Community College as determined by the Director of Records and Registration, the Dean of Instruction, and/or the appropriate Department Chair. The *Higher Education Directory* is used for verification that institutions are regionally accredited. This allows SCC to determine whether to accept transfer credits from that college. Upon review of the approved transfer credits, the Director

of Records and Registration enters course information for any transferred classes into Colleague. Transfer credits are indicated by TR in the student record. The Director then files the official transcript from the accredited college in the student's permanent academic file. Courses approved to satisfy the NCCCS Comprehensive Articulation Agreement general education, pre-major or elective course requirement will also be considered for acceptance as transfer credit. Transfer credit may be allowed only for courses in which a student has earned a grade of a "C" or higher. Transfer credit for master's level coursework is not transferrable. Any exception to this policy must be approved by the Dean of Instruction.

A transfer student may be exempt from the placement test if appropriate math and/or English courses have been completed with a grade of "C" or better. The Director of Records and Registration will determine if placement testing is required.

Special Students

Any high school graduate or anyone 18 years of age or older who does not plan to earn a degree, diploma, or certificate but who wishes to enroll in a college credit course may be admitted as a special student. Special students may register for courses if course prerequisites are met and if space exists in the class. A current SCC student's registration may take precedence over a special student's registration. Exceptions to any of the above statements must be approved by the Dean of Instruction.

Special students will be required to show proof of placement or course completion prior to enrolling in English, mathematics, or other restricted college-level courses. Students who have not met one of these requirements will be allowed to register only for non-restricted course.

Special students are not eligible to receive financial aid or veteran's benefits.

After successfully completing 16 semester hours of course work, a special student should meet with a counselor or with the Student Success Center concerning possible placement into a curriculum. Upon a later decision to pursue a degree, diploma, or certificate at Sandhills Community College, the special student will be asked to complete a new application, submit proof of high school graduation, and meet certain placement criteria.

Special students planning to transfer credits to another institution are encouraged to obtain written permission with specific course information from the institution from which graduation is planned.

Home-Schooled Degree-Seeking Students

Students who have graduated from a home school must provide the following documentation for admission:

- Proof that the home school is listed with the NC Division of Non-Public Education. This can be verified by the admissions office at http://www.ncdnpe.org/homechool.aspx or a copy of the Certificate of Inspection issued by the State of North Carolina can be provided as verification.
- A final high school transcript, which includes the official school name and the principal's signature. The transcript must also include the graduation date and both the state and home school established minimum scores required on a Nationally Standardized Test.

If the above criteria cannot be met, home school applicants may also elect to take and pass the HSE exam in lieu of a high school diploma.

Career and College Promise

Career and College Promise offers structured opportunities for qualified high school juniors and seniors to enroll in community college courses. These provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills and industry certifications. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. Sandhills Community College offers four types of pathways: Career and Technical Education, College Transfer, Cooperative Innovative High Schools Program, and Workforce Continuing Education.

Career Technical Education Pathways

The Career Technical Education Pathways lead to a certificate aligned with one or more high school Career Clusters. Additional information on these pathways is available online at the College Programs for High School Students at www.sandhills.edu/programs/high-school.

College Transfer Pathways

The College Transfer Pathway leads to a college transfer certificate requiring the successful completion of 32-35 semester hours of transfer courses, including English and mathematics, for qualified junior and senior high school students. College Transfer Pathways are also open to freshman and sophomore high school students identified as academically or intellectually gifted in Math and English and who meet specific requirements. Additional information on

these pathways is available online at www.sandhills.edu/programs/high-school.

Cooperative Innovative High Schools Pathway

SandHoke Early College High School (SECHS) represents a partnership between the Hoke County School System and Sandhills Community College to implement a Cooperative Innovative High Schools program. SECHS is designed to introduce students to the college setting in their sophomore year of high school by taking Sandhills Community College courses along with honors-level high school courses. The school offers a five-year program through which students have the opportunity to earn both their high school diploma and an Associate in Arts degree or an Associate in Science degree by successfully completing two years of transferable college credit.

Workforce Continuing Education Pathways (WCE-CCP)

The Workforce Continuing Education Pathways lead to credentials from national, state, or industry-recognized associations making them eligible to enter the workforce or continue to earn an advanced degree.

TUITION AND FEES

Residence Status for Tuition Purposes

All residency determinations are made by the NC Residency Determination Service. The basis for determining the appropriate tuition charges is contingent upon whether a student is a resident or a nonresident for tuition purposes. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve consecutive months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, "twelve months legal residence" means more than simple abode in North Carolina. In particular, it means maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

For more information and to obtain residency classification, go to www.ncresidency.org. The Admissions Office provides further information at 910-695-3725.

Tuition

Tuition for all courses is set by the North Carolina General Assembly and subject to change by its actions. The in-state curriculum tuition rate for the year 2020-2021 for all college credit courses was set at $76.00 per credit hour up to a maximum of $1,216.00 for sixteen (16) or more credits during the fall and spring semesters and up to a maximum of $912 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2021-2022 tuition rates.

Out-of-state tuition for 2020-2021 was set at the rate of $268.00 per credit hour each semester up to a maximum of $4,288.00 for sixteen (16) or more credit hours for the fall and spring semesters and up to a maximum of $3,216 for twelve (12) or more credits during the summer semester; however, at the time of publication of this document, the State of North Carolina had not set 2021-2022 tuition rates.

Student Activity and Technology Fees

The fee structure at Sandhills Community College is in accordance with policies established by the State Board of Community Colleges and is subject to change without notice. All students enrolled are charged a student activity fee of $35.00. In addition, a technology fee of $48 is charged each semester. The student activity fee covers the cost of a parking sticker, an I.D. card,

accident insurance coverage, library and audiovisual privileges, activities sponsored by the Student Government Association, a diploma for graduates, intramural and intercollegiate athletics, the use of the college fitness center, and other ancillary student-related college expenditures. The technology fee covers the cost of maintaining the computer labs, providing student printing, and supporting software updates.

Special Program/Course Expenses

Some programs and courses require miscellaneous expenses for supplies, tools, uniforms, equipment, liability insurance, or travel. The schedule of classes or the class instructor for the following programs will provide specific information about such costs:

Programs Requiring Additional Expenses

- Architectural Technology
- Automotive Systems Technology
- Aviation Management & Career Pilot Technology
- Baking and Pastry Arts
- Basic Law Enforcement Training
- Civil Engineering Technology
- Collision Repair & Refinishing
- Cosmetology
- Culinary Arts
- Emergency Medical Science
- Environmental Engineering Technology
- Geomatics Technology
- Health and Fitness Science
- Landscape Gardening
- Medical Laboratory Technology
- Nurse Aide
- Nursing
- Ophthalmic Medical Assistant
- Radiography
- Respiratory Care
- Surgical Technology
- Therapeutic Massage

Courses Requiring Additional Expenses

- ART-135, 231, 232, 283
- AST-111A
- BIO-094, 110, 111, 112, 120, 130, 140A, 163, 165, 166, 175, 275
- CHM-130A, 151, 152, 251, 252
- GEL-111

- HEA-112
- HUM-120, 220
- PED-163, 173, 181, 212
- PHY-110A, 131, 151, 152, 251, 252
- PSY-118
- SCI-110
- SPA-161

Students in Health Science and Nursing Programs (excluding Nurse Aide and Therapeutic Massage) will be assigned a $20 fee for medical record tracking in their first curriculum course. This fee is required for clinical participation in these classes:

- EMS-121 AEMT Clinical Practicum
- EMS 122 EMS Clinical Practicum I
- MLT-110 Intro to MLT
- NUR-111 Introduction to Health Concepts
- NUR-214 Nursing Transition Concepts
- OPH-150 Intro to Ophth Med Assist
- RAD-110 Rad Intro & Patient Care
- RCP-110 Intro to Respiratory Care
- SUR-110 Intro to Surgical Technology

In addition, students enrolled in courses that take part in personal service or medical-related situations such as clinical or work-based learning experiences will be required to pay a fee of $18 per year for professional liability insurance.

Criminal Background Check and Drug Screen Testing

It is the procedure of Sandhills Community College Health Sciences and the Nursing Departments to adhere to all policies of clinical agencies with which the College contractually affiliates for student clinical learning experiences. Drug screens and criminal background checks are required by clinical healthcare affiliates in order to attend clinical rotations. Therefore, students admitted to programs with a clinical component are also required to pay for an official criminal background check and drug screen to meet the requirements of the clinical agencies.

Tuition Payments

Students have a number of options when paying tuition:

- They can pay online by accessing their account through Self-Service.
- They can make payments in person Monday–Friday during business office hours. Additional payment dates and times are located on or

attached to the back of each student's registration form and are also posted online at www.sandhills.edu.

- A drop box is located on the outside wall of Stone Hall and is available for payment twenty-four (24) hours a day, seven (7) days a week, unless otherwise posted.
- Students can mail payments to SCC, Attn: Business Office, 3395 Airport Road, Pinehurst, NC 28374.

Students should not make out checks in advance as payment is required in full and cash refunds are not given. When making or scheduling payments, students must include fines and fees in the total balance. An unpaid balance on an account can cause a student's schedule to be cleared of classes.

Students with account balances after the "last payment day" will be dropped from their classes.

Tuition and Fees Waivers for Qualified High School Students and Full-Time College Employees

Qualified students may receive a tuition or fees waiver, which will automatically post upon registration. High school students enrolled through one of the pathways of Career and College Promise will receive a waiver of tuition, activity fees, and technology fees for each fall and/or spring semester, subject to change by action of the North Carolina General Assembly. Full-time employees of Sandhills do not receive a waiver of tuition, but the college may pay for one class (up to 3 credits) each fall and/or spring semester.

Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw prior to the first day of classes. If financial aid is removed or the third-party sponsor does not pay due to a student's lack of attendance, the student is liable for the tuition and/or fee charges. It is important that official withdrawal occur if a student does not plan to attend class so that the class seat is available for other students.

Graduation Fee

Graduating students are expected to participate in commencement exercises. All students participating in commencement exercises should order a cap and gown from the Logan Bookstore. The cost of the cap and gown is approximately $40.00.

Refund of Tuition and Fees: State Refund Policy

The refund policy is set by the North Carolina General Assembly and is subject to change by its actions. A pre-registered curriculum student who officially drops one or more classes prior to the first day of the semester will be eligible for a one hundred percent (100%) tuition refund. The student activity and technology fee will also be refunded if the student drops all classes prior to the first day of the semester. Thereafter, a refund of seventy-five percent (75%) of only the tuition will be made through the ten percent (10%) date of the semester. Students do not qualify for a refund of fees after the one hundred percent (100%) date. All tuition will be refunded if a class is canceled. The 100% and 75% dates are published on or attached to the back of the schedule form and are posted online at www.sandhills.edu.

Refunds will be processed within four weeks of the 10% date. Students should ensure that their address is correct with the Admissions Office so that they receive their refund check in a timely manner. Payments made by credit card will be refunded directly to the credit card account on file in the Business Office.

Refund Policies for Financial Aid Students Who Withdraw from Courses

North Carolina Policy

If a student receives North Carolina grant aid and drops all of his or her classes, a State refund calculation must be performed to determine how much aid the student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any State money that the student received. The return of State funds required by this policy will be applied in the following order up to the maximum amount of funds disbursed from each program:

1. Education Lottery Scholarship Program (ELS);
2. Institution-Specific State Grants:
    a. UNC Need-Based Grant (UNC NBG);
    b. North Carolina Community College Grant; or
    c. North Carolina Need-Based Scholarship Programs (NBS);
3. North Carolina National Guard Tuition Assistance Program
4. UNC Campus Scholarships;
5. North Carolina School of Science and Mathematics Tuition Grant for UNC;
6. John B. McLendon Scholarship Fund.

Federal Refund Policy

The Federal Refund Policy applies to all students receiving federal financial aid funds, including those who qualify for the state refund policy mentioned above. This policy requires the school to determine the amount of Title IV aid a student has earned. The earned amount is determined by calculating the number of class days prior to the date of withdrawal. The unearned portion must be returned. This may require repayment by the student of all or part of any federal money that the student received.

Refunds will be allocated by law according to the following order:

1. Loans	**2. Grants**
Federal Unsub Direct loans	Federal Pell Grant
Federal Subsidized Direct loans	FSEOG
Federal Perkins loans	TEACH
Federal Direct PLUS loans	Iraq/Afghan Service Grant

Students may obtain further information regarding these refund policies and refund calculations from the Financial Aid Office located in Stone Hall.

STUDENT RECORDS

The personal records of students are supervised by the Director of Records and Registration. Material contained in students' personal folders, with the exception of confidential letters of recommendation written prior to January 1, 1975, may be reviewed by students upon request to the Director of Records and Registration. In accordance with the Family Rights and Privacy Act of 1974, certain student information categorized as "directory information" may be provided to persons other than the student. Directory information includes the student's name, city & county of residence, photograph, major field of study, participation in officially recognized activities and sports, dates of attendance, grade level, student email address, degrees and awards received, and the most recent educational agency or institution attended by the student. A student who desires that any or all of the above-stated directory information not be released must sign a request in the Office of Records and Registration no later than two (2) weeks after the first day of class each semester. More information related to the privacy of student records can be found in the "Compliance" section of this *Catalog*.

Name Change

Students must notify the College of any legal name change by completing the Address and Name Change form online through eForms. When completing the eForm, you mus attach a copy of your new Social Security Card with the updated name to this form.

Address Change

Students must notify the College of any mailing address change by completing the Address and Name Change form online through eForms.

Grades

Students can view their grades online at the end of each semester through Self Service under *Grades*. If a student believes an error or omission has been made, the student should contact the instructor of the class as quickly as possible. All errors and any pursuant corrections must be reported to the Office of Records and Registration within two weeks of the close of the semester.

Grades are provided to other schools, parents, guardians, or others only with the written and signed authorization of the student. This authorization must be given to the Office of Records and Registration.

Graduation Requirements

Upon recommendation of the faculty and the approval of the Director of Records and Registration, degrees, diplomas, and/or certificates will be

awarded to students successfully completing the requirements of the program in which they are enrolled.

To be eligible for graduation, all students must do the following:

- Successfully complete course requirements as prescribed in the *Catalog* in effect at the time of entry into the program. If students have an interruption in enrollment from their designated program of study of two or more years, they will be subject to the program requirements prescribed in the *Catalog* in effect upon their re-entry into the program.
- Earn a minimum of a 2.0 grade point average in the required courses of the program of study for which they are applying for graduation. ***With the exception of Health and Fitness Science, all health science, nursing, and transfer degree students must complete all courses required in their program of study for graduation with a letter grade of C or better. Health and Fitness Science studetnts must earn a minimum grade of C or better for all HFS prefix courses.***
- Successfully complete a minimum of 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College, with that 25 percent coming from **major and other major hours**, and not from general education hours, for the program of study. The Director of Records and Registration verifies completion of 25 percent as part of the graduation application process.
- In accordance with accreditation standards, all associate degree students must either place out of DMA-010 through 030 or MAT-003 or successfully complete DMA-010 through 030 or MAT-003 to demonstrate competence in fundamental mathematical skills.
- Meet with their advisor to review academic progress and verify eligibility for graduation in the 2021-22 academic year. Fall completers apply for graduation by November 4, 2021; Spring/Summer completers apply by February 3, 2022. To apply for graduation log into *Self Service*, then *Graduation Overview* to begin the process. In order to participate in the May commencement and be considered a 2022 Sandhills Community College candidate for graduation, all of the above academic requirements must be met by the end of the summer semester 2022. Those who submit late applications for graduation run the risk of not being included in the commencement program. Honor distinctions for late applicants will not be recognized during commencement.
- Clear all financial obligations to the College.

Students are eligible to graduate with honors if their major GPA is a 3.5 or higher.

Students may apply to graduate with both a certificate and associate degree in the same program for the same academic year if the certificate contains technical electives not specified by course in the degree program.

Students cannot apply to graduate from both the Associate in Science and Associate in Arts degree programs for the same academic year. Students cannot apply to graduate from both the Associate in Engineering and either the Associate in Arts or Associate in Science degree programs for the same academic year.

Students cannot apply to graduate with the Associate of General Education degree if they are graduating or *have* graduated with another associate degree (A.A.S, A.S. or A.A).

Students are required to wear academic regalia during commencement. Regalia (caps and gowns) should be purchased from the Sandhills Community College Logan Bookstore in the Dempsey Student Center.

Transcripts

Transcripts are issued at the request of the student. Sandhills Community College has authorized the National Student Clearinghouse to provide transcript ordering via the web. Orders may be placed 24 hours a day, 7 days a week and transcripts can be sent by electronic exchange, electronic PDF, or mail. Sandhills Community College certifies that an electronic transcript issued by the National Student Clearinghouse is an official college transcript. The acceptability of an electronic transcript will be determined by the recipient in accordance with their policies and procedures.

For those who choose not to use the National Student Clearinghouse, orders may be placed in person in the Business Office located in Stone Hall. No official transcript will be issued to or for an enrolled or former student who is indebted to the College.

FINANCIAL AID

Financial assistance at SCC is available for degree-seeking students in qualified programs through grants, scholarships, and/or work-study employment. A student must apply for financial assistance and may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. The student or the student's family is considered primarily responsible for paying for educational expenses. Financial assistance from the College and other sources should be considered only as a supplement to the efforts of the student or family. All policies pertaining to financial aid regulations and procedures are available for viewing in the Financial Aid Office and on our website. Most financial aid is awarded on a first-come, first-served basis, so students are encouraged to apply for financial aid as early as possible.

Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student financial aid program. Pell grants are awarded to help undergraduates who are in curriculum programs pay for their education after high school. These grants may require repayment if the student does not fully complete the term. A student is eligible to receive the Federal Pell Grant for the equivalent of six (6) years or twelve (12) full-time semesters of combined enrollment at all institutions; enrollment is not limited to time spent at Sandhills. To apply for a Federal Pell Grant, students need to complete the Free Application for Federal Student Aid (FAFSA). The grant amount is determined by the federal government and awarded based on need. Students must complete the financial aid process prior to their last date of attendance in an academic year.

Federal Supplemental Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOG) are awarded to Federal Pell Grant recipients with exceptional financial need. These grants may require repayment if the student does not fully complete the term. Candidates for this grant are selected from applicants who have completed the FAFSA, and funding is limited.

Federal and Institutional Work-Study Program

The Federal and Institutional College Work-Study (WS) Programs provide jobs for students who need additional financial aid. WS gives students a chance to earn money to pay for their educational expenses and is a great way for students to gain valuable work experience. WS students are paid at a rate

determined by the institution. Current job descriptions can be found at www.sandhills.edu.

The student must complete an online WS application found at www.sandhills.edu, and then the WS Coordinator will determine financial eligibility. Placement is based upon job availability and student skills. Before beginning work, all participants must review the *Work-Study Handbook* and complete all required employment paperwork. When a student is placed in a position, a supervisor is assigned to monitor the work performed. WS students are required to complete a monthly timesheet and are paid at the end of the following month. Eligible students are placed in WS positions for each academic year based upon available funds.

Student Loans

Sandhills Community College does not participate in the Federal Direct Loan Program. Alternative loans may be available for curriculum students. Please contact the Financial Aid Office for more information.

NC Community College Grant

The North Carolina Community College Grant (NCCCG) is awarded to NC residents. These grants may require repayment if the student does not fully complete the term. Eligibility is determined by the State, is limited to six (6) semesters for the individual grant, and is based on the Expected Family Contribution (EFC) calculated in the FAFSA form. Funding for the NCCCG is limited and only available in the fall and spring semesters.

NC Education Lottery Scholarship

The NC Education Lottery Scholarship (NCELS) is awarded to NC residents. These grants may require repayment if the student does not fully complete the term. Eligibility is determined by the State, is limited to ten (10) semesters, and is based on the Expected Family Contribution (EFC) calculated in the FAFSA form. Funding for the NCELS is limited and only available in the fall and spring semesters.

Childcare Grants

Limited childcare subsidies are available to economically disadvantaged students. An application may be obtained online or in the Financial Aid Office. The open application period begins in June, and the process of awarding childcare subsidies starts in July. Applications are received on a continuing basis during the school year, and a waiting list is maintained until the following June. At that time, continuing students receiving subsidies are re-certified. Re-certification is not guaranteed. Students not receiving previous subsidies may re-apply, and new students may apply. A history of satisfactory

academic progress is required, and the student must maintain satisfactory academic progress to continue receiving a childcare subsidy.

Endowed and Donor Scholarships

SCC offers many endowed and donor scholarships. A student completes a single application to apply for all SCC Scholarships. The application must be completed online at www.sandhills.edu beginning in November of each year. There are two deadlines for scholarships. The early consideration deadline is February 28, and the late consideration/final deadline is May 1. Selection of recipients is made by the College during the spring term for scholarship funds to be used for the upcoming school year beginning in the fall.

The Sandhills Promise Program

The Sandhills Promise Program is for Moore and Hoke County residents who graduate from a public/private high school or registered home school having completed four dual enrollment courses at Sandhills with a cumulative GPA of at least 2.0 and a 67% completion rate by the time of high school graduation. For students who qualify, the College will pay the tuition, technology and activity fees up to the in-state rate for two years, including summer terms. The two years of eligibility begin in the fall semester after high school graduation and end following the summer semester of the second year. To apply, students must complete both the Free Application for Federal Student Aid (FAFSA) and the SCC Scholarship Application annually. For more information, students may contact the Sandhills Promise Office.

Other Funds and Outside Scholarships

Other outside scholarships and funds are available to assist students. Some of these include employer-paid tuition, the Workforce Investment Act through the Employment Security Commission, Vocational Rehabilitation, Department of Social Services, and Veterans Administration. Please see the appropriate agency to determine qualification for any of these programs.

Federal Aid Eligibility Requirements

To receive aid, a student must follow these guidelines:

- File a Free Application for Federal Student Aid (FAFSA) application each school year.
- Take only courses that are needed to fulfill graduation requirements.
- Enroll as a degree-seeking student in an eligible program.
- Have an official high school or HSE transcript on file with the Admissions Office.
- Have all college transcripts on file with the Admissions Office within the timeframe required by College policy.
- Be a U. S. citizen or an eligible non-citizen.

- Demonstrate financial need.
- Make satisfactory academic progress.
- Not be in default on a federally subsidized education loan.
- Not owe a federal refund due to a withdrawal from all courses during a term of enrollment.
- Not have been convicted of a drug-related offense while receiving federal financial aid.

Federal Aid Enrollment Classification

For all semesters of enrollment (fall, spring, summer), full-time credit hours for financial aid is 12 or more credit hours. Financial Aid for students registered for fewer than 12 total credit hours per semester will be prorated as follows:

- 9 to 11 credit hours = ¾ time or 75% of the award
- 6 to 8 credit hours = ½ time or 50% of the award
- Fewer than 6 credit hours = 25% of the award or less — see below

Students who are enrolled for fewer than 6 credit hours per semester may be eligible for only a small amount of Pell Grant, or no Pell Grant at all. Students enrolled for fewer than 6 credit hours are not eligible to receive certain State and Federal grants. NC Community College Grant (NCCCG) and NC Education Lottery Grant (NCELS) are not awarded to students who are less than half-time credit hours. NCELS is awarded on a full- or half-time amount only. NCELS and NCCCG are not funded in the summer terms.

Federal Aid Enrollment Status Determination for Clock Programs

The determination of enrollment status (full, 3/4, 1/2, or less) is, by federal regulations, different for the following programs of study:

- Cosmetology Certificate (C55140)
- Cosmetology Diploma (D55140)

The programs are paid based on clock hours, not credit hours. For more information regarding clock hour programs, please see the Financial Aid Office.

Unusual Enrollment History (UEH)

Purpose

In order to prevent fraud and abuse in the Federal Pell Grant and Federal Direct Loan Programs, the Federal Department of Education (DOE) identifies

students with unusual enrollment histories. This policy describes what steps a student must take to resolve questions about his/her enrollment history and how Sandhills Community College (SCC) will handle the review process to determine the student's future eligibility for federal and state financial aid at SCC.

Scope

When the Department of Education identifies a student with an unusual enrollment history with regard to the receipt of Pell Grant funds and/or Federal Direct Loan funds, SCC must examine the student's academic and enrollment records to determine whether there are valid reasons for the unusual enrollment history. The outcome of the review will determine whether the evidence supports the continuation of Title IV, HEA program assistance eligibility for the student (which includes but is not limited to the Pell Grant, Federal Work Study, the Federal Supplemental Educational Opportunity Grant, as well as all state grants). SCC may also review the enrollment history of a student not identified by DOE as having an unusual enrollment history if it believes the student's prior academic history warrants such a review.

Unusual Enrollment History Comment Codes

After a student submits a FAFSA (or makes a change to his/her FAFSA) or the Department of Education generates an update that reflects a change in student eligibility, the student receives a Student Aid Report (SAR). If the SAR shows a Comment Code 359 or 360, SCC must review the student's academic and enrollment records to determine if additional information must be collected about the student's prior enrollment. A student selected by SCC for UEH review will be treated as though DOE had assigned Comment Code 360. Examples of unusual enrollment histories that must be reviewed are when a student received Pell Grant and/or Federal Direct Loan funds at three institutions over two award years or at three or more institutions in one award year. Any federal or state aid that has already been awarded for the current award year will be placed on hold pending the outcome of the student's review by the Financial Aid Office. If a student is deemed ineligible, all funds will be sent back to the government, and the student will owe SCC for all semester costs.

Resolving Unusual Enrollment Histories

SCC Financial Aid must review a student identified as having an unusual enrollment history when the student has indicated intent to enroll at SCC using financial aid. The student must complete an **Unusual Enrollment History Form** from SCC Financial Aid and provide copies of academic transcripts to the Financial Aid Office for ***each*** institution attended (other than SCC) *where the Pell Grant and/or Federal Direct Loan funds were received* during the review period which includes the four award years prior to the current award

year. A student may view his/her Pell Grant and/or Federal Direct Loan history by going to www.nslds.ed.gov and logging in using his/her Federal Student Aid PIN. Official academic transcripts for all other institutions attended during the review period must be sent to the SCC Admissions Department (if not already on file) ***before*** the student's record can be reviewed by SCC Financial Aid. Students may obtain copies of the official transcripts already on file with SCC by completing a **Request for Unofficial Copy of Other College Transcripts Form** available from SCC Admissions or Registrar. During the review, SCC Financial Aid will use information from the National Student Loan Data System (NSLDS) to identify/verify the institutions where the student received Pell Grant and/or Federal Direct Loan funding over the past four award years.

SAR Comment Code 359

The institution must review the student's enrollment and financial aid records to determine if, during the four award years prior to the current award year, the student received a Pell Grant at SCC that is performing the review. (Federal Direct Loans are not included in this section because SCC has not participated in the Federal Direct Loan Program during the review period.)

- If the student received the Pell Grant at SCC during the review period, SCC will look to see if the student successfully completed any credits and, if the student dropped or withdrew from classes, the last date of attendance. No additional action is required unless SCC has reason to believe that the student is one who remains enrolled just long enough to collect student aid funds. In this case, SCC must follow the guidance that is provided below for Comment Code 360.
- If the student did not receive the Pell Grant at SCC during the review period, SCC must follow the guidance provided below for Comment Code 360.

SAR Comment Code 360

SCC must review the student's academic records to determine if the student received academic credit at the institutions the student attended during the four award years prior to the current award year. Based upon the academic transcripts provided by the student, SCC must determine, for each of the previously attended institutions, whether academic credit was earned during the award year in which the student received Pell Grant and/or Federal Direct Loan funds. Academic credit is considered to have been earned if the academic records show that the student completed any credit hours or clock hours, or if a grade was earned for any remedial classes.

- **Academic Credit Earned**: If SCC determines that the student earned any academic credit at ***each*** of the previously attended institutions during the relevant award years, no further action is required unless SCC has other reasons to believe that the student is one who enrolls

just to receive the credit balance. In such instances, SCC must require the student to provide additional information as discussed below under "Academic Credit Not Earned." If it is determined that academic credit was not earned at one or more of the previously attended institutions, SCC must follow the "Academic Credit Not Earned" guidance below.

- **Academic Credit Not Earned**: If the student did not earn academic credit at a previously attended institution and, if applicable, at the institution performing the review, SCC must obtain documentation from the student explaining why the student failed to earn academic credit.
    - **Documentation Required**: The student must have completed an **Unusual Enrollment History Form** from SCC Financial Aid to explain the failure to earn academic credit. Personal reasons may include illness, family emergency, a change where the student is living, and military obligations. Academic reasons may include unexpected academic challenges or that the academic program did not meet the student's needs. Whatever the reason, the student must, to the extent possible, submit third party documentation to support his/her claims. ***SCC may be unable to approve a claim that is submitted without supporting documentation.***

SCC UEH Review Process

The SCC Financial Aid administrator will determine whether the circumstances of the failure of the student to receive academic credit, as evidenced by the student's academic records and other documentation, support the continuation of Title IV, HEA program assistance eligibility. Specifically, the institution must determine whether the documentation supports (1) the reasons given by the student for the student's failure to earn academic credit; and (2) that the student did not enroll only to receive credit balance funds. The Financial Aid administrator will review the student's documentation, and the student will be informed of the decision in writing.

Denial of Continued Eligibility

If a student did not earn academic credit at one or more of the relevant institutions and does not provide, to the Financial Aid administrator's satisfaction, an acceptable explanation and documentation for each of those failures, SCC must deny the student any additional Title IV, HEA program assistance and any state grants. If a student disagrees with the determination by the Financial Aid administrator, the student may appeal the decision to the Vice President of Student Services. This appeal must be submitted in writing within five (5) business days from the date of the letter from the Financial Aid

administrator. The decision of the Vice President of Student Services is final and is not appealable to the Department of Education.

Regaining Aid Eligibility

If SCC denies a student continued Title IV, HEA program assistance under the circumstances described above, the student who attends Sandhills Community College (without federal or state financial aid) may regain financial aid eligibility upon successful completion of academic credit and his/her subsequent written request to the Financial Aid Office for renewal of Title IV, HEA program eligibility. Once approved, the student would regain eligibility for the Pell Grant, campus-based aid programs, and state grants beginning with the payment period in which the student met the eligibility requirements.

Veterans Benefits, Programs, and Guidelines

Veterans Affairs

Sandhills Community College education programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). Those entitled to VA benefits are eligible veterans, participants in the Montgomery G.I. Bill® contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and spouses and children of disabled or deceased veterans. The VA certifying official in the on-campus Veterans Center provides information and assistance to students applying for VA education benefits. Following is a general description of the veteran benefit programs available at SCC. Please see the VA certifying official regarding any specific questions regarding these programs.

Sandhills Community College is a member of the Service Members Opportunity Colleges (SMOC), a participant in the Concurrent Admissions Program (ConAP), and a Principles of Excellence educational institution.

Montgomery GI Bill® (MGIB)

The MGIB program provides up to 36 months of education benefits. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following an individual's release from active duty. This program is also commonly known as Chapter 30.

Montgomery GI Bill® - Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to a student if he/she is a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for approved degree and certificate programs here at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Post-9/11 GI Bill® (Chapter 33)

The Post-9/11 GI Bill® provides up to 36 months of education benefit. This benefit is for eligible individuals who served on active duty after 09/10/01. This benefit may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 15 years following an individual's eligibility date, unless a student qualifies for the Forever Bill detailed below. There is a transferability component for eligible individuals to transfer this benefit to spouse or dependents. This program is known as Chapter 33.

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding GI Bill® and Chapter 31 processes. GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if the beneficiary provides the VA Coordinator a Certificate of Eligibility (CoE) or a valid VA Form 28-1905. The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the CoE or VA Form 28-1905 must be received no later than the first day of the program.

Forever GI Bill®

The Forever GI Bill® eliminates the 15 year time limitation for service members (and dependents) discharged on or after January 1, 2013. As with the Post-9/11 GI Bill®, the benefit may be used for approved degree and certification programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Survivors' and Dependents' Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition or who died while on active duty or as a result of a service-related condition. The program offers up to 36 months of education benefits. These

benefits may be used for approved degree and certificate programs at SCC. Remedial, deficiency, and refresher courses may be approved under certain circumstances.

Vocational Rehabilitation Employment Program (Chapter 31)

The Veterans Benefits and Transaction Act of 2018 (Public Law 115-407) provides provisions regarding GI Bill® and Chapter 31 processes. GI Bill® and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) are allowed to attend their course(s) of education or training without paying tuition and fees out of pocket if the beneficiary provides the VA Coordinator a Certificate of Eligibility (CoE) or a valid VA Form 28-1905. The college will not impose a penalty or payment requirement on the beneficiary based on late (more than 90 days) payments from VA. However, the CoE or VA Form 28-1905 must be received no later than the first day of the program.

VA Work-Study Program

Work-study is available on a limited basis to students receiving VA education benefits and attending school at least three-quarter time. An individual working under this program may work at the college's VA office or at approved state employment offices. Work-study is paid at the minimum wage rate, and students can work up to 25 hours a week.

NC National Guard Tuition Assistance Program (NC TAP)

NC TAP is available to any student who is a member of the North Carolina National Guard and pays tuition/fees. Students who wish to apply for the benefits must do so through the website http://nc.ng.mil/ESO/Pages/NCTAP.aspx.

The Yellow Ribbon Program

The Yellow Ribbon Program offers tuition assistance to Chapter 33 veterans whose out-of-state tuition costs are not fully covered by their benefits and their maximum benefit payable is 100%. It is a federal program funded by both the Department of Veterans Affairs and Sandhills Community College. The program is administered on a first-come, first-served basis each academic year. For questions regarding the program, please contact the Veterans Affairs Office.

VA General Eligibility Requirements

To be eligible for educational benefits, the student must be enrolled in an approved curriculum, taking only those courses required for graduation in the

chosen curriculum. Students must make and maintain academic progress in their program of study in order for their benefits to be continuously certified.

The VA will not pay for enrollment in the following: (1) course audits, (2) repeated courses previously passed, (3) credit by examination, (4) courses not required in chosen curriculum, (5) continuing education classes, and (6) dropped or withdrawn classes.

VA Documentation

VA regulations governing institution-approved training of veterans and/or dependents of veterans require that certain documents be on file prior to certification of enrollment. Certification will not be made until the VA certifying official receives all documentation. It takes 60-90 days from the date of certification for benefits to start. Required documentation is as follows:

1. Application for admission with all required documentation;
2. Proper Application for VA benefits (form 22-1990, 22-5490, or 28-1990) and all required supporting documentation, including but not limited to the following items:
    (a) Copy of Page 4 of the DD-214 or National Guard form DD-2384 "NOBE" signed by the Unit Commander;
    (b) Copy of marriage certificate (if applicable);
    (c) Copy of divorce decree (if applicable);
    (d) Dependent children's birth certificates (if applicable);
3. Official high school transcript or HSE scores and all academic transcripts from each college previously attended.

If VA benefits have been received for prior training, the student must submit form 22-1995, Change of Program or Place of Training.

All veterans and dependents of veterans are required to submit a copy of their class schedule to the VA certifying official each semester. A student will not be certified for benefits until this schedule is submitted.

Students receiving VA benefits must notify the VA certifying official of any changes in class load, attendance, or enrollment status within three days of the change. Failure to notify the VA certifying official of these changes may result in termination of benefits and certification of future benefits at the end of the subsequent term upon receipt of the student's official grade report.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

STUDENT SERVICES

Campus Health and Safety

Sandhills Community College is committed to maintaining a safe, healthy, and positive work and learning environment. Toward that end, in a good faith effort to ensure the safety and welfare of all the campus community, the college has adopted codes, statements, and policies that are detailed in the college's *Catalog* and the *Policy and Procedures Manual*, as well as being posted online at www.sandhills.edu.

Campus Health and Safety Awareness Activities

Guest speakers, hosted by Student Services, provide workshops on such topics as alcohol/substance abuse, campus security, crime and crime prevention, stress management, financial awareness and credit management, and safety issues. Referrals are made, as needed, to local agencies such as hospitals, mental health centers, social services, Friend-to-Friend, private counselors, and self-help groups. Literature on many health and safety issues is provided in the Dempsey Student Center and in the Counseling Center in Stone Hall. Every other year, the Safety and Environmental Committee hosts a health fair for faculty, staff, students, and community.

Communicable Disease

Any individual who knows or has a reasonable basis for believing that they are infected with a communicable disease (including but not limited to chickenpox, hepatitis, measles, Acquired Immune Deficiency Syndrome [AIDS], meningitis, mononucleosis, and whooping cough) has an obligation to protect himself or herself and others from the ramifications of the disease. Specifically, such individuals should report this information to the appropriate person (see below). Every effort will be made to try to keep the matter confidential. Only persons with a need to know will be informed and only with prior direct knowledge of the individual who is or believes they may be infected.

Curriculum students should report a communicable disease condition to the Vice President of Student Services. Continuing Education students should report such conditions to the Vice President for Continuing Education and Workforce Development. The Director of Moore County Health Department will be immediately notified. At the Hoke Center, communicable disease conditions should be reported to the Associate Vice President of the Hoke Center who will then report them to the Vice President of Student Services and to the Hoke County Health Department.

The appropriate Vice President will take necessary steps to ensure the medical safety of the student and the college community; if deemed necessary for the good of all, the student may be asked to remove himself or herself from the campus until a necessary evaluation of the condition is completed and the President of the College issues a final ruling concerning the enrollment status of the student.

This policy is one part of the College's on-going attempt to promote awareness, education, and counseling on communicable diseases. More information is available in the "Compliance" section of this *Catalog*.

Student Accident Insurance

Each year, the Student Government Association (SGA) purchases a student accident insurance plan, an excess policy that may cover medical expenses of students caused by accidental bodily injury during college-related academic and social activities. The provisions governing this policy are contained in the master policy issued to the school and may be viewed during the school's office hours. A brief description of the policy, which varies from year to year, will be available through the Office of Student Services at the beginning of each academic year. Students may obtain a brochure or file a claim with the Administrative Assistant to the Executive Vice President in Stone Hall, 105A, 695-3702.

Counseling and Career Services

Personal Counseling

Here at Sandhills Community College, your personal wellness is important to us. We have licensed clinical mental health counselors who are available to assist all enrolled students with issues that may affect your wellbeing. Our counselors will provide you with a safe, private, confidential counseling space to share your issues. Counseling sessions are typically scheduled by appointment and may last up to forty-five (45) minutes. Students are encouraged to email our counselors to setup an intake appointment. Our goal is to *help*. These sessions provide opportunities for students to explore their personal growth with a counselor and increase autonomy, self efficacy, and overall vitality which help to create success in an academic environment.

Sandhills Community College does not charge students a fee for counseling sessions or for assessments used in providing counseling services. For students who choose to seek professional counseling services from off-campus providers, our counselors can assist with appropriate referrals. Counselors can be located in the Center for Wellness on the Pinehurst campus in 229 Stone Hall, 228 Stone Hall and 100 Blue Hall (inside the Career Center). At the Hoke Center, the Center for Wellness is located in 112 Johnson Hall. For additional

information or to schedule an appointment, students may call the Pinehurst campus at 910-695-3968 or (910) 246-4944; students may also schedule an appointment at the Hoke Center by calling 910-875-5804.

Career Development

The Career Development professionals provide services that prepare college graduates for a successful transition into the workforce. Our staff provides training to ensure competency in the following areas: oral/written communication skills, professionalism/work ethic, resume writing, interviewing skills and career management. The Career Resource Library provides career-related materials to assist students in further developing their career competencies

Career Services

Student career services are available for current, alumni, and prospective students. The services offered are: career assessments, job searching strategies, career counseling, student engagement (career meet-ups/roundtable), career workshops, business referrals, networking, and a shared online job search link, www.collegecentral.com/sandhills/student.cfm. Our job link provides access to current job market information. Guidance related to student employment is available in Blue Hall, room 103.

Job Fairs

The SCC Career Center hosts two job fairs each year on campus, Fall and Spring semesters. Job Fairs provide an opportunity for a variety of employers to visit campus to provide networking and job considerations with our students. The Director of Career Development Services develops relationships with both local and regional employers to develop job opportunities for Sandhills Community College students.

Guarantee to Employers

Sandhills Community College guarantees that its graduates are proficient in the knowledge and skills covered by their educational programs. In the event that an employer finds a Sandhills graduate deficient in such an area, the employer should — within 90 days of the graduate's employment — contact the Vice President of Academic Affairs. The Vice President of Academic Affairs will arrange to re-enroll the graduate in up to three (3) courses at the College at no charge to the graduate or the employer. This guarantee applies to graduates of two-year associate in applied science degree programs and one-year diploma programs.

Campus Diversity and Inclusion Organizations

The College promotes campus commitment to belonging through two efforts: the Cultural Outreach Office and the Office of the Dean of Cultural Affairs and Diversity. The Cultural Outreach Center is a social center for student cultural outreach. This is a space for sharing the unique perspectives at Sandhills Community College of all student cultures and to recognize areas of common ground. The students' active collaboration and perspectives in the Cultural Outreach Center will help the Diversity Inclusion Committee to promote inclusion throughout Sandhills Community College.

Promoting diversity, equity, and inclusion on our campus is vital to our success as an institution. These words are not "buzz words," but commitments that create outcomes. Through listening, participating, and collaborating, we have goals, new investments, accountability, and a passion for making us better. These efforts are directed through the Office of the Dean of Cultural Affairs and Diversity. The Dean, along with the Diversity Inclusion Committee, aspire to achieve the highest excellence levels and serve as a liaison for all campus constituents. By valuing others, we all benefit. This group's mission continues to promote an institutional culture that is fluid and proactive in addressing diversity, equity, and inclusion.

Student Involvement in the Institution

Student Government Association (SGA)

Many student activities at Sandhills Community College are sponsored by the Student Government Association (SGA). Efforts are made to provide students with cultural, social, recreational, and service-oriented activities. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, and a variety of other events.

The SGA is always looking for new ideas and new Senators. To become a Senator, students must complete a simple online application via Engage at http://sandhills.campuslabs.com/engage/, maintain at least a 2.0 GPA, contribute at least two hours per week to SGA activities, and possess high motivation. Every student on campus is a member of the SGA, and the SGA acts as the students' voice at SCC. Not only does the SGA sponsor fun events and activities, but it also presents student comments and concerns to the administration and the Board of Trustees. In fact, the SGA President is a trustee of the College.

The SGA office is located upstairs in the Dempsey Student Center, inside the Ewing Leadership Wing.

Student's Role in Institutional Decision-Making

By statutory requirement, the President of the Student Government Association serves ex officio on the Board of Trustees, the governing body of the College. Students are appointed to the following standing committees: Safety and Environmental, Scholarships, and Student Grievance Committee. In these committees, students have opportunities to study and comment on proposed policies and procedures and to rule on appeals related to student disciplinary cases.

Most significantly, the Student Government Association gives students experience in representative government. Officers are elected by the student body. Students interested in serving in the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Student Publications

The Student Government Association produces an in-house, weekly bulletin written by and designed for students.

This bulletin, published weekly, and sent via SCC student email accounts, is overseen by the SGA Public Information Officer and the Director of Student Life, with content by members of the SGA, the student body and SCC Faculty/Staff. While it is an informal publication, this bulletin, like all student publications, is expected to observe the guidelines for student publications.

Student Publications Guidelines

Student publications guidelines at Sandhills Community College are expected to represent the student body at its best. The content of such publications must be in concert with the college Student Code of Conduct. Specifically, all contributors to such publications are bound by the elements of this code:

- Writing that communicates a true threat to an individual or group is prohibited.
- Writing that communicates *harassment* that rises to the level of severe or pervasive is prohibited.
- Writing that involves libelous charges is prohibited.
- Writing that makes use of obscene language and/or expletives is prohibited.

Because this is an educational institution, writing that appears in student created publications is expected to be clear, correct, and well-reasoned. Documents should be well-designed and inviting to the reader.

All materials for student publications must be approved prior to publication by the Director of Student Life. Any disputes about content may be taken to the Vice President of Student Services for resolution in concert with the Director of Student Life, the SGA President, and the student-writer. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.

Photo and Video Use

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, students and those visiting our campus are the best resources for marketing the College and are willing to participate in College promotions.

All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members will add the photos or video footage to the College's library of images (maintained by Marketing & Public Relations), which becomes a resource for the College's online and print publications. These images and videos may be used for years after obtaining. The College reserves the right to release images for use by outside agencies for publication by news outlets, magazines, and digital outlets as the College sees fit.

In addition to print use, images may be posted to the college's social media outlets (Facebook, Twitter, Instagram and others).

Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or photo/video shoots on campus).

Students participating in a formal photo shoot (flightPath magazine, billboards, viewbooks, etc.) are giving their permission for their image to be used. Students may opt out of a photo. If a student does not wish to be photographed, but fails to identify himself or herself to the photographer, it will be very difficult to exclude that person from the resulting images.

Concerns about the uses of individual images may be communicated to the Marketing & Public Relations Department, which will try to resolve individual complaints while still meeting the institutional goals of visually representing the College. Expense is sometimes a consideration in the ability to change a photograph; usually an inventory of printed publications must be exhausted before the change can be implemented.

Supervisory Role of the Institution over Student Activities

While Sandhills Community College takes very seriously its commitment to creating an atmosphere that encourages maximum student self-governance

and a range of stimulating activities, the College is also mindful of its responsibility to oversee student life in a responsible and proactive fashion. The supervision of student activities is a function of the Division of Student Services. The Vice President of Student Services charges the Director of Student Life to direct student activities and serve as advisor to the Student Government Association (SGA). The Advisor attends all SGA meetings and sponsored activities and serves as a liaison between the SGA and the Vice President of Student Services. A description of the supervisory role of the SGA Advisor over the SGA and student activities is found in the *Student Government Association Constitution and Bylaws.*

The SGA is the official sanctioning body for all campus clubs and organizations. The *SGA Constitution and Bylaws* notifies students of their responsibility in initiating and participating in a student club or organization, which must be recognized as such in order to be permitted to use college facilities. Each club or organization has a full-time faculty or staff member who serves as advisor and meets regularly with the group. Additional information may be found in the *Student Club and Advisor Handbook* which may be obtained through the Director of Student Life.

Student activities at Sandhills Community College are evaluated regularly through student surveys and Campus Labs/Engage student participation data. Results provide insight into student needs, interests, satisfaction, and level of participation. These insights are used in determining and planning appropriate student activities.

Student Fundraisers

All student fundraiser events must be approved by the Director of Student Life prior to the event. Proper scheduling will help prevent the possibility of two events occurring on the same day. Activities on campus, including requests for donations or funds, must be submitted in writing using the *Club Fundraiser Form* via Engage (http://sandhills.campuslabs.com/engage/). Before approval is given for soliciting prizes, funds, or donations from the public, the Director of Student Life will consult the Sandhills Community College Institutional Advancement Office to ensure the activity relates directly to the purpose of the College and does not conflict with other fundraising activities or plans (More information is available under “Fundraising Procedure” in the *Policies and Procedures Manual.)*

Student Life

There is something special for everyone at SCC. Sandhills Community College sponsors a wide variety of organizations and clubs designed to enhance the educational opportunities available to our students. If you do not see a club that interests you and would like to know more about starting a new

club on campus, contact our Director of Student Life at wards@sandhills.edu or 910-695-3858.

ACES (The Architecture, Construction, Engineering and Surveying Club)

Contact: Ed Spitler, Little 163, 695-3797, spitlere@sandhills.edu
Matthew Sheffield, Little 170, 246-4940, sheffieldm@sandhills.edu
Lindsay McManamon, Little 167, 695-3799, mcmanamonl@sandhills.edu

The Architecture, Construction, Engineering and Surveying Club, otherwise known as the ACES Club, extends learning opportunities about these and other related fields outside of the classroom. Each year, the ACES members participate in the Experience Industry Project, through which students explore exciting projects and sites related to their industries. Students have toured the Washington Nationals Baseball Stadium construction, the Freedom Tower construction, the Brooklyn Bridge, the Smithsonian Air & Space Museum, the Skyscraper Museum, the Hoover Dam, the Chunnel, the Big Dig, as well as many other interesting sites.

Athletics

Contact: Ryan Riggan, Stone 127B, 246-5365, rigganr@sandhills.edu

Sandhills Athletics works to support the mission and purpose of Sandhills Community College. As a member of the National Junior College Athletic Association (NJCAA), SCC athletics provide opportunities for development and competition that support the educational goals of the College. Athletics were founded to serve the individual student as well as to enrich the college environment for all students, faculty, and staff. The Athletics Department works with students to promote leadership and involvement within our community through public service outreach. The Flyers have won NJCAA regional and district titles in volleyball, men's basketball, men's and women's cross country/track and field, and men's and women's golf. The Flyers have won national titles in men's basketball and men's golf. While many of our athletes will likely continue competing at a four-year college or university, it is our purpose to inspire all student athletes to better themselves academically, socially, and physically.

Club Sports

Contact: I'vana Evans, Dempsey 222, 246-2871, evansi@sandhills.edu

Interested in starting a club sport? Club sports that have been popular in the past include soccer, tennis, and sand volleyball. Sandhills club sports are student led meaning students assume the role of captain or co-captain and assist with the recruitment of other students to play. Students of all levels/abilities are encouraged to start a sport and/or participate.

Computer Technology Club

Contact: Paul Steel, Little 213, 695-3815, steelp@sandhills.edu

The Computer Technology Club gives students the opportunity to meet others with similar interests in computer technology. The club facilitates communication, discussion and dispersion of information relating to computer applications, services and technologies. The club includes students from all areas of computer instruction offered on the campus including, but not limited to, computer programming, computer engineering, digital media, networking, and simulation and game development. Club members are encouraged, through outreach programs, to give back to the SCC campus community and the Sandhills community at large. Above all else this club is open to all who WANT to know more….

CRU

Contact: Karen Manning, Kennedy 171, 695-3995, manningk@sandhills.edu

CRU is a caring community passionate about connecting people to Jesus Christ. The purpose of CRU is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways.

Effective Communication Association (ECA)

Contact: Cathy Kruska, Logan 218, 695-3978, kruskac@sandhills.edu

The Effective Communication Association (ECA) is comprised of students communicating with students through a variety of venues. Students strive to be ethical, respectful, and engaging communicators while learning, serving community partners, and having a lot of fun with networking and recreation.

College students and educators contribute to our body of knowledge utilized by ECA members and network with experts and experienced people practicing the art of communication for building a more just and empathetic world for

our future. Students majoring in the applied arts and sciences as well as planning to transfer to universities are welcome! Join ECA to gain knowledge and practice while learning communication skills for enhancing relationships, delivering oral presentations, debating important issues, and exploring our diverse global community.

Our **MISSION** is to be inclusive in all manners of communication while striving to be agents of positive change.

Our **CORE VALUES** are to be ethical, respectful, and engaging.

Fellowship of Christian Athletes

Contact: J.P. Easterly, McKean 117, 695-3812, easterlyj@sandhills.edu

FCA is a Christian community that is led by those who serve FCA's mission as its representatives, including all of FCA's directors, officers, employees and volunteer leaders, each of whom is an integral part of the community (and are described in this Manual as "FCA representatives"). Both of FCA's mission and the association of FCA's representatives are an exercise and an expression of FCA's Christian beliefs. The mission of the Sandhills Community College Fellowship of Christian Athletes is "to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church."

GST*A (Gay, Straight, Transgender Alliance)

Contact: Sue Senior, Kennedy 145, 695-3922, seniors@sandhills.edu

GST*A is a support group for the LGBT community and allies. The club offers a unique setting in which students, faculty, and staff at SCC can share their true identities. We offer support through weekly meetings as well as scheduled activities throughout the Fall and Spring semesters. GST*A participates in many of the events held on campus to ensure that SCC maintains a friendly and helpful space for all people attending the college as well as people residing in the community. GST*A also supports numerous campus events as well as promoting awareness and education that pertain to LGBT issues.

Health & Fitness Club

Contact: Shelby Basinger, Blue 109, 246-4961, basingers@sandhills.edu

The SCC Health & Fitness Club helps to gather individuals who appreciate fitness and living a healthy lifestyle. In this club individuals are encouraged to share their ideas and new information that will help to improve the overall health of the group and those around them. Students of all levels/abilities are encouraged and welcomed to join.

Horticulture Club

Contact: Hilarie Blevins, Steed 209, 695-3885, blevinsh@sandhills.edu

One of the oldest and most renowned organizations on the SCC campus is the Sandhills Horticulture Club. The club's primary purpose is to provide a vehicle to support outside activities and competitions in which the Landscape Gardening students participate. The club hosts special events such as bedding plant sales and other creative projects to support student trips, competitions, and student career days.

Latin X

Contact: Dana Cuellar, Logan 216, 695-3855, cuellard@sandhills.edu
Bill Pope, Van Dusen 220, 246-4978, popew@sandhills.edu

Latin X is a club dedicated to raising awareness about the Latin X and Hispanic culture by providing resources for our campus community. Club participants do not need to identify as Latino/a/x in order to join as we aim to actively participate in the expression and inclusion of diversity among campus. The club welcomes anyone and everyone! Our objective is to educate the student body on traditions and cultures they may not be familiar with, along with raising awareness and celebration for marginalized groups on campus.

Phi Theta Kappa – Alpha Tau Beta

Contact: Jackie Babb, Little 207, 695-3802, babbj@sandhills.edu
Scott Robinson, Little 206, 695-3869, robinsons@sandhills.edu

Phi Theta Kappa is the international honor society for two-year colleges. Membership is available to students by invitation only and requires a 3.7 GPA based on 16+ hours of college credit courses (100 level or higher) in a degree-granting program. Invitees who choose to join are inducted in the spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on campus activities.

Public Services Club

Contact: Ronda Hawkins, Van Dusen 229, 695-3808, hawkinsr@sandhills.edu
David Reece, Van Dusen 230, 695-3931, reeced@sandhills.edu

The Sandhills Community College Public Services Club is a campus organization focused on Services to the community. We invite all students to join, particularly those who are interested in public and community service.

The purpose of this organization is to support the activities and projects of SCC, to further civic, campus, professional and social activities of interest to its members, and to promote community awareness through service.

Radiography Club

Contact: Robin Garner, Kennedy 158, 695-3916, garnerr@sandhills.edu

The Radiography Technology Club includes students that are enrolled in SCC's Radiography Program. Club members are encouraged to give back to the community through school and community sponsored evenets. Club members also host fundraisers to support workshops and attendance at State Radiography conferences, where students are encouraged to network, build relationships with peers, reach for higher professional goals, and support patient safety initiatives. This club provides opportunities for students to get involved in school, community, and professional initiatives to give back and raise standards affecting our healthcare profession. Students host fundraising events to provide funding for NCSRT conference and ARRT Registry preparation.

Rotaract

Contact: Mary Bridschge, Stone 110B, 246-4128, bridschgem@sandhill.edu
Jessica Locklear, Stone 110, 695-3856, locklearj@sandhills.edu

Rotaract is a service organization sponsored by the Rotary Club of the Sandhills and other area Rotary Clubs. The Rotaract motto is "Service above self." Rotaract is open to all students and inducts new members throughout the academic year. This organization meets monthly and is involved in many community service projects and provides students the chance to attend working sessions of the local Rotaract organization in order to better understand and support its mission.

Sandhills Association of Nursing Students

Contact: Hannah Altergott, Kennedy 110, 695-3935, altergotth@sandhills.edu

The Sandhills Association of Nursing Students (SANS) seeks to introduce participants to the nursing profession through their professional organization and to provide a setting for professional socialization. Active membership is available to all ADN (Associate Degree Nursing) students. SANS also promotes and encourages participation in community affairs and activities related to improving healthcare. SANS provides opportunities for state and national networking with their professional organization. Fundraisers, service projects, social events, educational programs, and mentoring and recruitment opportunities are all part of the experience available to SANS members.

Student Government Association

Contact: Brandi Phillips, Dempsey 223, 695-3858, phillipsb@sandhills.edu

The student activities program at SCC is sponsored by the Student Government Association. Members of the SGA make a concerted effort to provide students with cultural, social, recreational, and service-oriented experiences. Activities sponsored by the SGA include free food days, national days, the annual Fall Fest and Spring Fling, holiday festivities, exam fuel during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is the students' voice at SCC.

STUDENT CONDUCT

Student Conduct in the Instructional Environment

Faculty teaching courses for Sandhills Community College and students taking courses at Sandhills Community College have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics selected by the instructor. It is expected that students conduct themselves in a manner that does not disrupt the learning and teaching environment. The faculty and administration reserve the right to remove a student from a course or a program or to deny his or her admission to a course or a program if the student's behavior is determined to be detrimental to the teaching environment.

The Sandhills Community College faculty, staff, and administration expect student behavior that assures an instructional environment:

- where students arrive and depart on time,
- where there is no disruptive behavior,
- where the rights of others are respected and where students treat each other with politeness and respect,
- that is free from menacing or threatening language or disrespectful behavior directed at either the professor or other students,
- where a student's attire is within the generally accepted bounds of good taste and does not disrupt the learning process, and
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and — after appropriate counseling — to ban or remove students who do not meet those standards.

In certain educational settings, such as work-based learning, practicum courses and clinical, student grades are determined, at least in part, based on student behavior. Therefore, violation of the student code of conduct may result in a failing grade as outlined in individual program handbooks.

Student Code of Conduct

Students are adults and are, of course, expected to know what constitutes "acceptable" behavior. The College prefers to emphasize counseling and

guidance in promoting good student conduct. However, when this approach fails, our only option is disciplinary action. If a student has any questions concerning appropriate conduct, he/she should see a college counselor, the Dean of Instruction or Associate Vice President of Student Services (curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students), or the Associate Vice President of the Hoke Center (Hoke Center/SandHoke students).

Sandhills Community College reserves the right to deny admission or readmission to students whose presence on campus is construed by the administration as harmful or potentially harmful to Sandhills Community College students, faculty, and/or staff. Moreover, Sandhills Community College may refuse to admit any applicant **during any period of time that the student is suspended or expelled from any other education entity**. Students admitted to the College must adhere to the Student Code of Conduct, which prohibits conduct that impairs significantly the welfare or the educational opportunities of others in the college community. The college may disclose educational information (which includes disciplinary information/records) with postsecondary institutions where the student seeks to enroll, intends to enroll, or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. Students may request a copy of their records by contacting the Associate Vice President of Student Services.

The Student Code of Conduct has one purpose: to ensure the existence at Sandhills Community College of opportunities and conditions that are conducive to effective learning, teaching and living together. This document is the product of the cooperative thought and dialogue of students, instructors and administrators of the College.

The following Code of Conduct applies to all students enrolled in courses with Sandhills Community College. The code should not be considered an exclusive list of acceptable and unacceptable behavior.

1. Each student is held responsible for information in the college *Catalog* published online at www.sandhills.edu.
2. Students who lose, damage, deface, destroy, sell, vandalize, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no conditions will students be in possession of alcoholic beverages, narcotics, or illicit drugs on college property or at college sponsored events on or off campus. This includes athletic events, field trips, and conferences. Students under the influence of or possessing alcohol or drugs will be in violation of this policy and subject to disciplinary action. The College will comply fully with

local and state laws concerning the possession of and/or sale of alcohol and drugs. *In addition, students might not be able to receive federal student aid if they are or have been convicted of selling or possessing illegal drugs, if the drug offense for which they are/were convicted occurred while they were receiving federal student aid. To regain eligibility, students must provide to the Associate Vice President of Student Services documentation of a minimum of six months rehabilitation and an ongoing plan to remain drug or alcohol-free.*

4. Acts such as stealing, fraud, forgery, falsifying documents, gambling, fighting, and destruction of property will not be permitted. Any violation of this regulation may result in expulsion from the College on the FIRST offense.
5. Under no condition will the possession of a dangerous weapon, including but not limited to handguns, be permitted on college property. Such acts of possession may result in expulsion from the college on the first offense.
6. The College will comply fully with existing North Carolina laws that make possession of firearms or explosives on campus a Class I Felony and ALL weapons on campus unlawful. Sandhills Community College will immediately report ANY and ALL violations to local authorities.
7. In the interest of protecting students, faculty, staff, or property from harm, the College reserves the right to take disciplinary action in response to behavior off-campus that violates college expectations and policies or could be detrimental to the College.
8. Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall; and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations and in any college owned vehicles. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, e-cigarettes, pipes, smokeless or spit tobacco, or snuff.
9. Students are not to bring children or anyone not enrolled to class except under exceptional circumstances and with prior approval of the faculty member.
10. Pets, except for service animals, are not allowed on campus to include classrooms.
11. All vehicles must be properly registered, display appropriate stickers, and abide by posted and announced parking and traffic regulations. Violators of traffic and parking regulations are subject to fines, wheel locks, towing, or possible revocation of campus parking privileges. Student records may also be withheld until fines are paid.

12. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials is subject to disciplinary action.
13. True threats directed at a student or faculty/staff member are prohibited. Any or all verbal, written, or physical injury from violence to oneself or others will be taken seriously.
14. Prospective students visiting campus must report to Student Services or the Continuing Education Division upon arrival. Those failing to do so may be asked to leave.
15. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
16. All curriculum students are required to have and to carry a student ID. Students may be asked to show their ID at random. Failure to comply may result in disciplinary action.
17. Language or behavior that is harassing that rises to the level of severe or pervasive is prohibited by Sandhills Community College.
18. Faculty and students at Sandhills Community College – on the main campus or off-campus locations, including online — have the right to an instructional environment that is conducive to study, thought, and full concentration on study topics. Student behavior that substantially disrupts learning and teaching activities--including unauthorized use of technology--will be subject to disciplinary actions.
19. Part of Sandhills Community College's responsibility is to prepare students for the world of work, where they will be expected to dress appropriately. Students at Sandhills are therefore expected to dress in a manner that reflects generally accepted standards of modesty and good taste. Faculty members have the right to establish dress standards for their classrooms, and – after appropriate counseling – to ban or remove students who do not meet those standards.
20. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and/or symbols) is deemed obscene or incites an immediate breach of peace, sanctions may be imposed immediately.
21. For the safety of all concerned, the college campus is open during the following hours: Monday through Thursday, 6 a.m. to 12 a.m.; Friday, 6 a.m. to 10 p.m.; Saturday, 7 a.m. to 7 p.m.; Sunday, 7 a.m. to 5 p.m. The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.
22. Failure to abide by the SCC Information Technology Resources Acceptable Use Policy may lead to disciplinary action, including loss of computer privileges, dismissal from the College, and/or

criminal prosecution. The college expects and requires ethical and responsible behavior of individuals using information services.

23. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
24. Rudeness and lying to school officials as well as failing to comply with instructions of college officials acting in performance of their duties are subject to disciplinary action.
25. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited.
26. For the student's and public's safety, wheeled vehicles, to include but not limited to mopeds, bicycles, roller skate/blades, skateboards, hoverboards, etc., are prohibited for use on sidewalks and pedestrian walk ways. Failure to comply may result in disciplinary action.
27. Any and all other offenses that may need the attention of the Associate Vice President of Student Services or Dean of Instruction (all curriculum students), the Vice President for Continuing Education and Workforce Development (continuing education students), the Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

Student Code of Conduct - Academic Honesty

Sandhills Community College believes that the pursuit of knowledge requires honesty. Academic dishonesty includes but is not limited to the following:

1. Copying the work of another.
2. Collaboration: Working with another person on a test, examination, or paper without expressed authorization and without indicating that collaboration has occurred.
3. Plagiarism: The representation of the work of another person as one's own; the failure to cite the source of an idea, information, or words that come from someone other than the author of the paper or the exam.
4. Use of books, notes and/or electronic devices in examinations without the explicit permission of the professor.

Penalties for academic dishonesty may include the following:

1. Zero grade on the test or assignment on which cheating occurs.
2. Failing grade of an F or FW for the course depending on the point in the semester as well as immediate dismissal from the course.
3. For repeated breaches of academic honesty, a student may be suspended or expelled from the college.

When a student is accused of academic dishonesty, the resolution of the accusation is between the professor and the student. If the solution is unsatisfactory, there is an inherent right to appeal, however, while the

accusation of academic dishonesty may be appealed, the penalty may not. The appeal shall be in accordance with the Student Grievance Procedure.

Disciplinary Procedures

A. Report of offenses: Students, faculty members, staff or administrators should immediately report incidents that violate the Student Code of Conduct to the Associate Vice President of Student Services or the Dean of Instruction (all curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students) or Associate Vice President of the Hoke Center (all students taking classes at the Hoke Center). When possible, the report should be documented through email or written report.

B. The Vice President/AVPs will confer with all parties involved and decide on one of the following options:
    1. To declare the case closed immediately for lack of evidence and to notify in writing the accused and the accuser.
    2. To refer the case to the risk assessment team for review and recommendation.
    3. To issue warning that repeated violation of the Code of Conduct may necessitate further disciplinary action.
    4. To reserve the right to deny admission or readmission to any student whose presence on campus is disruptive to other students.
    5. To invoke penalties. A student may be placed on probation, suspended, or expelled from the College for conduct or personal behavior that is in violation of the Student Code of Conduct. The appropriate Vice President or AVP will, in writing, identify the claimed misconduct and present a statement of any penalty imposed. There is an inherent right to appeal. The appeal shall be in accordance with the Student Grievance Procedure.
    6. As a general rule, the status of a student accused of a violation of these regulations should not be altered until a final determination has been made in regard to the charges. Interim suspension may be imposed, however, upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

Student Grievance

Grievance is defined as any matter of student concern or dissatisfaction within the control of the College, except for the following:

- grades, which shall be subject to the decision of the professor unless related to some type of suspected discrimination. Refer to the college's non-discrimination statement on page 2;
- attendance policies and matters of a purely academic nature, which shall be adjudicated through the Dean of Instruction;
- some matters involving allegations of sexual harassment, which are addressed elsewhere in this *Catalog* and published online at www.sandhills.edu;
- residency classification, which shall be subject to the residency appeal process outlined by the North Carolina Community College System and the State of North Carolina; and
- Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Vice President of Student Services.

Student Grievance Procedure

The purpose of the Student Grievance Procedure is to assure students of Sandhills Community College that their grievances will be considered fairly, rapidly, and in a non-threatening atmosphere. This process is designed to be used by students, not their surrogates. In keeping with the college practice of addressing all grievances informally prior to resorting to formal procedures, it is assumed that prior to embarking on the formal Student Grievance Procedure, students will initially address problems and matters of concern informally with the faculty and/or staff members involved.

However, the College recognizes that not all student grievances will be satisfactorily settled on an informal basis. Therefore, this Student Grievance Procedure has been adopted and applies to all appeals of disciplinary actions, appeals regarding student records and privacy rights. Appeals based on charges of discrimination will be handled by the Title IX coordinator in Human Resources. Students should follow these procedures first in all applicable situations.

Any student electing initially to pursue a grievance outside of these procedures has thereby waived the ability to pursue his or her grievance hereunder. A complete copy of the Student Grievance Procedure may be obtained from the Associate Vice President of Student Services or Dean of Instruction.

Student grievances resulting from academic practices or learning environment activities other than disruptive student behavior should be referred to the attention of the Dean of Instruction (curriculum students), Vice President for

Continuing Education and Workforce Development (continuing education students), or Associate Vice President of the Hoke Center (Hoke Center students) after the student has met with the faculty member or department chair and attempted an informal resolution of the problem. Student grievances that affect an individual's welfare and are not directly related to academic or classroom activities of the College should be brought to the attention of the Associate Vice President of Student Services (curriculum students), Vice President for Continuing Education and Workforce Development (continuing education students), or Associate Vice President of the Hoke Center (Hoke Center students) after the student has made every effort to resolve the problem in an informal basis through conversation with the individuals involved.

Student Grievance Procedure Steps

1. **Informal Resolution**: The student obtains the *Student Grievance Form* from the office of the Associate Vice President of Student Services or the Dean of Instruction. In non-academic disciplinary issues initiated by student, the informal grievance procedure begins with Section C of the *Student Grievance Form*. In academic disciplinary issues, the student must meet with the instructor and department chair in turn to seek an informal resolution. If a satisfactory informal resolution is achieved at any point, the grievance process stops. If an informal resolution is not achieved, the student grievance procedure continues to appropriate Vice President/AVP, who renders a decision within five (5) business days. The student may elect to continue the appeal in accordance with the following:
    a. Curriculum students will proceed to Step 2 of the Student Grievance Procedure and appeal to the Student Grievance Committee.
    b. Continuing education students may appeal within three (3) business days to the Vice President of Continuing Education and Workforce Development. A decision will be rendered in ten (10) business days. The decision of the Vice President of Continuing Education and Workforce Development is final. Exceptions to the procedure include continuing education certificate programs: BLET and NA. These students should proceed in accordance with Step 2.
2. **Student Grievance Committee Hearing**: The student submits the *Student Grievance Form* to the Student Grievance Committee Chair within three (3) business days of the Vice President's/AVP's decision. The Student Grievance Committee renders a decision within ten (10) business days. Following a discussion by the Student Grievance Committee, the student may elect to continue the appeal to Step 3. (The Student Grievance Committee may choose to

discontinue a hearing if the student fails to attend two or more scheduled meetings.)

3. **President's Review**: The student submits a written request for review to the college President within three (3) business days after the Student Grievance Committee's decision. The President renders a decision within ten (10) business days. The President's decision will be final.

Sexual Harassment Policy

Sexual harassment is unacceptable behavior and a violation of the law. Language or behavior that is sexually harassing and rises to the level of severe, persistent, and pervasive is prohibited is prohibited by Sandhills Community College. The College prohibits any form of harassment of employees and/or students based upon age, race, sex, color, creed, handicap/disability, religion, national origin, political affiliation, gender identity, genetic information, and marital status. Students have the responsibility to bring any such incident (via written as well as verbal report) to the attention of an administrator so that the matter can be resolved informally. Curriculum students should contact the Associate Vice President (AVP) of Student Services; continuing education students should contact the Vice President of Continuing Education and Workforce Development; students at the SCC Hoke Center should contact the Associate Vice President of the Hoke Center. The administrator will then contact the Title IX coordinator in the Human Resources Department. Any student who feels uncomfortable going to the Vice President/AVPs should go directly to Associate Vice President of Human Resources or the Executive Vice President. Grievances regarding sexual harassment will be handled by the Title IX coordinator and Title IX investigators.

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority makes sexual demands upon another individual in exchange for favors, and
2. Sexual harassment in which a hostile or uncomfortable college environment is created by unwelcome or offensive sexual conduct.

Thus, it is important to understand that sexual harassment does not require physical contact. A hostile environment may be created by, but certainly is not limited to, the following unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, contact, jokes, flirtations or any abuse of a sexual nature.

Students may reference information about sexual violence on the Safe at SCC website, http://www.sandhills.edu/safety-securitytitle-ix/.

CAMPUS POLICE AND PUBLIC SAFETY

Traffic Rules and Regulations

All students, faculty, and staff are required to adhere to all rules and regulations related to vehicle use on campus. The complete guide to those rules and regulations can be found on the SCC Homepage under the quick links to Security.

Automobile Registration

All students who park vehicles on campus must register their vehicles at the time of course registration. The cost of parking stickers is included in the student fees payable at registration.

Parking Regulations

Students are required to park in paved parking spaces that are not reserved for visitors or for faculty/staff. Reserved parking applies to vehicles 8 a.m.–3 p.m., Monday–Friday, after which time anyone may park in these spaces. This does not apply to visitor parking. A one-hour time limit applies to all visitor spaces. When paved parking spaces are filled, the College will provide designated unpaved areas for temporary student use. Restricted parking, including handicapped parking, is marked with appropriate signs.

Parking Permit

All students are required to obtain a permit that enables them to park at the College. Students must register for the permit through the MySCC page prior to pick up in the Dempsey Center. **The permit must be affixed to the left rear bumper or displayed in the left rear window of the vehicle.** This permit will also enable staff to notify the student in the event of an emergency (**e.g., someone hits the car**). If a student temporarily drives a vehicle without a permit, he/she must obtain a temporary permit from the switchboard receptionist in Dempsey Hall. Vehicles parked on campus without permits will be in violation. Repeated violations of the campus parking regulation will be considered an offense of the Student Code of Conduct. Disabled students may receive handicapped parking permits after presenting appropriate DMV documentation to the campus switchboard receptionist. Campus parking lots have designated areas for the disabled.

Temporary Parking

For the first few days of the fall/spring semesters, staff members may need to direct vehicles into temporary parking areas. Students should follow the instructions given during this time period.

Parking Violations

Violations of parking regulations will result in fines and/or the vehicle's being towed. Violations that are potentially dangerous, such as speeding and reckless driving, are subject to disciplinary action in addition to any fines levied. Violations for which citations may be issued include, but are not limited to the following:

Fines

The Business Office is hereby authorized to collect a $25.00 fine for any of the following violations:

- Parked in visitor space
- Parked in faculty space
- Parked in student space
- Failure to display current parking decal
- Failure to register vehicle
- Improper display of parking decal

The following violations shall be considered infractions. The Business Office is hereby authorized to collect fines at the rates noted below for any of the following violations:

- Driving in a hazardous manner/speeding/careless and reckless.... $100
- Driving wrong way in drive lanes..... $50
- Exceeding a safe speed $25
- Failure to heed a stop or yield sign $25
- Parking incorrectly in a parking space..... $25
- Parked in driveway/access $50
- Parking in manner creating a hazard..... $50
- Parking in more than one space $25
- Parked in no parking space/area $25
- Parked in unauthorized/handicap space $100
- Unsafe Movement..... $25
- Any traffic violation (not listed) $25

The student is responsible for any violation incurred by individuals who bring the student to campus. Payments of fines should be made to cashier in Stone Hall. Failure to pay parking tickets will result in the fines' being added to the student registration fees. **Persons who have received five (5) or more tickets may have the vehicle towed or may be subject to other disciplinary action**.

Identification Card

During registration, the student will need to obtain a student ID. *An ID is required — the student must carry it at all times on campus!* ID cards issued during a student's initial enrollment should be used during the student's entire academic career at Sandhills Community College. This card allows students to checkout library books, use the Learning Resource Computer Lab, use college equipment, and participate in SCC activities. Financial aid recipients will be able to purchase books more easily from the Logan Bookstore using an ID card. Curriculum students may receive one card per school year at no charge. A replacement card costs $10. A paid receipt and a valid government photo ID or passport are necessary to have an ID made. ID cards are made 8 a.m.–9 p.m. Monday–Thursday and 8 a.m.–4 p.m. Friday in the Dempsey Student Center during fall and spring semesters. Students that are enrolled for the fall semester do not need to renew their card for the spring semester. **Please note:** Online students use their assigned student ID number to gain their password-protected user account that then allows them to access campus resources and services via electronic means. Online students are encouraged to obtain an ID card upon their first visit to campus.

Campus Crime

In accordance with the Student Right-to-Know, Campus Crime Security Act of 1990, and the Clery Act, SCC exhibits "zero tolerance" toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. The "Compliance" section of this *Catalog* provides more information.

Security and Access to Campus Facilities

The college campus is open during the following hours:

- Monday through Thursday .....6 a.m. to 12 p.m.
- Friday ..... 6 a.m. to 10 p.m.
- Saturday..... 7 a.m. to 7 p.m.
- Sunday..... 7 a.m. to 5 p.m.

The college is closed during holidays and times not listed above, except for special events. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

Campus Law Enforcement Authority

Sandhills Community College retains its own police department. Campus police officers have full police powers on Sandhills Community College

property and all public property immediately adjacent to the college property. Campus officers are responsible for all law-enforcement-related matters on campus property to include the enforcement of applicable North Carolina criminal and traffic laws.

Campus police personnel work closely with local, state and federal police agencies and have direct radio communication with Moore County "911."

Emergency Services

Campus police, security and maintenance employees are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, and tornadoes. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

Emergency Phones

In case of an emergency, emergency phones, including emergency code blue boxes, are located at strategic points around campus. To use one of these phones, students should push the red emergency button and speak clearly into the telephone. During college operational hours, the call goes to Campus Police and Public Safety. When the College is closed, the call is automatically sent to "911."

Reporting Crimes

Because the College operates in multiple venues, these specific instructions apply when reporting crimes.

- **Main [Moore County] Campus**: To report a crime/emergency, individuals should call 911. Sandhills Community College encourages accurate and prompt reporting of incidents.
- **Hoke Center**: During hours of operation all crimes/emergencies are to be reported to Hoke Center police Officer or the Associate Vice President of the Hoke Center (910-875-8589). After hours, individuals should contact "911."
- **Off-Campus Crimes**: Students in off-campus classes should follow the same procedures outlined above for reporting crimes. Immured students are encouraged to review and follow emergency procedures specific to their institution of residence. After College hours, individuals should call 911. Campus Police and Public Safety is to be notified of the details of the incident as soon as possible.

Investigation of Crime Reports

All reasonable efforts will be made to maintain confidentiality. Upon receiving the report, an investigation into the incident will begin immediately,

involving Campus Police and Public Safety, who will determine if other law enforcement authorities should be involved. The Campus Police and Public Safety Director and the Executive Vice President will determine if a campus and/or community alert should be issued in the interest of public safety.

Students who participate in campus violence will be subject to disciplinary actions up to and including expulsion (as noted in "Student Code of Conduct"). There is an inherent right to appeal.

Documentation of Crime Reports

Campus Police and Public Safety will maintain a daily log documenting all crimes reported to Campus Police and Public Safety or other law enforcement agencies. The information found in this report shall be open for public knowledge within two business days, except when the release of the information is prohibited by law or would jeopardize an investigation or the victim's confidentiality.

Crime Statistics

In accordance with the Student Right-to-Know, the Campus Crime Security Act of 1990, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) calendar years. This report is updated annually to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Annual Security Report may be obtained by contacting the main campus switchboard (910-692-6185) or the Associate Vice President of the Hoke Center (910-875-8589). Information can also be found online at www.sandhills.edu/security.

Sexual Assault Policy

In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 U.S.C. Section 1092]), SCC recognizes that sexual offenses, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated. SCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling. Services and resources for victims will also be provided. The State Bureau of Investigation maintains a registry of convicted sex offenders that can be accessed online at www.sexoffender.ncdoj.gov. Students may reference information about sexual violence on the Safe at SCC website, http://www.sandhills.edu/safety-security/what-is-sexual-assault/.

Reporting Sexual Assault

The College encourages all victims of sexual offenses to report the incident as soon as possible. The College understands the sensitive issues involved with this type of crime; therefore, the following individuals may be contacted: Campus Police and Public Safety (910-695-3831 or "0"), Vice President for Continuing Education and Workforce Development (910-695-3767), Dean of Instruction (910-695-3715), or Dean of Student Services (910-695-3714), who will also contact the Title IX coordinator in the Human Resources Department.

Individuals at the Hoke Center should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Police Officer or the Associate Vice President of the Hoke Center (910-875-8589). Reports may also be made online on the website at https://www.sandhills.edu/incident-reporting/.

In an emergency or after hours, students should use the emergency telephones or the CODE BLUE devices to contact the switchboard or "911." They should contact the designated college officials as soon as possible if assistance is needed. The College emphasizes the importance of preserving all evidence for the proof of a criminal offense.

Options: There are several options and resources for individuals who have been sexually assaulted. Seeking assistance does not require the victim to take further legal or disciplinary actions; it allows the victim to receive private and confidential treatment and emotional and psychological support. Students may reference information about sexual violence on the safety-security webpage, http://www.sandhills.edu/safety-security/what-is-sexual-assault/.

Disciplinary and/or Legal Actions Related to Sexual Assault

The process against the alleged assailant will begin immediately. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect. Both the accuser and the accused will be given equal opportunity to present their views of the incident. A determination will be made by the Title IX team. Both parties involved will be informed of the determination or outcome and will have the right to appeal. **With the final determination, the appropriate corrective actions will be implemented.** The College reserves the right to make changes to either party's academic situations if deemed necessary or if the request is a reasonable option. Disciplinary actions may include expulsion from the College. The College will retain as confidential all documentation of allegations, investigations, and determinations. *In addition, both parties must maintain the confidentiality of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.*

The college is required to inform both the accuser and accused in writing of the final results within one business day of the outcome of the investigation.

The victim has the option to report the assault to the appropriate law enforcement authority. Reporting an assault does not obligate the victim to proceed with legal prosecution. It is the victim's right to decide whether or not to continue with or to halt legal proceedings.

College personnel will assist the victim with whatever services or support is available, as appropriate.

Medical and Psychological Support Services

MOORE COUNTY

FirstHealth Moore Regional Hospital 910-715-1000
Emergency Room 910-715-1111
Friend-to-Friend.....910-947-3333
Moore County Emergency 911
Moore County Department of Social Services.....910-947-2436
Moore County Health Department.....910-947-3300
Daymark Recovery Services.....910-295-6853
Sandhills Community College Counseling Center.....910-695-3968

HOKE COUNTY

Cape Fear Valley Medical Center.....910-615-4000
Daymark Recovery Service 910-875-8156
First Health Family Care Center 910-904-2350
Hoke County Department of Social Services.....910-875-8725
Hoke County Health Department.....910-875-3717
Hoke County Sherriff's Department 910-875-5111
Sandhills Community College Counseling Center.....910-878-5804

Telephone Calls

The College cannot accept incoming calls for students except in extreme emergencies. Students should let their families know that, if a genuine crisis arises, Student Services is the office to call to contact that student. The College does not have a paging system; therefore, it is difficult to deliver messages to students. *If a student has a child in daycare or school, it is essential to have an additional contact person listed with the daycare or school in the event that the SCC student cannot be reached*.

Lost and Found

The switchboard receptionist in the Dempsey Student Center keeps all items found on campus. Students should see the College Receptionist in the Dempsey Student Center if they have lost any belongings while on campus.

Pets on Campus

The campus is not an appropriate place for the pets of students or for the pets of faculty/staff members. For the safety of the pets and the campus community, the College requires that pets not be on campus during regular hours of operation. In addition, pet owners should not leave unattended pets in vehicles during their time on campus. Pets, except for service animals, are not allowed in campus buildings.

Walking Track

For student and public safety, the track is for walking or jogging. Wheeled vehicles — mopeds, bicycles, roller skates/blades, skateboards, hoverboards, etc. — are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: Picnic Shelter near Causey Hall and parking lots. The use of tobacco is prohibited by students, staff, faculty, or visitors in all campus buildings at all campus locations, in any college-owned vehicles, or in other posted locations. For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, smokeless or spit tobacco, snuff, and "vaping" with e-cigarettes.

Inclement Weather

Decisions to close the College for adverse weather and other emergency situations will be made by the college administration. Missed classes and assignments will be made up in accordance with the best judgment of college officials and the guidelines promulgated by the North Carolina Community College System Office.

"Colleges have an obligation to deliver the instructional services for which students pay tuition and fees. Therefore, curriculum and continuing education classes that are missed or not held for any reason — including inclement weather — should be rescheduled or the instruction should be made-up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the college's administration. It is assumed that alternative arrangements for making-up missed class time will be made by the College." NCCCS *Numbered Memo March 8, 1996.*

When severe weather forces a departure from regular scheduling, announcements will be posted on the SCC homepage and the MySCC page. Students enrolled in eLearning and hybrid courses are also notified via the Internet course delivery system (Open LMS). The College also notifies students of inclement weather via telephone or text message through its ReGroup system.

Students may also call the College at 910-246-2865 to hear a recorded message indicating whether the College will have a delayed opening or will be closed.

INFORMATION TECHNOLOGY

Information Technology Resources Acceptable Use Policy

Purpose

To enhance its educational, cultural, and economic missions in service to the community, Sandhills Community College provides students, faculty, staff, and community members with computers, tools, instruments, and facilities that provide access to campus and global information resources. The College expects and requires ethical and responsible behavior of individuals using information resources. This policy statement identifies acceptable uses of these resources and includes circumstances in which the interests and rights of others must be protected and preserved.

This procedure applies to all users including faculty, students, staff and visitors using College computing and network resources and to all systems owned by the College and any systems connecting to the College's network. Use of College systems signifies your understanding and agreement with these terms.

Information Technology

Information technology (IT) includes but is not limited to: all computers, tools, instruments, or facilities which enable individuals to access or interact with information available through the library system, the internet, or local campus networks. Resources may be individually controlled or shared, stand-alone or networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, email, telephones (including cellular), voice mail, multimedia, instructional materials, and related supporting devices or technologies.

User Agreement

By using College-supplied information technology resources, individuals, groups, or organizations agree to abide by all policies and procedures adopted by Sandhills Community College, as well as all current federal, state, and local laws. These include College policies and procedures against harassment, plagiarism, and unethical conduct, as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of malicious software into computer systems, and other unlawful intrusions. When individuals accept College issued user accounts, they agree to comply with this and all other computing related policies.

General Responsibilities

All users of the College's computing resources are presumed to have read and understood the following standards.

The College's information technology acceptable use standards require that each user:

- **Respect software copyright laws.** Software licensed by the College must only be used in accordance with the applicable license agreements.
- **Abide by all security provisions.** Users are not permitted to share authentication details or provide access to their College accounts to anyone else. The owner is responsible for all usage on their assigned account.
- **Respect the rights of others to have freedom from harassment or intimidation.** Sending abusive or unwanted materials is a violation of College policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited.
- **Identify yourself clearly and accurately in electronic communication.** Anonymous or pseudo-anonymous communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Sandhills Community College is prohibited.
- **Recognize the College reserves the right to access, review, and monitor the use of computing resources.** This includes but is not limited to equipment and usage, as well as the data that is stored or transmitted.
- **Observe proper online etiquette.** Online networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in the College's discretions restricts or inhibits others from using an online network or violates College policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any online network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise

objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or college policies. Transmission of chain letters and pyramid schemes of any kind are prohibited. Use of any online network to send unsolicited advertising, promotional materials or other forms of solicitation to others is prohibited. The College reserves the right to restrict and/or interrupt communications through or by use of any College computers or information technology services, which the College believes to be harmful to the College or to others.

- **Refrain from using applications that inhibit or interfere with the use of the network by others.** This includes, but is not limited to applications which use an unusually high portion of network bandwidth for extended periods of time.

Enforcement

Violations of this policy shall be cause for discipline. Alleged violations of this policy shall be subject to the College's existing disciplinary procedures. Sandhills Community College treats access and use violations of information technology resources seriously. Unauthorized or improper use will lead to the possible revocation of a user's access. The College may also require restitution for any use which is in violation of the usage guidelines. Sandhills Community College will pursue criminal and civil prosecution of violators when appropriate.

Privacy

Users should recognize that limitations to the privacy of electronic documents. The College cannot guarantee privacy of any accounts. **Violation** of this policy grants the operator of the system the right to review a user's usage and waives all rights of privacy the user (including students, faculty, staff, and community members) may claim or may have. The College retains the right to release the names of users to appropriate authorities in accordance with College procedures.

Network Access

All equipment attached to the College network, including wireless networks, must be approved by the Chief Information Officer except in specifically identified public access areas.

Special Situations

Additional limitations or prohibitations may exist in departmental facilities. Individuals are responsible for adhering to these policies and observing posted guidelines. Refer all inquires to the specific department. In addition, all

interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

The user agrees to indemnify and hold harmless Sandhills Community College, its Board of Trustees, and college employees from and against any claim, lawsuit, cause of action, damage judgement, loss, expense, or liability resulting from any claim, including reasonable attorney's fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity shall include without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Establishing Procedures

Individual organizations within the College may establish and define procedures or conditions for use of information technology resources under their control. Established procedures or conditions must be consistent with this overall policy but may provide additional detail, guidelines, or restrictions. In addition, all interactions outside the College are subject to the acceptable use policies of the outside agencies such as network access providers, telecommunications companies, or software developers.

Please note: College adherence to NCCCS IIPS Information Security Manual (and any subsequent revisions): the College will reference the NCCCS IIPS Information Security Manual in developing any procedures related to employee use of system access and data management. The manual is housed in the office of the Chief Information Officer and Human Resources.

Intellectual Property, Copyright and Fair Use

As a public, non-profit institution, the College recognizes that its resources must be used for the express purpose of the college mission, must be allocated wisely, and must recover the cost for use of its resources. This policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff, and students of the College, including its facilities, equipment, and all other resources. Sandhills Community College complies with all federal and state laws governing the educational use of copyrighted material. It is the policy of Sandhills Community College to comply with the U.S. Copyright Act of 1976. All Sandhills Community College faculty, staff, and students are expected to act as responsible users of the copyrighted works of others which includes making informed decisions based on the fair use exemptions to the copyright laws.

Sandhills Community College provides an environment that supports the academic activities of the faculty, staff, and students. The College encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of the College and/or to enhance the teaching/learning environment. It is the intent of the College to maintain a positive atmosphere for scholarly development.

Definitions

As used in this Policy, the following words shall have the following meanings:

1. *Intellectual property*: Intellectual property is defined as intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, inventions, etc. Intellectual Property includes any materials specifically created for use in a distance education course. These materials could include, but are not limited to: study guides, software, videotaped lectures, databases, lectures, transparencies, visual aids, lab manuals, syllabi, bibliographies, glossaries, tests, assignments, course documents, and other instructional materials.
2. *Copyrightable work*: Copyrightable work includes all creative work that is protectable under the copyright laws of the United States or other countries. Copyright protection is available for most literary, musical, dramatic, and other types of creative works, including but not limited to computer software, teaching materials, multimedia works, proposals, and research reports.
3. *Significant college support*: Significant college support means the use of specialized, experimental equipment, or computer facilities; or the use of any College resource in a way that leads to an appreciable expenditure of College funds if that expenditure would not otherwise have occurred. Occasional use of office or classroom space, libraries, or general computer hardware and software will not ordinarily constitute significant use.

Please note that notwithstanding the following information and conditions; a student retains portfolio rights to works created be the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-building opportunity. Students may receive token payments provided by the person or group that commissions such a work.

The ownership of a copyright resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

Ownership of Intellectual Property

1. *Ownership resides with the employee or student*: Ownership resides with the employee or student if the following criteria are met:
    a. The work is the result of individual initiative, not requested by the college.
    b. The work is not the product of a specific contract or assignment made as a result of employment or enrollment at the college.
    c. The work is not prepared within the scope of the employee's job duties or the student's enrollment.
    d. The work involves no use of significant college support including facilities, time, and/or other resources.
2. *Ownership resides with the College*: Ownership resides with the College if the following criteria apply:
    a. The work is prepared within the scope of the employee's job duties or the student's enrollment.
    b. The work is the product of a specific contract or assignment made in the course of the employee's employment with the college or the student's enrollment.
    c. The development of the work involved significant college resources including the use of facilities, time, and/or other resources of the college including, but not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials, or financial assistance.
    d. The college and the employee or student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the college for its costs and support. When it can be foreseen that commercially valuable property will be created, the college and the employee or student shall negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.
    e. If an employee is granted full or partial leave with pay (e.g. release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken.
    f. The College owns all rights to its logo, seal, and other related materials.
    g. The College, at its sole discretion, may release its rights of ownership in Intellectual Property. However, the College

shall retain a royalty-free license to use said Intellectual Property for research and education.

h. Notwithstanding the provisions of this policy, in the case of a work created under a grant accepted by the college, the ownership provisions of the grant shall prevail.

Liability Issues

All College faculty and staff will ensure that the intellectual property created by them are original except for such materials from copyrighted sources that are reproduced with the written permission of the copyright holder; that the intellectual property in no way constitute a violation of or an infringement upon any copyright belonging to any other party; that the intellectual property will contain no information previously published or copyrighted by the faculty member unless such information is noted in the material; and that the it contains no matter which is libelous or in any way contrary to law.

Disciplinary Action

Individuals are responsible and liable for their own actions in the creation, use, and distribution of intellectual property. Violations of this policy may also result in disciplinary action by the College including expulsion from the College and/or termination of employment.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising

Upon enrollment at Sandhills, all regular students are assigned a faculty advisor to assist in course scheduling, registration, and program planning, as well as to evaluate academic progress periodically.

Classes selected by first semester students must be approved by the faculty advisor or the Student Success Center prior to registration. After the first semester, students may register in Self Service but are encouraged to consult with their faculty advisor. It is the intent of the advisor and the Student Success Center to place students receiving financial aid into only classes required for their program of study. Once the semester begins, the advisor or the Student Success Center must also approve registration changes, such as dropping and adding classes. Students receiving financial aid should always consult with a financial aid staff member prior to dropping or adding a class.

Although the faculty advisor will help students become familiar with degree and diploma requirements in a chosen field, each student is ultimately responsible for the proper completion of his or her academic program, for familiarity with the college *Catalog*, for maintaining the grade average required, and for meeting all other degree requirements. The advisor will advise, but the final responsibility remains that of the student. In addition, college transfer students should know the requirements of both Sandhills Community College and the transferring institution.

Students whose advisors are not available or who are designated "special" may receive advising help in the Student Success Center located in Stone Hall.

Academic Freedom and Integrity

The faculty and staff at SCC recognize that student learning lies at the heart of all they do. To support student learning, they abide by the principles of academic freedom and integrity. Faculty and students must be free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of their discipline. Instructors are afforded the freedom to manage the learning environment of their courses. At the same time, students will be afforded a quality educational experience where learning is encouraged, evaluations are substantive and meaningful, and grades are awarded fairly.

College General Education Requirements

Sandhills Community College faculty has identified three primary goals of general education: reading comprehension, communication, and critical

thinking. For each of these three goals, competencies have been developed to assess student attainment. Course-embedded assessments are used to measure the three competencies in the appropriate general education courses. The general education courses used for assessment are selected from various disciplines (humanities, science, mathematics, etc.) to capture a variety of ways to assess each of the core general education goals. Standard rubrics are used to assess student attainment of competencies.

Reading Comprehension

Reading comprehension is the ability to understand, dissect, and apply the meaning of a body of written text(s).

Demonstrated competencies:

- Students will be able to read and demonstrate comprehension of written materials.

Communication

Communication is the ability to apply college-level language skills individually and collaboratively to discover, organize, and convey information, ideas, and arguments in a manner appropriate to audience and purpose.

Demonstrated competencies:

- Students will demonstrate college-level language skills.
- Students will create and present original work using discipline specific material.

Critical Thinking

Critical Thinking is the ability to use appropriate inquiry to reach a reasoned conclusion.

Demonstrated competencies:

- Students will demonstrate analytical reasoning abilities by drawing inferences.

General education outcomes assessment results will be reported in the aggregate because the results represent the college and not individual students or faculty. In addition, assessment results will be shared with faculty, staff, and students. The assessment results are to be regularly and systematically considered by the faculty, staff, and administrators in order to take action to improve student learning. General education assessment tools (tasks and scoring rubrics) and the process will be reviewed every four years to improve process validity and efficiency.

Alternative Methods for Achieving Course Credit

Credit by Examination

Students enrolled in Sandhills Community College may have developed knowledge and skills that match the knowledge and skills to be achieved in certain courses in the College. These achievements may be the result of work experience, military experience, or informal study.

To receive credit by examination, students must demonstrate proficiency by taking challenge examinations developed by departmental faculty or a standardized examination such as the College Level Examination Program (CLEP) or the United States Armed Forces Institute (USAFI).

Although any faculty advisor or counselor may initiate a credit by examination request, the specific courses to which credit by examination applies will be determined by the instructional departments. Students who seek consideration for credit by examination must obtain permission from the chairperson of the department in which the course is offered. Where applicable, the chairperson will arrange for the examination to be administered. The Dean of Instruction must approve all credit awarded by challenge examination.

Students who wish to receive credit by examination through CLEP or USAFI should submit such certifications to the Director of Records and Registration. The Office of Records and Registration will evaluate the certifications in consultation with the appropriate department chairperson.

Upon the student's successful completion of credit by examination, the symbol "CE" will be shown on academic transcripts, and credit hours will be awarded; however, no quality points will be assigned. Students should note that, typically, credit by examination hours do not transfer.

Continuing Education to Curriculum Prior Learning Credit

In some instances, Workforce Training courses in continuing education (CE) allow for matriculation to curriculum credit (CU) into A.A.S. programs through a prior learning CE-to-CU Crosswalk review. Every CE-to-CU Crosswalk is developed in coordination with the Vice President of Academic Affairs, the Dean of Instruction, and the Vice President of Workforce Development and Continuing Education.

Credit can be awarded when CE subject matter experts provide clear documentation outlining course content in specialized/customized training programs that contain parallel course content and class/lab hours to CU courses offered in SCC curriculum programs. In such instances, the Director of Customized Training prepares a CE-to-CU Crosswalk for a specific CE

Course and submits the CE-to-CU Crosswalk to the Vice President of Workforce Development and Continuing Education for further review.

The Vice President for Workforce Development and Continuing Education reviews the crosswalk to ensure that the workforce training has parallel content and hours to NCCCS Common Course Library courses required in CU certificate, diploma, and/or degree programs offered at SCC.

After review, the Vice President of Workforce Development and Continuing Education submits this crosswalk to the Vice President of Academic Affairs and the Dean of Instruction. The Dean consults with program coordinators and department chairs to review subject matter content to ensure parallel student learning outcomes and course requirements. The Vice President of Academic Affairs then approves the CE-to-CU Crosswalk to be used as documentation for this and future requests for each identified CE-to-CU course considered for matriculation. These CE-to-CU Crosswalks are housed in the Office of the Dean of Instruction.

The Dean of Instruction provides the Registrar with a CE-to-CU Crosswalk approval for awarding credit for prior learning to be added to the student's record as a TR grade for the appropriate curriculum course(s).

As is the case will all instances of alternatives credit, the student is responsible for initiating the request based on information provided students upon enrollment to the college.

ACA Credit by Exam

The College requires most incoming freshmen to take one of two freshman orientation courses: (1) ACA-115 for students pursuing the A.A.S. degree, or (2) ACA-122 for students pursuing the A.A., A.E., A.F.A., A.G.E.-Nursing and A.S. transfer degrees. Students who have earned a bachelor's degree or higher within the last five years may be eligible for Credit by Examination for ACA-115 and should see their academic program advisor. Students who transfer in 18 or more hours from an accredited four-year college or university may be eligible for Credit by Examination for ACA-122 and should contact the Coordinator of University Studies. Exceptions to the credit by exam requirement may be determined after a conference with the Vice President of Academic Affairs.

Advanced Placement Courses

Students who have taken any of the following Advanced Placement courses in high school and who have made the appropriate score on the AP exam can receive credit for the courses as part of the general education courses under the Comprehensive Articulation Agreement (CAA). The AP exam must be administered by the College Board and submitted to the SCC Office of

Records and Registration. It is the responsibility of the student to contact the College Board to request that exam scores be sent to SCC. The Director of Records and Registration will verify AP examination scores and record appropriate credit on the student's transcript. One exception to this policy is the AP Art and Design course. Determination of credit for AP Art and Design will be made by the appropriate department chair with approval by the Dean of Instruction. **Please note:** Students should be aware that if they receive AP course credit at Sandhills Community College but "do not complete the associate in arts or associate in science degree" before transferring to a UNC university, their AP scores will be evaluated on the "basis of the receiving institution's AP policy," according to the CAA. For the Associate in Engineering degree, AP course credits "awarded for a score of three or higher, are acceptable as part of a student's successfully completed AE degree under the AE to BSE AA."

AP Course	College Course and Required AP Exam Score
Art and Design	ART-121, ART-122, or ART-131, based upon portfolio
Art History	ART-114 and 115 with a score of 5; ART-114 only with a score of 3 or 4
Biology	BIO-111 and 112 with a score of 5; BIO-111 only with a score of 3 or 4
Calculus AB	MAT-271 with a score of 3, 4, or 5
Calculus BC	MAT-271 and MAT-272 with a score of 3, 4, or 5
Chemistry	CHM-151 and 152 with a score of 5; CHM-151 only with a score of 3 or 4
Computer Science A or Computer Science AB	CIS-115 with a score of 3, 4, or 5
Macroeconomics	ECO-252 with a score of 3, 4, or 5
Microeconomics	ECO-251 with a score of 3, 4, or 5
English Language	ENG-111 with a score of 3, 4, or 5
English Literature	ENG-112 with a score of 3, 4, or 5
Environmental Science	BIO-140 with a score of 3, 4, or 5
French Language	FRE-211 with a score of 3, 4, or 5
French Literature	FRE-212 with a score of 3, 4, or 5
Comp Government & Politics	POL-210 with a score of 3, 4, or 5
U.S. Government & Politics	POL-120 with a score of 3, 4, or 5
Human Geography	GEO-111 with a score of 3, 4, or 5
Music Theory	MUS-114 with a score of 3, 4, or 5
Physics 1	PHY-151 with a score of 3, 4, or 5
Physics 2	PHY-152 with a score of 3, 4, or 5

AP Course	College Course and Required AP Exam Score
Physics C: Mechanics	PHY 251 with a score of 3, 4, or 5
Physics C: Electricity and Magnetism	PHY 252 with a score of 3, 4, or 5
Psychology	PSY-150 with a score of 3, 4, or 5
Spanish Language	SPA-211 with a score of 3, 4, or 5
Spanish Literature	SPA-212 with a score of 3, 4, or 5
Statistics	MAT-152 with a score of 3, 4, or 5
Studio Art	ART-121, ART-122, or ART-131, based upon portfolio
U.S. History	HIS-131 and HIS-132 with a score of 5; HIS-131 only with a score of 3 or 4
World History	HIS-111 and HIS-112 with a score of 5; HIS-111 only with a score of 3 or 4.

College Credit for High School Career and Technical Education (CTE) Courses

Students who successfully completed high school CTE courses with a grade of B or higher in the course and a score of 93 or higher on the course post-assessment may receive credit for Sandhills Community College courses that cover the same content or skills development as identified in the *North Carolina High School to Community College Articulation Agreement*. For some college courses, students must also demonstrate mastery of course knowledge and skills by passing an examination administered by college personnel. To receive articulated credit, students must enroll in the community college within two years of their high school graduation date.

Credit for Experiential Learning

Students enrolled in degree, certificate, or diploma programs that have had career experience that they believe duplicates that required for a course may apply for credit by contacting the Director of Records and Registration and requesting the form on which the students will document the career experience. The Director of Records and Registration assesses the career experience in consultation with faculty in a program and the Dean of Instruction. In some instances, that assessment includes a review of state, regional, or national certifications that verify a student's knowledge in content parallel to a course.

If these parties determine that the experience duplicates the knowledge required for a course, the faculty member will recommend credit be given for courses for which required knowledge and skills have been demonstrated. Credit will be awarded by the Director of Records and Registration upon

approval by the appropriate Department Chair and the Dean of Instruction. The symbol "EL" on academic transcripts will indicate credit earned for experiential learning. Credit hours will be awarded for such credit; however, no quality points will be assigned. In determining experiential credit for coursework completed in continuing education non-credit coursework, the college references the NCCCS *Continuing Education Master Course Listing and Business and Industry Guidelines*.

The College periodically validates the evaluation process for awarding credit for experiential learning by reviewing the performance of students receiving such credit in follow-on courses or their program of study.

Credit for Military Training

Sandhills Community College prides itself in being a military friendly institution. The college recognizes prior military training and is often able to award college credit based on recommendations from the American Council on Education. Students seeking credit for military experience should request a Joint Services Transcript (JST). To find out more information on how to request a JST, please visit https://jst.doded.mil/, or contact our Veterans Affairs Office at 910-695-3902, or 910-695-3729. For Air Force transcripts, visit http://www.au.af.mil/au/ccaf/transcripts.asp. Upon receipt of the transcript, the Director of Records and Registration will evaluate the transcript and determine any applicable credit. Credit hours will be awarded for such credit; however, no quality points will be assigned.

Academic Petition/Course Substitution

Students may, under unusual circumstances, petition that one course substitute for another in a curriculum program. The *Academic Petition Form* must have the approval of the faculty advisor, the Program Coordinator, the Department Chair, and the Dean of Instruction.

Course Prerequisite Waiver

A student who has not completed the prerequisite or corequisite courses may satisfy those requirements by demonstrating to the subject-area department chair that he/she has the appropriate knowledge and skills required for admission to the course. The student's advisor must submit the *Prerequisite Waiver Form* to the Department Chair; if the Department Chair approves the request, the Department Chair will sign the form, register the student, and send the form to the Dean of Instruction and Vice President of Academic Affairs for approval immediately after registering the student. This process must be completed prior to prerequisite checking.

Special Course Enrollment

Enrollment in Courses Unique to Concentration Programs

Some programs in the North Carolina Community College System have "concentrations" identified, such the Hospitality Management concentration of the Business Administration program. Each concentration has certain "concentration courses" identified that must be unique to the concentration. These courses are identified by a sentence in the course description that reads, "This course is a unique concentration requirement of…."

Students who are not enrolled in the particular concentration program may enroll in and take unique concentration courses for credit if the students are otherwise eligible to participate in the class by, for example, meeting prerequisite and corequisite requirements. Such classes may be counted as elective credits for other applied science programs. Students not enrolled in the concentration program must receive approval from the instructor of the course. The instructor will indicate consent by approving a student's Course Plan in Self Service or forwarding an electronic *Course Change Form.*

Independent Study

Under unusual circumstances, a student may have a need to enroll in a course of independent study under the guidance of an instructor. A student must first substantiate the need and then secure the written approval of the instructor and advisor. Next, an Independent Study Contract must be prepared by the instructor with whom the work will be done. Finally, written approval must be obtained from the chairperson of the department in which the course is requested. The registration form should also indicate the course will be taken by independent study. The registration process cannot be initiated unless a copy of the contract accompanies the registration form. Enrollment in more than one independent study course per semester will be allowed only under exceptional circumstances.

Auditing Courses

Students who do not desire credit or a grade may audit any course for which prerequisites are met. Students who wish to audit a course must complete an *Audit Permission Form* and submit the form to the Director of Records and Registration prior to the end of the drop period. Requirements for auditing will be determined by the instructor. Auditors will register and pay the same tuition and fees as students who take the course for credit. Students with a recorded audit grade for a course may repeat the course one time on an audit basis.

Senior Citizen Waiver

Students at least 65 years of age may be eligible for a waiver of tuition and registration fees. Qualified students will be responsible for local fees. Classes that are waived will receive a grade of SR (senior audit) which indicates attendance only. All pre-requisites must be met. Registration for applied music classes and restricted program classes is not permitted. A student may utilize a senior waiver on a space available basis after final registration is complete. Eligible students should contact the Admissions Department for verification of eligibility.

External Instruction

The College maintains full responsibility for the academic requirements and standards of students who participate in credit courses that require work-site experiences, such as clinical or internship courses. Each program using such courses will provide written policies and requirements to students and will maintain reporting and monitoring procedures that are consistent with program standards.

Course Load

Depending on the program, the usual course load for students is 12 to 18 semester hours during fall and spring terms. The usual course load for students during any entire summer session (two five-week sessions or one ten-week session) is 6 to 12 semester hours. Registration for more than 18 hours in the fall and spring or 12 hours for the entire summer (7 semester hours for a single five-week session) must carry the approval and signature of the Advisor and the Dean of Instruction.

Students enrolling in 8 week courses may take **no more than three 8 week courses per session**. Students may combine 8 week courses with the regular 16 week sessions. Students may **not exceed 18 credit hours** without approval from their advisor and the Dean of Instruction.

Classification of Students

For purposes of administration, excluding financial aid, the following student classifications have been specified:

- Full-time student: The student is enrolled in 12 or more credit hours. During the summer semester, a full-time student must be enrolled with 9 or more credit hours.
- Part-time student: The student is enrolled in fewer than 12 credit hours. During the summer semester, a part-time student is enrolled in fewer than 9 credit hours.

- Freshman: The student has successfully completed 32 or fewer semester hours.
- Sophomore: The student has successfully completed more than 32 semester hours.

Attendance Procedures

Entry into Courses

Students must attend a seated or hybrid course (meeting in a traditional classroom setting) or must complete an assignment/activity as directed by the instructor for an online course during the first 10 percent of the semester to be considered entered into the course for academic and financial aid purposes. If a student does not meet this criterion, the student will be recorded as having never attended (NA) the course and will be ineligible for course completion and no refund will be given.

Attendance

Because the College realizes that academic success is tied to regular attendance, students are expected to attend all class sessions, laboratories, and clinical experiences. A student who fails to attend two consecutive weeks worth of class is in violation of the college's attendance policy and will be dropped or withdrawn from the course. Faculty members are responsible for informing students in writing at the first class meeting of additional attendance expectations and identifying all classes, laboratories, and clinical experiences that must be attended at the scheduled times. Faculty members will inform students at the first class period if tardiness is to be computed as an absence. Absence from class must be satisfactorily explained to and/or documented for the instructor, and the student is held responsible for all work missed.
Unsatisfactory attendance may adversely affect a student's grade for the course. Any student who violates the attendance policy of the course before the 65% point of a semester (or summer session) may be required to drop the course. Any student who violates the attendance policy of the course after the 65% point of the semester (or summer session) may be required to withdraw from the course with a grade of "WP" or "FW," depending upon his or her grade in the course at the time of withdrawal. Attendance policies for online courses are detailed in the course syllabi for the individual courses. Generally, these attendance policies reflect the instructor's expectations regarding the frequency of posted interactions.

Class sessions that are missed by late-enrolling students may be counted as absences.

Sandhills Community College will excuse two days each academic year for religious observances required by the faith of a student. Students must provide

a written notice to the instructor at least two weeks prior to the absence. Students are required to make up work missed due to absences.

Students will not be charged when an absence is due to participation in an activity specifically approved by the Dean of Instruction or the Associate Vice President of Student Services.

Schedule of Last Class Sessions

The last four days of each semester are used to provide classes with a concluding session used for final examinations or for other activities that are designed to bring the course to a successful conclusion. Meeting times for classes during the last four days of the semester are provided in the final exam schedule which is posted on the Sandhills website at www.sandhills.edu. The last class sessions meet the requisite contact hours for the course. Last class sessions must meet whether or not a final examination is to be given.

Grading Policies and Procedures

Grading

Grading the performance of students in course work is the responsibility of individual faculty members.

Grade Categories for Completing a Course

Categories of institutional grades and symbols for students who have met minimum course requirements are as follows:

Course Completion Grade Chart

Superior	A	Superior academic performance
Good	B	Good academic performance
Average	C	Average academic performance. Students in zero-prefix courses must earn a "C" or better to enter subsequent foundation or curriculum course(s).
Passing	D	Academic performance that has met minimum course requirements and that will allow students to enter the subsequent course or courses in a series, unless a higher grade is specified in the course prerequisite. Students who make a "D" grade in a zero-prefix course may not progress to the next course. Credits for courses in which a "D" is earned do not transfer.
Pass	P	Proficiency (Math and English co-requisite courses only)

Course Completion Grade Chart

Pass	P1-P3	Level of Proficiency (MAT 003 and ENG 002 courses only)
Credit by Examination	CE	Credit earned by examination procedures of the College
Experiential Learning	EL	Credit earned for life experience
Transfer Credit	TR	Credit earned from courses taken at other accredited educational institutions or military education experiences in the armed services
Audit	AU	Participation as an auditor of a course
Senior Audit	SR	Participation as a senior citizen auditor with tuition waived

Grade Categories for Not Completing a Course

Categories of institutional grades and symbols for students who have not met minimum course requirements are as follows:

Course Non-Completion Grade Chart

Failure to Meet Course Requirements	F	Student performance judged to require repetition of the course. Students who make an "F" grade in a zero-prefix course may not progress to the next course.
Re-enroll	R	Non-punitive grade used when: • the student fails to make at least an 85% on the Tier 1 Test. (MAT 003 courses only) • the student fails to make at least an 80% on the Tier 1 Test and Essay. (ENG 002 courses only)
Drop	DR	Courses dropped during the first 10% of the class will not appear on the transcript. Between the 10% and 65% date, the class will be listed on the transcript as "DR."
Withdraw Passing	WP	Used to indicate that a student currently passing a course has withdrawn or been withdrawn from a course after the 65% date of the semester.
Withdraw Emergency	WE	Used to indicate that a student has withdrawn from the course due to an emergency such as a pandemic or natural disaster.

Course Non-Completion Grade Chart

Failing Withdraw	FW	Used to indicate that a student currently failing a course has withdrawn or been withdrawn from a course after the 65% date of the semester. FW grades may also be given prior to the 65% date in cases of violation of the student code of conduct.
Incomplete	I	Punitive grade used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.
Incomplete Emergency	IE	Used to indicate that a student received an incomplete due to an emergency such as a pandemic or natural disaster.

Removing Incomplete "I" Grades

1. When grades are reported, it is the responsibility of the instructor and the student to determine the work to be completed and the timeframe of completion within the next consecutive semester (fall/spring) for the removal of the "I" grade.
2. When removing an "I" grade during the next consecutive semester, a student should continue working under the instructor's direction and should not re-register for the course.
3. If a student has not removed the "I" grade by the end of the next consecutive semester, it may be necessary to re-register and re-take the course. "I" grades not removed during the next consecutive semester will be converted to an "F". "I" grades have the same effect as "F" grades while on the transcript.
4. When a student performs the work that allows the removal of the grade of "I", the instructor will submit a grade change form and the "I" will be deleted from the transcript, and the new grade will be entered.
5. If a student receives an "I" and the instructor is not at the institution the next consecutive semester, the student should meet the requirements of the course under the supervision of the department chairperson.
6. A grade of "I" may be replaced by a grade of "F" if a student, in attempting to remove an "I", completes the work required but averages an "F" in the course.

Grade Point Average

Grade point averages are based on points assigned as follows:

Grade	Grade Points
A	4
B	3
C	2
D	1
F	0
FW	0
I	0
WP	Not computed
DR	Not computed
P	Not computed
P1 – P3	Not computed
R	Not computed

A minimum major grade point average of 2.0 is required for graduation. In addition, students enrolled in health science programs will be required to achieve a letter grade of "C" or better in all required courses of the student's program of study with the exception of the students in the Health and Fitness Science program of study. All transfer degree students must earn a "C" or better in all courses applied toward the degree requirements.

In the computation of the grade point average for determining graduation eligibility, only grades for courses required for the completion of the current program of study will be computed. All other grades will remain on the student's record but will not be computed. Grades earned in foundation courses (indicated by numbers ranging from 002 through 098) will not be used in the computation of the grade point average for graduation, but those grades will be included in the grade point average to determine academic progress.

Students who plan to transfer to a four-year college/university should be aware that many four-year colleges/universities re-compute the grade point average based on all college-level hours that the student attempts. Students who have a cumulative grade point average of less than 2.0 may not be accepted by the University of North Carolina System institutions.

Course Repetition

A student who has earned a grade of "C" or better in a course may repeat the course one time in an effort to earn a higher grade or to add to his or her mastery of course content. A student who has not earned a grade of "C" or better may repeat the course as many times as necessary in order to earn a higher grade. When a course is repeated, only the higher grade will be counted

in determining the hours earned and the grade point average at Sandhills Community College.

Students planning to transfer should realize that universities do not have consistent policies regarding grade forgiveness. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include forgiven low grades. The Comprehensive Articulation Agreement (CAA) with the University of North Carolina System requires that a student earn a grade of "C" or better in each transfer course completed.

Students with a recorded "Audit" (or grade of "AU") for a course may repeat the course one time on an "Audit" basis. Exceptions to this must be approved by the Dean of Instruction.

Inter-Curricular Transfer of Credit

When a student transfers from one curriculum program to another within the College, all courses with passing grades that are applicable to the new program will be transferred and included in the computation of the student's grade point average.

Course Change Procedures

Self-Service

Students can utilize Self-Service to make adjustments to their course schedule during authorized time periods. Typically, students can add courses to or delete courses from an upcoming semester between the opening of registration and the date published as the "last day to pay tuition". After this date, students must utilize the electronic *Course Change* form to add or drop courses. Online students as well as on-campus students will have access to electronic forms via the MySCC webpages.

Adding Courses

Once the first day of the semester has begun, a student must use the electronic *Course Change* form to request adding a course. The student will initiate the form, indicating the course section to be added. The form will be routed to the instructor. If approved, the Office of Records and Registration will enroll the student in the section. The student will be notified by email once processing is complete. If the instructor does not approve the request, the student will be notified by email of the denial. No registration will be permitted after the 10% census date of the semester.

Dropping or Withdrawing from Courses

Instructor permission and the student's last date of attendance (LDA) are required before a drop can be processed; therefore, students must use the electronic *Course Change* form to request to be dropped from a class. A student can request to drop (DR) a course at any time during the first 65% of the term. After the 65% point, a student can request to withdraw (WP or FW) from a course. See "Important Guidelines" below for more details. After the student initiates the form, it will be routed to the instructor to provide the required information, then forwarded to the Office of Records and Registration for processing, the student will be notified by email once processing is complete.

Please note: If the semester has begun and a student would like to drop a class but replace it with a different class (or a different section of the class) prior to the 10% census date, an electronic *Course Change* form must be submitted and it must include both the course to be dropped and the course to be added. Failure to include the drop and add on the same form may result in forfeiting any applicable refund.

Important Guidelines

Students should familiarize themselves with these important guidelines for dropping/withdrawing from a class. Any questions regarding the impact on financial aid due to dropping one or more classes should first be addressed with the Financial Aid Department before initiating the electronic form.

1. If a course is dropped during the first 10% of the semester, the student will not receive a grade for the class and no record of enrollment in the class will appear on the student's transcript.
2. If the student drops the course after the 10% census date, but prior to the 65% point of the term, the class will be listed on the student's transcript with a grade of "DR". The "DR" grade will not be computed in the calculation of the student's grade point average. Instructor initiated drops during this time period, due to a violation of the student code of conduct may result in an "FW".
3. Emergency situations may arise that make it necessary for a student to withdraw from one or more courses after the 65% point of the semester. In this case, the instructor will assign a grade of "WP" or "FW"; the grade will not be a "DR" for drop. If the student is passing at the time of withdrawal, the student may receive a grade of "WP" (withdraw passing). If the student is failing, the student may receive a grade of "FW" (failing withdrawal). The "WP" grade will not be computed in the calculation of the student's grade point average. The "FW" grade will be computed in the calculation of the student's grade point average and will have the same effect as a grade of "F".

In addition to regular, 16-week Fall and Spring semesters, the college offers other abbreviated terms such as 8-week modules in Fall and Spring semesters and Summer A, B, and C Sessions. The drop/add procedure will be the same, however, refund dates, add periods and drop periods for each of these sessions will vary. Specific dates for each session will be published in the *Catalog*.

Instructor-Initiated Drop or Withdrawal

An instructor will drop a student if the student has failed to attend two consecutive weeks' worth of class. Additionally, an instructor may drop or withdraw a student from a course under any of the following conditions:

- Student fails to meet the attendance policy of the course, if that policy is more restrictive than what is stated above.
- Student fails to meet the course requirements as established by the instructor including attendance, class participation, and/or completion of assignments in the classroom or in the online environment.
- Student is absent from the final exam without the instructor's permission.
- Student violation of the student code of conduct.

Withdrawal from a Course, Program, or the College

As noted above, emergency situations may arise after the no-penalty drop period (after the 65% point) whereby students must leave involuntarily. When withdrawing from a program and/or the college, students must officially request to withdraw from all their courses by initiating the electronic *Course Change* form. This form will be routed to instructors for approval and to the Office of Records and Registration for processing. This information will also be shared with the Financial Aid Office.

Change of Major, Re-entry, and Readmission

Change of Major

Students are never "locked in" a program of study for longer than one semester. Any time a student considers making a change, the student should immediately meet with a counselor, instructor, or advisor to discuss the advantages and disadvantages of the proposed change. Students should explore all program offerings at SCC, and Career Counseling located in Blue Hall is prepared to help in that exploration.

If the advisor feels that a student is not making satisfactory progress or has reason to doubt the validity of the program placement of the student, the advisor may refer the student to the Student Success Center, located in Stone Hall, for a change of major.

If a student wishes to change from one instructional program to another, the student must complete a *Change of Major Form*. This form is available online on the MySCC page through the eForms link. Students may change their major at any time during the academic year, but the students who are on financial aid should seek counsel from a Financial Aid official in Stone Hall.

Re-entry into a Program

When a student wishes to be considered for re-entry into a program that has special placement requirements or enrollment limitations, these procedures will be followed:

1. The student should check with the Admissions Office to see if his or her application is current. If necessary, a new advisor will be assigned at that time.
2. The student should schedule an appointment with the assigned advisor to discuss re-entry into the desired program.
3. The advisor may recommend to the appropriate department chairperson that the student be permitted to re-enter the program. Such recommendation should be based upon the student's demonstration that remedial action has been taken that would prevent a repeat of earlier failure to succeed in the program.
4. The department chairperson will have responsibility for approving a student's re-entry into a program within that department.
5. Nursing and Health Science students should consult the department chair and/or program coordinator to review specific re-entry requirements as detailed in the program policy manual that applies.
6. Students who interrupt their program of study will be subject to the program requirements of the *Catalog* in effect at the time of their re-entry into the program.

Academic Forgiveness

A student may request academic forgiveness for grades lower than a "C," if the following conditions are met:

1. The student has not been enrolled in curriculum courses for 36 consecutive months.
2. During the previous enrollment period, the student experienced extenuating circumstances that contributed to grades lower than a "C."

The student requesting academic forgiveness must contact the Dean of Instruction and verify conditions 1 and 2 above.

If a student is granted academic forgiveness, the following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. The subsequent grade point average of a student who is granted academic forgiveness will be computed without inclusion of previous coursework in which a grade below "C" was received. However, unless the courses are completed with a better grade, this work may be included in calculations for consideration for honors.
3. A student may be granted academic forgiveness only one time.
4. This forgiveness policy is used for academic purposes only. Due to federal regulations, the Financial Aid Office is required to count all courses listed on a student's transcript when calculating financial aid eligibility.

Academic Progress

Students who enroll in curriculum programs, or who enroll as special students, are expected to maintain satisfactory academic progress.

Academic Probation and Suspension

At the end of Fall and Spring semesters, a student's cumulative and semester grade point averages are examined. The semester GPA is based on all courses taken during a single semester for which a grade is given. The cumulative GPA is based on all courses taken at SCC. Curriculum students who have a cumulative grade point average below a 2.0 after a total of ten credit hours have been attepted at the college will be placed on academic probation. When a student is placed on probation, they are notified in writing.

The purpose of the probation program is to identify when students are having academic difficulties that might jeopardize the reaching of their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard are placed on academic probation. Any student on academic probation must complete all required interventions to maintain enrollment. Possible interventions include meetings with the appropriate program coordinator, academic advisor and/or career counselor. Failure to comply may result in academic suspension.

Student on academic probation will not be permitted to participate in early or pre-registration through Self-Service without approval from an assigned advisor.

Students will be returned to normal academic status upon attaining a 2.0 or better cumulative GPA. Students on probation who achieve a 2.0 or greater semester GPA following being put on probation, but whose cumulative GPA is not 2.0 or greater, will remain on probation.

Curriculum students on probation who fail to make satisfactory improvement in their grade point average by earning at least a 2.0 semester grade point average may be suspended and must attend an advising session with the Dean of Instruction, who will determine whether the student remains on academic probation or moves to academic suspension. Students on academic suspension are not eligible to register for curriculum courses the following semester. After the duration of suspension is completed, students may request readmission. To be readmitted, the student must interview with a counselor and obtain permission from the Dean of Instruction.

Academic Progress Policy for Students Receiving Financial Aid

Purpose

All financial aid recipients are required to meet Satisfactory Academic Progress (SAP) according to Federal regulations and policies set by Sandhills Community College (SCC). The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Scope

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at SCC. This requirement applies to all students who apply for financial assistance from Federal, State and Institutional Aid.

For students receiving financial aid, Satisfactory Academic Progress will be reviewed at the end of each semester of enrollment. Students who have attended SCC in the past without receiving financial aid will be evaluated for SAP based on their prior academic record, and subsequently, at the end of each semester of enrollment. Returning students are evaluated on a continuing basis from the first enrollment at Sandhills. Returning students who were previously enrolled under a Satisfactory Academic Progress Policy other than the current Satisfactory Academic Progress Policy will be required to meet the standards of the current policy upon returning. There is no requirement in the

federal regulations for institutions to notify students who are not applying for or receiving Title IV, HEA aid of their eligibility under SAP.

Standards of Progress

To receive financial aid, the student must maintain Satisfactory Academic Progress toward an eligible program of study. There are two standards in the Financial Aid Office's standards of progress that students receiving financial aid must meet in order to maintain Satisfactory Academic Progress:

1. **Qualitative Standard**: The minimum **cumulative** grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is **2.0**. This includes all degree, diploma and certificate programs.
2. **Quantitative Standard**: 67 % Completion Rate and 150% Maximum Time Frame.

The student must maintain the minimums as listed below:

- **Completion Rate Requirement:** The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 59 credit hours during enrollment, the student must successfully complete 40 credit hours (40 hours completed ÷ 59 hours attempted = .67 or 67%). Successful completion is defined as receiving a grade of A, B, C, D, or P (Pass).
- **Maximum Time Frame:** The maximum timeframe for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student may attempt a maximum of 113 credit hours before the student exceeds his eligibility for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework. If a student is pursuing more than one program of study, maximum time frame standards of 150% will be applied toward each program for all attempted hours. If a student should need additional periods of enrollment to complete his/her program or if the student has a valid reason for pursuing an additional program of study, appeal procedures noted within this Satisfactory Academic Progress policy may be applied.

Please note: Both pace and maximum time frame are measured in credit hours (except for Clock Hour programs – see below), regardless of full time or part time attendance.

If a student does not meet any ONE of the above three criteria, he/she has failed to maintain Satisfactory Academic Progress, and failure to do so will result in termination of eligibility to receive funds from federal Title IV, state, and institutional financial aid programs.

Treatment of Selected Grades

Withdrawals/Drops

Credit hours in which a student receives a grade of Drop (DR) and Withdraw Passing (WP) do not affect a student's GPA; however, Failing Withdraw (FW) is calculated as 0.0 in the GPA calculation for SAP. Grades of DR, WP, and FW are included in the number of attempted hours, but do not count toward successfully completed hours. Students who withdraw may have difficulty meeting the satisfactory academic progress requirements. Courses dropped during the official add/drop period (usually the first 8 days of the semester) are not included as attempted and/or unsuccessful credits.

Incomplete and Failing Grades

Credit hours in which a student receives a grade of Incomplete (I), Repeat (R), or Fail (F) are included in the number of attempted hours, but do not count toward successfully completed hours. All three grades are calculated as 0.0 in the GPA calculation for SAP. Students with incompletes may have difficulty meeting the satisfactory academic progress requirements at the time of evaluation, but may request reevaluation upon completion.

Transfer Credit

Students transferring from another college will be considered making satisfactory progress at the time of initial enrollment at SCC. Grades from courses taken at other institutions are not included in the GPA calculation for SAP. Any such transfer credits will be included in the completion rate requirement as both attempted and completed credits, while a student's maximum time to receive financial aid will be reduced by the equivalent transfer of credit hours.

Audit and Never Attend

Audit (AU), Never Attend (NA) or Senior Audit (SR) grades are not considered attempted course work and are not included in the grade point average or completion rate determinations. A student cannot receive financial aid for courses that the student audits or is considered a no show (AU, NA, or SR).

Repeat Courses

For financial aid purposes, all hours attempted will continue to be counted in each component of the student's academic progress.

Credit by Exam

While Credit by Exam (CE) is not included in enrollment status for purposes of awarding financial aid, the attempted and completed credits are counted in each component of the quantitative standard. The grade CE has no numerical value at SCC and, therefore, does not affect the GPA.

Experiential Learning

When a student earns credit for Experiential Learning (EL) which is given for career experience and military training that duplicates experience required for a course, it is not included in enrollment status for purposes of awarding financial aid; however, the attempted and completed credits are counted in each component of the quantitative standard. The grade EL has no numerical value at SCC and, therefore, does not affect the GPA.

Foundation Courses

Courses taken at SCC and are numbered less than 100 are included in GPA calculations for SAP, as well as when calculating the 67% Completion Rate. One academic year of credit (30 credit hours) may be added for required foundation coursework when calculating the 150% Maximum Time Frame. Only 30 credits of foundation coursework will be included in a student's enrollment status for federal financial aid.

When calculating the cumulative GPA for foundation coursework, a P grade is the equivalent of a grade of A. An R grade is the equivalent of a grade of F and is calculated as 0.0 in the GPA calculation for SAP. Credit hours in which a student receives a grade of R are included in the number of attempted hours but do not count toward successfully completed hours.

Summer Session

Credit hours attempted and earned during summer session will be included in the calculation of Satisfactory Academic Progress, just as any other enrollment period. For purposes of financial aid, full time enrollment in summer is 12 credit hours.

Clock Hour Programs

Students enrolled in clock hour programs will have SAP evaluated at the end of each payment period. At the time of review, students must have successfully completed both the clock hours and weeks of instructional time

required for the payment period. Maximum Time Frame is measured in cumulative clock hours required to complete the program and expressed in calendar time. (Note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.) For example, if the program is 1200 clock hours and meets 30 clock hours per week, that means the program is 40 weeks in length. 150% of 40 weeks is 60 weeks. A student may receive aid while enrolled in this program for up to 60 weeks to complete the 1200 clock hours required for graduation.

Complete Academic Record

In order to measure a student's satisfactory progress toward degree, diploma, or certificate requirements, the student's total academic record at Sandhills Community College must be evaluated whether or not the student received financial aid for the entire time of enrollment. This includes, but is not limited to, courses taken through dual enrollment, the Huskins program, the Career and College Promise program, and the Sandhoke Early College program. When students complete course work for more than one major, college and financial aid academic progress standards must be met to receive student financial aid.

Financial Aid Eligibility Status

Eligibility Status

Satisfactory status is achieved when all the criteria explained above are met.

Financial Aid Warning

Students (not currently on Warning, Suspension, or Probation) who do not have the required cumulative grade point average of 2.0 and/or have not successfully completed 67% of their attempted credit hours, will be placed on Warning for the following semester. A student on financial aid Warning may continue to receive Title IV aid for one payment period. Satisfactory progress will be monitored at the end of the semester to determine if the student has met the standards of progress and is eligible to continue to receive financial aid.

Financial Aid Suspension

Students on financial aid Warning who have not attained at least a cumulative 67% completion rate and/or earned the minimum required cumulative grade point average of 2.0 will have their financial aid suspended at the conclusion of the Warning period.

Financial Aid Probation

If a status of Suspension is appealed and approved, a status of Probation is assigned. This status requires students to maintain both a term GPA greater than or equal to 2.5 and a term completion rate equal to 100%. In order to achieve a completion rate equal to 100%, a student must successfully complete each course enrolled in for the term. The pace component may also require a course by course plan toward degree completion. If a student withdraws or fails a course during the Probation term dropping the term completion rate below 100%, or does not maintain a term GPA greater than or equal to 2.5, the appeal is terminated and the student will be placed on a financial aid Suspension status.

Warning Near Maximum Time Frame

Students who have attempted approximately 100% of the maximum allowable credit hours for their program of study will receive a courtesy notification status of Warning Near Maximum Time Frame. Students receiving this status will continue to receive financial aid until they reach 150% of the program of study, at which time they will have their financial aid suspended and be assigned a status of Maximum Time Frame.

Maximum Time Frame

Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended.

Notification of Financial Aid Warning, Suspension, Probation, Warning Near Maximum Time Frame, or Maximum Time Frame

The Financial Aid Office will send correspondence to any student who is placed on financial aid Warning, Suspension, Warning Near Maximum Time Frame, or Maximum Time Frame.

Regaining Eligibility

Students who attend Sandhills Community College (without federal financial aid) may regain financial aid eligibility by achieving a 67% completion rate and earning the required GPA based on hours attempted. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met.

Appeal of Satisfactory Academic Progress Standards

Students who have been disqualified from receiving financial aid may appeal to the Financial Aid Office to waive the satisfactory progress requirements

only where there are extenuating circumstances. A student may submit written documentation to the Financial Aid Office by completing the Satisfactory Academic Progress Appeal Request form explaining the circumstances that have affected academic performance and what has changed that will allow him/her to make Satisfactory Academic Progress at the end of the next term of enrollment or within a reasonable period of time prior to program graduation. Supporting documentation, including documents previously submitted for past appeals, must be presented for each semester at SCC that the student did not successfully complete/pass all classes or the semester GPA was below 2.0. Circumstances that may be considered include death in the family, accident, illness, military deployment, or other serious personal problems that were beyond the control of the student and can be supported with proper documentation from involved third party sources.

Students who have exceeded the maximum allowable time frame to complete a program of study may also appeal. These students must explain what caused them to exceed the Maximum Time Frame allowed for their major and how many credits are required to complete it. They must provide a graduation plan completed and signed by their academic advisor that lists the courses needed to graduate and when each course will be taken. If the plan is considered reasonable, the student may receive financial aid with his or her progress being monitored for one or more semesters until the degree is completed, as long as the conditions set forth are met.

A student whose appeal is approved and is allowed to continue on Financial Aid Probation based on extenuating circumstances may receive Title IV funds for one payment period. At that point, to maintain Title IV eligibility, the student must meet SCC's SAP standards or the requirement of an established individual academic plan.

Appeal Process

A student may appeal in writing to the Financial Aid Office using the Satisfactory Academic Progress Appeal Request form explaining why satisfactory academic progress requirements were not met and what has changed that will allow him/her to make Satisfactory Academic Progress. Supporting documentation for the extenuating circumstance is required and specified according to the student's situation on the Satisfactory Academic Progress Appeal Request form. The Financial Aid Appeals Committee will review the appeal and a decision will be rendered within fifteen (15) business days. The student will be informed of the committee's appeal decision by letter.

If a student disagrees with the determination by the Financial Aid Appeals Committee, the student may appeal their decision to the Vice President of Student Services. This appeal must be submitted in writing within five (5)

business days from the date of the letter from the Financial Aid Appeals Committee. The decision of the Vice President of Student Services is final.

Academic Progress of Health Sciences and Nursing

Academic Progress Standards for Health Science Programs

To remain in good academic standing, health science students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. All health science students must maintain an institutional GPA of 2.0 or higher.

Academic Progress Standards for Health and Fitness Science Program

To remain in good academic standing, health and fitness science students must satisfy the general academic progress requirements and maintain an Institutional GPA or 2.0 or higher **and** have a letter grade of C or better in all the HFS prefix required core courses.

Academic Progress Standards for Nursing Programs

To remain in good academic standing, nursing students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for the Therapeutic Massage Program

To remain in good academic standing, therapeutic massage students must satisfy the general academic progress requirements with a letter grade of C or better in all required courses of the student's program of study.

In the event that a student withdraws from the program due to academic shortfall or life circumstance, the Therapeutic Massage program follows these guidelines for readmission:

Students who receive a "C" or better in one portion of the curriculum but who fail out of or leave the program during subsequent semesters must demonstrate proficiency in completed courses in order to be given credit for the courses taken earlier.

Recognition of Outstanding Academic Performance

President's List

The names of students who have achieved a 4.0 grade point average (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President's List. Foundation courses (indicated by prefix number 002-098) are not considered college-level work and will not be included in the computation of the grade point average for the President's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Dean's List

The names of students who have achieved a grade point average of 3.5 or higher (for all non-foundation courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the Dean's List. The student can have no grade below a "C" on any college-level course. Foundation courses (indicated by prefix number 002-098) are not considered college-level work and will not be included in the computation of the grade point average for the Dean's List. The list will be published following the reporting of semester grades for the fall and spring academic semesters.

Honors Graduates

Students who will receive a degree or diploma and will have earned a cumulative grade point average of 3.5 or higher in their major by the end of the semester preceding their graduation semester will be recognized during graduation exercises for having achieved one of the following honors designations, which will also be noted on their diploma:

- **Cum Laude**: Grade point average between 3.5 and 3.74.
- **Magna Cum Laude**: Grade point average between 3.75 and 3.89.
- **Summa Cum Laude**: Grade point average between 3.9 and 4.0.

Foundation courses (indicated by prefix number (002-098) are not considered college-level work and will not be included in the computation of the grade point average for honors designation.

Honors graduates must have completed at least one-half of the credit hours required for their degree or diploma at Sandhills Community College.

Resources for Learning and Support

Disability Services

Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Sandhills Community College is committed to equality of educational opportunity and ensures that no qualified person shall, by reason of a disability, be denied access to, participaton in, or the benefit of any program or activity operated by the College. Each qualified person with a disability shall receive necessary, reasonable accomodations to ensure equal access to educational opportunities, programs, and activities in the most integrated setting appropriate.

To obtain additional information or to read documentation guidelines and/or Policies and Procedures, please go to the Office of Disability Services web page at www.sandhills.edu/disability-services-sandhills-community-college-2/ or call us at (910) 246-4138.

eLearning Students

In order to accommodate the needs of eLearning students, Sandhills Community College has implemented policies and procedures to protect student rights and online student privacy (SCC Procedure 4.10.2) and to provide Student and Curriculum Support Services. These procedures are available on the Sandhills website at www.sandhills.edu and on the MySCC page at http://www.sandhills.edu/myscc/.

Information Technology Resources

Sandhills Community College provides up-to-date information technology resources for students, faculty, staff, and community members. There are many on-campus microcomputer laboratories that are available for use by students and community members. All of the main buildings on the campus are networked, providing access to the Internet and the administrative computer system. A wide variety of software is available for use on these computers. (More information is available in the *Information Technology Resources Acceptable Use Policy* in this *Catalog* and online at www.sandhills.edu.)

Katharine L. Boyd Library

The Katharine L. Boyd Library houses the Peter and Regina Yellin Learning Resources Center made up of the Learning Resources Computer Lab, the Barbara H. Cole Children's Literature Center, the Teresa Wood Reading Room, and the Jeanne Hastings Gallery. The library is home to the Luke Joseph Ryan Veteran's Center operated by the Student Services division.

Boyd Library also contains Boyd Room 101, a 24-seat computer classroom used predominantly by the English and Humanities Department. Boyd Library provides comfortable, pleasant surroundings for study and reading in a 26,000- square-foot building. The library provides 7 public-access computer stations for using the online library catalog and/or community patron general use.

Faculty, staff, and students are provided an SCC ID card, which serves as the library card. Library and inter-library loan privileges are also available to Moore and Hoke County residents (and those who work in Moore and Hoke County but reside elsewhere). These individuals must be 18 years of age or older and provide a photo ID and/or proof of residence. Such privileges are granted via a community patron card. Boyd Library is open 61 hours per week and has a seating capacity of 300.

The library's physical collection includes 73,630 books, 40 print periodicals, 3,803 DVDs and a total of 144 database subscriptions to include 91 provided by NC Live. These databases provide on-site and remote access to thousands of resources in various formats and can be accessed by students with their "MySCC" username and password.

Several reserve instructional materials are available at the circulation desk for student use. These items are designated for on-site use or special checkout periods as prescribed by individual instructors. The library also houses study guides for entrance exams such as the HESI, and licensing exams such as the NCLEX. These materials can also be accessed through the NCLIVE database Learning Express Prep Step.

Boyd Library provides one-on-one research assistance from credentialed librarians to students through in-person services, through remote access in Chat Staff, or through scheduled contact with a librarian for an individual online session through Moodle Collaborate. Database access and further information can be found at www.sandhills.edu/katharine-boyd-library-sandhills-community-college-6/ on Boyd Library's website.

Learning Resources Computer Lab

The Learning Resources Computer Lab (LRCL) is located in Boyd Library. The LRCL is a staffed student computer lab with 30 computers available for course-requirements-based Internet access, word processing, computer-based tutorials, assistance with eLearning coursework, proctoring, and a wide variety of software applications.

The LRCL is restricted to use by students with valid ID's. Continuing Education/HSE students and students home on holiday from other colleges are welcome to sign in to the LRCL. The LRCL is a proctoring site and students

who need those services can meet with an LRCL staff member. Students at the Hoke Center in Hoke County, including students enrolled in the SandHoke Early College High School, can access resources online or through the Learning Resources lab in Upchurch Hall, who can coordinate an audio/video reference access to librarians on the main campus.

Student Success Center

The Student Success Center is available to assist students whose advisor may not be available or who have a program code of T90990 special student. The Student Success Center also assists students with change of majors and advisors, and enrolling and troubleshooting issues within the college's orientation course.

Testing

The College administers the General Education Development (HSE) high school equivalency test, and a variety of academic achievement and screening examinations requested by instructional departments. HSE testing is located in Van Dusen Hall.

Tutorial Services

An organized program of free tutorial assistance is provided to supplement the instruction given in the classroom. These services are provided by students and community volunteers. The Kelly Tutoring Center is located in Room 115 in Logan Hall. Online tutoring is also available. More information regarding Tutoring Services can be found on the MySCC page.

There are also drop-in labs on campus to assist students with their course work. Students should see their instructors for information regarding these labs.

UNIVERSITY STUDIES PROGRAMS

The University Studies Program provides opportunities for students to complete coursework that will transfer as baccalaureate credit to four-year colleges and universities. By completing courses in the Arts and Sciences, students can earn Associate in Arts (A.A.), Associate in Engineering (A.E.), Associate in Science (A.S.), Associate in Fine Arts (A.F.A.), Associate in Arts in Teacher Preparation (A.A.T.P.), or Associate in Science in Teacher Preparation (A.S.T.P.) degrees. These degrees are designed to prepare students to continue their education as juniors in their field of study.

Sandhills actively and fully complies with the 2014 Comprehensive Articulation Agreement between the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC) System. Students pursuing an A.A. or an A.S. fall under this 2014 Comprehensive Articulation Agreement. This agreement establishes college transfer courses, degrees and policies that are accepted by all 58 community colleges and all 16 UNC colleges and universities. Students who complete the A.A. or the A.S. degree requirements and are admitted to a UNC university will have certain guarantees that credits earned will transfer. These guarantees are discussed in the "degree requirements" sections that follow.

Students who do not complete all degree or general education requirements of the Comprehensive Articulation Agreement (CAA) will be able to transfer credit on a course-by-course basis and must comply with the requirements of the receiving institution. In all cases, it remains the responsibility of the student to be aware of special requirements of a particular institution or program. (Detailed information is available at www.northcarolina.edu.)

Students pursuing the Associate in Engineering (A.E.) degree fall under the Uniform Articulation Agreement between the University of North Carolina Baccalaureate Engineering Programs and North Carolina Community College System Associate in Engineering Programs (A.E. to B.S.E. Articulation Agreement). The A.E. degree requirements can be found in the sections that follow.

Students pursuing the Associate in Fine Arts in Music (A.F.A. in Music) degree fall under the Uniform Articulation Agreement between the University of North Carolina System Baccalaureate of Music Programs and North Carolina Community College System Associate in Fine Arts in Music Programs (A.F.A. in Music to B.M. Articulation Agreement). The A.F.A. in Music degree requirements can be found in the sections that follow.

Students pursuing the Associate in Fine Arts in Visual Arts (A.F.A.V.A.) degree fall under the Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Fine Arts Programs and North Carolina

Community College System Associate in Fine Arts in Visual Arts Programs (A.F.A.V.A. to B.F.A. Articulation Agreement). The A.F.A.V.A. degree requirements can be found in the sections that follow.

A Uniform Articulation Agreement for the Associate in Arts in Teacher Preparation (A.A.T.P.) and the Associate in Science in Teacher Preparation (A.S.T.P.) is coming soon. Please visit www.sandhills.edu/universitystudies/ for updates.

Students pursuing the Associate in Fine Arts in Theatre (A.F.A.T.) degree fall under the Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Arts in Theatre Programs and North Carolina Community College System Associate in Fine Arts in Theatre (A.F.A.T. to B.A. Articulation Agreement). The A.F.A.T. degree requirements can be found in the sections that follow.

Students planning to transfer should realize that universities do not have consistent policies regarding grade forgiveness. University admissions personnel will review the transcripts of transfer applicants and may re-compute grade point averages and could include forgiven low grades. The articulation agreements (CAA, A.E. to B.S.E. AA, A.F.A.V.A. to B.F.A. AA, A.F.A. in Music to B.M. A.A, and A.F.A.T. to B.A. AA) with the universities of the UNC system require that a student earns a grade of "C" or better in each transfer course completed.

Please note: Students planning to transfer to four-year UNC institutions must comply with the University of North Carolina Minimum Course Requirements (MCR), published at www.northcarolina.edu. Students who do not satisfy these requirements in high school may comply with the MCR in one of the following ways:

- They can receive an Associate in Arts or Science, Associate in Fine Arts, Bachelor of Arts or Science, or any higher degree.
- They may complete at least 6 semester hours of credit in each of the following subjects: English, mathematics, natural sciences, social and behavioral sciences, and (for students who graduate high school in or after 2004) a second language.

Associate Degree Requirements

To be awarded an associate's degree, a student must complete 60 to 61 semester hours of credit, which include all requirements applicable to a particular degree program. At least 25 percent of semester hours of credit must be completed at Sandhills Community College. Students must complete all courses with a grade of "C" or higher and must maintatin the following grade point average (on a 4.0 scale): a 2.0 for the A.A., A.S., and A.F.A. degrees, a 2.5 for the A.E. degree and a 2.7 for the A.A.T.P and A.S.T.P degrees.

Courses required are part of the **Universal General Education Transfer Component (UGETC), Additional General Education Hours**, or **Other Required Hours**.

Universal General Education Transfer Component

The Universal General Education Transfer Component (UGETC) includes study in the areas of the humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition. Within the component, students receive opportunities to achieve greater competence in reading, writing, communicating, demonstrating mathematical skills, understanding science concepts, and using computers. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

These UGETC courses will satisfy universal general education transfer component requirements for the college transfer programs. The list of UGETC courses can be found in the degree requirements of each individual program. No other courses may be used as UGETC courses.

Additional General Education Hours

Additional General Education Hours allow transfer students pursuing an Associate in Arts or an Associate in Science to take more general education courses based on their intended major and transfer university.

Other Required Hours

Other Required Hours provide the opportunity for students pursuing an Associate in Arts or an Associate in Science to specialize and tailor their degree programs to particular interests, majors or career fields. These hours should be chosen from courses designated as pre-major, elective, or general education in the Comprehensive Articulation Agreement, and should be selected based on students' intended major and transfer university.

Note: Students pursuing an Associate in Engineering, an Associate in Fine Arts, an Associate in Arts in Teacher Preparation or an Associate in Science in Teacher Preparation should consult the degree requirements of their respective degree to view the list of Additional General Education and Other Required Hours.

Associate in Arts Degree Requirements (A10100)

The Associate in Arts degree is designed for students who wish to transfer to a university to earn a Bachelor of Arts (or Bachelor of Science, depending

upon the university) degree in one of the following fields of study: anthropology, architecture, business administration (accounting, finance, and marketing), communication, economics, education, English language and literature, foreign languages, geography, linguistics, history, humanities, interdisciplinary studies, journalism, library science, philosophy, political science, psychology, religion, social sciences, and visual and performing arts. Students who are interested in a career in dentistry, law, medicine, theology or ministry, optometry, pharmacy, physical therapy, or veterinary medicine are usually required or at least strongly encouraged to earn a bachelor's degree before applying to one of these graduate or professional degree programs.

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 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 the basic computer use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). To be eligible for the transfer of credits under the CAA, A.A. graduates must obtain a grade of "C" or better in all CAA courses and an overall GPA of at least 2.0 on a 4.0 scale. A.A. graduates who have met these criteria will receive at least 60 semester hours of academic credit upon admission to a university. A.A. transfer students are strongly encouraged to align their course work to the Baccalaureate Degree Plan (BDP) of their intended major at their intended university. Baccalaureate Degree Plans are available at www.northcarolina.edu. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

If you place into MAT-143 and through careful selection of courses with your advisor and/or the University Studies Coordinator, this degree can be completed as an eLearning Online Degree Program. Note that the only Mathematics course offered online is MAT-143.

COURSES	**SEMESTER HOURS**
UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC)	**31-32**
The Universal General Education Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.	

English Composition (6 SHC) 6
Two English composition courses are required:
ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC) 9
Select **three** courses. Those courses must be from at least **two** different disciplines areas:
Art (ART-111, 114, 115)
Communication (COM-120, 231)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (9 SHC) 9
Select **three** courses. Those courses must be from at least **two** different disciplines areas:
Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (3-4 SHC).....3-4
Select one course from the following: MAT-143, 152, 171

Natural Sciences (4 SHC).....4
Select 4 SHC from the following:
Astronomy (AST-111 & 111A)
Biology (BIO-110, 111)
Chemistry (CHM-151)
Geology (GEL-111)
Physics (PHY-110 & 110A)

ADDITIONAL GENERAL EDUCATION HOURS (13-14 SHC)*.. 13-14
An additional 13-14 SHC of courses should be selected from the list below. Those courses are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. While most of these are not UGETC courses, UGETC courses may also be used in this category, if not used elsewhere.

ANT-210, 220, 221, 240
BIO-112, 120, 130, 140 and 140A
CHM-152
CIS-110, 115
COM-110, 140
DRA-126
ECO-151

ENG-114, 131, 261, 262
FRE-111, 112, 211, 212
GEO-111
HIS-121, 122
HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220
MAT-172, 263, 271, 272, 273
MUS-210
PHY-151, 152, 251, 252
POL-110, 210, 220
PSY-237, 239, 241, 281
REL-110, 211, 212, 221
SOC-213, 220, 225, 230, 240
SPA-111, 112, 211, 212

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC) 45

Note: If students have more than 45 credits in the General Education section, the extra credits can be applied to the Other Required Hours section.

OTHER REQUIRED HOURS (15 SHC)* 15

Academic Transition (1 SHC)..... 1

The following course is required:
ACA-122 College Transfer Success

An additional 14 SHC of courses should be selected from the list below. Those courses are classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. UGETC courses and Additional General Education Hours courses may also be used in this category, if not used elsewhere.

ACC-120, 121
All ART Prefix Courses
BIO-155, 163, 165, 166, 175, 271, 275
BUS-110, 115, 137, 228
CHM-130 and 130A, 251, 252
CJC-111, 121, 141
COM-150
CSC-134, 139, 151, 239
CTS-115
DFT-170
DRA-130, 131
EDU-216
EGR-120, 150, 220, 225
ENG-125, 126, 273

HEA-112
HIS-151, 221, 236
HUM-170, 180, 230
MAT-285
All MUS Prefix Courses
All PED Prefix Courses
PSY-230, 231, 243, 249, 259, 263, 271, 275
SOC-234, 242
SPA-161

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 60-61

**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.*

Associate in Arts Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
***	AST, BIO, CHM, GEL, or PHY UGETC course	***	***	4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	17
SECOND SEMESTER (Spring)				
ENG 112	Writing/Research in the Disc	3	0	3
MAT-***	Math UGETC course	***	***	3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	15-16
THIRD SEMESTER (Fall)				
***	Additional Gen Ed courses or Other Required Hours courses	***	***	14
		***	***	14
FOURTH SEMESTER (Spring)				
***	Additional Gen Ed courses or Other Required Hours courses	***	***	14
		***	***	14
Total Required Minimum Semester Hours Credit				**60**

Please note: Students are strongly encouraged to complete their UGETC requirements during their *first two* semesters at Sandhills.

Associate in Arts in Teacher Preparation Degree Requirements (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

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

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

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (28-29 SHC).....28-29

The Universal General Education Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

Two English composition courses are required:
ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC)..... 9

Required Communication course:
Communication (COM-231)

Select **two** courses. Those courses must be from at least **two** different disciplines areas:
Art (ART-111, 114, 115)
Communication (COM-120)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC) 6
Select **two** courses. Those courses must be from at least **two** different disciplines areas:
Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (3-4 SHC) 3-4
Select one course from the following: MAT-143, 152, 171

Natural Sciences (4 SHC) 4
Select 4 SHC from the following:
Astronomy (AST-111 & 111A)
Biology (BIO-110, 111)
Chemistry (CHM-151)
Geology (GEL-111)
Physics (PHY-110 & 110A)

ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)* .. 17-18

Other Required General Education (3 SHC) 3
The following course is required:
SOC 225 Social Diversity 3

An additional 14-15 SHC of courses should be selected from the list below. Those courses are classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. While most of these are not UGETC courses, UGETC courses may also be used in this category, if not used elsewhere.

ANT-210, 220, 221, 240
BIO-112, 120, 130, 140 and 140A
CHM-152
CIS-110, 115
COM-110, 140
DRA-126
ECO-151
ENG-114, 131, 261, 262
FRE-111, 112, 211, 212
GEO-111
HIS-121, 122
HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220
MAT-172, 263, 271, 272, 273
MUS-210

PHY-151, 152, 251, 252
POL-110, 210, 220
PSY-237, 239, 241, 281
REL-110, 211, 212, 221
SOC-213, 220, 230, 240
SPA-111, 112, 211, 212

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC).... 45

OTHER REQUIRED HOURS (15 SHC)* 15

Education (14 SHC)..... 14
The following courses are required:
EDU 187 Teaching and Learning for All..... 4
EDU 216 Foundations of Education 3
EDU 279 Literacy Develop and Instruct..... 4
EDU 250 Teacher Licensure Preparation..... 3

**Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

Academic Transition (1 SHC)..... 1
The following course is required:
ACA-122 College Transfer Success 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM.....60-61

**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.*

Associate in Arts in Teacher Preparation Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
EDU-187	Teaching and Learning for All	3	3	4
ENG-111	Writing and Inquiry	3	0	3
***	AST, BIO, CHM, GEL, or PHY UGETC course	***	***	4
***	Hum/FA/Com UGETC course	3	0	3
		***	***	15
SECOND SEMESTER (Spring)				
EDU-279	Literacy Develop and Instruct	3	3	4

ENG 112	Writing/Research in the Disc	3	0	3
MAT-***	Math UGETC course	***	***	3-4
SOC-225	Social Diversity	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
		***	***	16-17
THIRD SEMESTER (Fall)				
COM-231	Public Speaking	3	0	3
EDU-216	Foundations of Education	3	0	3
***	Soc/Behav Science UGETC course	3	0	3
***	Additional Gen Ed courses	***	***	7
		***	***	16
FOURTH SEMESTER (Spring)				
EDU-250	Teacher Licensure Preparation	3	0	3
***	Soc/Behav Science UGETC course	3	0	3
***	Additional Gen Ed courses	***	***	7
		***	***	13
Total Required Minimum Semester Hours Credit				**60**

Associate in Engineering Degree Requirements (A10500)

The Associate in Engineering degree is designed for students who wish to transfer to a state funded university with a Bachelor of Engineering program and earn a Bachelor of Science in Engineering. Baccalaureate Engineering Programs within the UNC system are offered at: East Carolina University, North Carolina Agricultural and Technical University, North Carolina State University, University of North Carolina at Charlotte, and Western Carolina University.

The Associate in Engineering shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 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. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. *Admission to Engineering programs is highly competitive and admission is not guaranteed.* To be eligible for the transfer of credits under the Associate in Engineering to the Bachelor of Science in

Engineering Articulation Agreement (A.E. to B.S.E. AA), A.E. 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.

COURSES **SEMESTER HOURS**

GENERAL EDUCATION (45-46 SHC)* 45-46

The general education courses include study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (UGETC) *Courses that are not classified as UGETC are italicized*

English Composition (6 SHC) 6

Two English composition courses are required:
ENG-111 and ENG-112

Humanities/Fine Arts and Communication (6 SHC) 6

Humanities: Choose one:
Literature (ENG-231, 232, 241, 242)
Philosophy (PHI-215, 240)

Fine Arts and Communication: Choose one:
Art (ART-111, 114, 115)
Communication (COM-231)
Music (MUS-110, 112)

Social/Behavioral Sciences (6 SHC) 6

One course required:
Economics (ECO-251)

Select second course from the following:
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (12 SHC) 12

Calculus I (MAT-271) 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 must take additional math courses.

Calculus (MAT-271, 272*, 273*) *Note: MAT-273 is not a UGETC course.*

Natural Sciences (12 SHC) 12

Take all of the following:
Chemistry (CHM-151)
Physics (PHY-251, 252)

ADDITIONAL GENERAL EDUCATION HOURS (3-4 SHC)*3-4

Select one course (not used elsewhere) from the following:

Biology (BIO-111)
Chemistry (CHM-152)**
Communication (COM-110, 231)
Economics (ECO-252)
Geology (GEL-111)**
Humanities (HUM-110)
Philosophy (PHI-240)

TOTAL GENERAL EDUCATION HOURS REQUIRED (45-46 SHC) 45-46

OTHER REQUIRED HOURS (15 SHC) 15

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success 1

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

Pre-major Elective (2 SHC)

EGR-150 Introduction to Engineering..... 2

Other General Education and Pre-major Elective Hours (12 SHC) 12

Select 12 SHC from the following courses classified as pre-major, elective, or general education courses (not used elsewhere) within the Comprehensive Articulation Agreement. Students should choose courses appropriate to the specific university and engineering major requirements.

Biology (BIO-111)
Chemistry (CHM-152, 251, 252)**
Communication (COM-110, 231)
Computer Science (CSC-134, 151)
Drafting (DFT-170)
Economics (ECO-252)
Engineering (EGR-220)
Geology (GEL-111)**
Humanities (HUM-110)
Mathematics (MAT-285)
Physical Education (PED-110)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 60-61***

**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 pursuing a 4-year Chemical Engineering degree will need CHM-251 and CHM-252. CHM-152 is a prerequisite to CHM-251.*

***Students pursuing a 4-year Civil Engineering degree will need GEL-111.*

****One semester hour of credit may be included in a 61 SHC associate in engineering program of study. The transfer of this hour is not guaranteed.*

Associate in Engineering Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
MAT-271	Calculus I	3	2	4
CHM-151	General Chemistry I	3	3	4
EGR-150	Intro to Engineering	1	2	2
		10	9	14
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MAT-272	Calculus II	3	2	4
ECO-251	Prin of Microeconomics	3	0	3
***	Humanities UGETC course	3	0	3
***	Additional Gen Ed Hours	***	***	3-4
		***	***	16-17
THIRD SEMESTER (Fall)				
PHY-251	General Physics I	3	3	4
***	Soc/Beh Science UGETC course	***	***	3
***	Other Gen Ed/Pre-major Elective	***	***	3-4
***	Other Gen Ed/Pre-major Elective	***	***	3-4
***	Other Gen Ed/Pre-major Elective	***	***	4
		***	***	17-19
FOURTH SEMESTER (Spring)				
MAT-273	Calculus III	3	2	4
PHY-252	General Physics II	3	3	4
***	Fine Arts/Com UGETC course	***	***	3
***	Other Gen Ed/Pre-major Elective	***	***	2-4
		***	***	13-15
Total Required Minimum Semester Hours Credit				**60**

Associate in Fine Arts in Music Degree Requirements (A10700)

The Associate in Fine Arts in Music (A.F.A. in Music) degree is designed for students who wish to transfer to one of the UNC Bachelor in Music (B.M.) programs under the Associate in Fine Arts in Music to Bachelor in Music

Articulation Agreement (A.F.A. in Music to B.M. AA). There are ten B.M.-granting institutions within the UNC system: Appalachian State University, East Carolina University, North Carolina Central University, UNC Chapel Hill, UNC Charlotte, UNC Greensboro, UNC Pembroke, UNC School of the Arts, UNC Wilmington, and Western Carolina University.

A.F.A. in Music graduates must meet the admission requirements and associated timelines as published by each B.M. program. In addition to meeting entrance requirements, A.F.A. in music graduates may also be required to audition depending on the entrance requirements of each institution. Acceptance into any B.M. program is not guaranteed. Each student must follow the admissions process of the specific receiving university.

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of 61 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. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A. in Music to B. M. A.A., A.F.A. in Music 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. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Because the use of computers is integral to this curriculum, some courses are delivered in an online format.

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (25 SHC)*..... 25

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Select **two** courses from the following discipline areas:

Art (ART-111, 114, 115)
Communication (COM-120, 231)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)

Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC) 6
Select **two** courses. Those courses must be from **two** different discipline areas:
Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (3 SHC) 3
MAT-143 Quantitative Literacy

Natural Sciences (4 SHC) 4
Select 4 SHC from the following:
Astronomy (AST-111 & 111A)
Biology (BIO-110, 111)
Chemistry (CHM-151)
Geology (GEL-111)
Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (36 SHC)* **36**

Academic Related (1 SHC)
ACA-122 College Transfer Success..... 1

Major Core

Music Theory The following courses are required (12 SHC):
MUS-121 Music Theory I 3
MUS-122 Music Theory II..... 3
MUS-221 Music Theory III 3
MUS-222 Music Theory IV 3

Aural Skills The following courses are required (4 SHC):
MUS-125 Aural Skills I 1
MUS-126 Aural Skills II 1
MUS-225 Aural Skills III..... 1
MUS-226 Aural Skills IV 1

Applied Music The following courses are required (8 SHC):
MUS-161 Applied Music I..... 2
MUS-162 Applied Music II 2
MUS-261 Applied Music III 2
MUS-262 Applied Music IV 2

Other Required Music Courses

Music History The following courses are required (6 SHC):
MUS-271 Music History I 3
MUS-272 Music History II 3

Music Sequence Select one group from the following (3 SHC):
Chorus: MUS-131, MUS-132, MUS-231
Band: MUS-133, MUS-134, MUS-233
Jazz Ensemble: MUS-135, MUS-136, MUS-235
Orchestra: MUS-137, MUS-138, MUS-237
Ensemble: MUS-141, MUS-142, MUS-241

Class Music The following courses are required (2 SHC):
MUS-151B Class Music I – Piano 1
MUS-152B Class Music II – Piano 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 61

**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.*

Associate in Fine Arts in Music Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3
MUS-121	Music Theory I	3	0	3
MUS-125	Aural Skills I	0	2	1
MUS-151B	Class Music I (piano)	0	2	1
MUS-161	Applied Music I	1	2	2
MUS-***	Music Sequence (select: Chorus, Band, Jazz Ensemble, Orchestra, Ensemble)	0	2	1
***	Hum/FA/Com UGETC course	3	0	3
		10	10	15
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MUS-122	Music Theory II	3	0	3
MUS-126	Aural Skills II	0	2	1
MUS-152B	Class Music II (piano)	0	2	1
MUS-162	Applied Music II	1	2	2
MUS-***	Music Sequence	0	2	1
***	Hum/FA/Com UGETC course	3	0	3
		10	8	14
THIRD SEMESTER (Fall)				
MAT-143	Quantitative Literacy	2	2	3

MUS-221	Music Theory III	3	0	3
MUS-225	Aural Skills III	0	2	1
MUS-261	Applied Music III	1	2	2
MUS-271	Music History I	3	0	3
MUS-***	Music Sequence	0	2	1
***	Soc/Beh Science UGETC course	3	0	3
		12	8	16
FOURTH SEMESTER (Spring)				
MUS-222	Music Theory IV	3	0	3
MUS-226	Aural Skills IV	0	2	1
MUS-262	Applied Music IV	1	2	2
MUS-272	Music History II	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Science UGETC course	***	***	4
		***	***	16
Total Required Minimum Semester Hours Credit				**61**

Associate in Fine Arts in Visual Arts Degree Requirements (A10600)

The Associate in Fine Arts (A.F.A.) in Visual Arts degree is designed for students who wish to transfer to one of the UNC Bachelor in Fine Arts (B.F.A.) in Visual Arts programs under the Associate in Fine Arts in Visual Arts to Bachelor in Fine Arts Articulation Agreement (A.F.A.V.A. to B.F.A. AA). There are seven B.F.A.-granting institutions within the UNC system whose focus is on the visual arts: Appalachian State University (B.F.A. in Studio Art), East Carolina University (B.F.A. in Arts), UNC Asheville (B.F.A. in Art), UNC Chapel Hill (B.F.A. in Studio Art), UNC Charlotte (B.F.A. in Art), UNC Greensboro (B.F.A. in Studio Art), and Western Carolina University (B.F.A. in Art).

A.F.A. in Visual Arts graduates must meet the portfolio submission requirements and associated timelines as published by each B.F.A. program. Admission to a visual arts program is competitive and acceptance into any B.F.A. program is not guaranteed. Each student must follow the admissions process of the specific receiving university.

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 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. More specifically, students foster a great understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A.V.A. to B.F.A. AA, A.F.A. in Visual Arts 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. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (25-26 SHC)* 25-26

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Select **two** courses. Those courses must be from **two** different discipline areas:

- Art (ART-111)
- Communication (COM-120, 231)
- Drama (DRA-111)
- Literature (ENG-231, 232, 241, 242)
- Music (MUS-110, 112)
- Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC) 6

Select **two** courses. Those courses must be from **two** different discipline areas:

- Economics (ECO-251, 252)
- History (HIS-111, 112, 131, 132)
- Political Science (POL-120)
- Psychology (PSY-150)
- Sociology (SOC-210)

Mathematics (3-4 SHC)..... 3-4

Select one from the following:

- MAT-143
- MAT-152
- MAT-171

Natural Sciences (4 SHC)..... 4

Select 4 SHC from the following:

- Astronomy (AST-111 & 111A)
- Biology (BIO-110, 111)
- Chemistry (CHM-151)
- Geology (GEL-111)

Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (35 SHC) 35

Major Core 15

ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
ART-121 Two-Dimensional Design (3 SHC)
ART-122 Three-Dimensional Design (3 SHC)
ART-131 Drawing I (3 SHC)

Art Studio Electives 18

Select six courses from Art Studio Electives (choose at least one from each of the three groups.)

Two-dimensional Electives:

ART-132 Drawing II (3 SHC)
ART-135 Figure Drawing I (3 SHC)
ART-231 Printmaking I (3 SHC)
ART-232 Printmaking II (3 SHC)
ART-240 Painting I (3 SHC)
ART-241 Painting II (3 SHC)

Three-dimensional Electives:

ART-281 Sculpture I (3 SHC)
ART-283 Ceramics I (3 SHC)

Digital Electives:

ART-171 Digital Design I (3 SHC)
ART-264 Digital Photography I (3 SHC)

Portfolio and Resume (1 SHC)

ART-214 Portfolio and Résumé 1

Validation of the level of achievement in studio course work may be determined through portfolio review at the receiving institution.

Academic Transition (1 SHC)

The following course is required:
ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 60-61

**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.*

Associate in Fine Arts in Visual Arts Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
ART-121	Two-Dimensional Design	0	6	3
ART-131	Drawing I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
MAT-***	Math UGETC course	***	***	3-4
***	Soc/Beh Science UGETC course	3	0	3
		***	***	16-17
SECOND SEMESTER (Spring)				
ART-122	Three-Dimensional Design	0	6	3
ART-***	Art Studio Elective	0	6	3
ART-***	Art Studio Elective	0	6	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
		6	18	15
THIRD SEMESTER (Fall)				
ART-114	Art History Survey I	3	0	3
ART-***	Art Studio Elective	0	6	3
ART-***	Art Studio Elective	0	6	3
***	Hum/FA/Com UGETC course	3	0	3
***	Natural Science UGETC course	***	***	4
		***	***	16
FOURTH SEMESTER (Spring)				
ART-115	Art History Survey II	3	0	3
ART-214	Portfolio and Resume	0	2	1
ART-***	Art Studio Elective	***	***	3
ART-***	Art Studio Elective	***	***	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	13
Total Required Minimum Semester Hours Credit				**60**

Associate in Fine Arts in Theatre Degree Requirements (A10800)

Pending Approval - Fall 2022

The Associate in Fine Arts (A.F.A.) in Theatre degree is designed for students who wish to transfer to one of the UNC Bachelor in Arts (B.A.) in Theatre programs under the Associate in Fine Arts in Theatre to Bachelor in Arts Articulation Agreement (A.F.A.T. to B.A.). There are eleven B.A.-granting institutions within the UNC system whose focus is on theatre: Appalachian State University (B.A. in Theatre Generalist), East Carolina University (B.A. in Theater Arts), Fayetteville State University (B.A. in Theatre), North

Carolina Central University (B.A. in Theatre), UNC Asheville (B.A. in Drama), UNC Chapel Hill (B.A. in Dramatic Art), UNC Charlotte (B.A. in Theatre), UNC Greensboro (B.A. in Drama), UNC Pembroke (B.A. in Theater Arts), UNC Wilmington (B.A. in Theatre), and Western Carolina University (B.A. in Arts in Stage and Screen).

The agreement enables students who have graduated from a NCCCS institution with an A.F.A. in Theatre to complete a common list of courses that meet the entrance requirements at all of the B.A. in Theatre programs at UNC institutions. However, because theatre program admissions are competitive, no student is guaranteed admission to a UNC theatre program. In addition to meeting entrance requirements, transfer students may also be required to submit evidence of their creative work, depending on the requirements for each institution.

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 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. More specifically, students foster a great understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

To be eligible for the transfer of credits under the A.F.A.T. to B.A. AA., A.F.A. in Theatre graduateds 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. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

Associate in Fine Arts in Theatre – Acting Degree Requirements (A10800A)

Pending Approval - Fall 2022

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC)*.....31-32

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC)..... 6

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC) 9
Select **three** courses. Those courses must be from at least **two** different discipline areas:
Art (ART-111, 114, 115)
Communication (COM-120, 231)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (9 SHC) 9
Select **three** courses. Those courses must be from at least **two** different discipline areas:
Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (3-4 SHC).....3-4
Select one from the following:
MAT-143
MAT-152
MAT-171

Natural Sciences (4 SHC).....4
Select 4 SHC from the following:
Astronomy (AST-111 & 111A)
Biology (BIO-110, 111)
Chemistry (CHM-151)
Geology (GEL-111)
Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (30 SHC) 30

Major Core 15
DRA-130 Acting I (3 SHC)
DRA-135 Acting for the Camera I (3 SHC)
DRA-170 Play Production I (3 SHC)
DRA-211 Theatre History I (3 SHC)
DRA-212 Theatre History II (3 SHC)

Acting Track Electives 14-15
The following courses are required:
DRA-120 Voice for Performance (3 SHC)
DRA-131 Acting II (3 SHC)
DRA-140 Stagecraft I (3 SHC)
Select **two** of the following:
DRA-128 Children's Theater (3 SHC)

DRA-145 Stage Make-up (2 SHC)
DRA-171 Play Production II (3 SHC)

Academic Transition (1 SHC)
The following course is required:
ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM..... 61

**One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Theatre program of study. The transfer of this hour is not guaranteed.*

Associate in Fine Arts in Theatre - Acting Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
DRA-130	Acting I	0	6	3
DRA-140	Stagecraft I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		9	14	16
SECOND SEMESTER (Spring)				
DRA-120	Voice for Performance	3	0	3
DRA-135	Acting for the Camera I	1	4	3
DRA-170	Play Production I	0	9	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
		10	13	15
THIRD SEMESTER (Fall)				
DRA-131	Acting II	3	0	3
DRA-211	Theatre History I	3	0	3
MAT-***	Math UGETC course	***	***	3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	15-16
FOURTH SEMESTER (Spring)				
DRA-212	Theatre History II	3	0	3
DRA-***	DRA Studio Elective	***	***	2-3
DRA-***	DRA Studio Elective	***	***	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Sciences UGETC course	***	***	4
		***	***	15
Total Required Minimum Semester Hours Credit				**61**

DRA Electives:

DRA-128	Children's Theatre	3	0	3
DRA-145	Stage Make-up	1	2	2
DRA-171	Play Production II	0	9	3

Associate in Fine Arts in Theatre – Technical Degree Requirements (A10800T)

Pending Approval - Fall 2022

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 SHC)* 31-32

The universal general education transfer component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

ENG-111 and ENG-112

Humanities/Fine Arts (9 SHC) 9

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Art (ART-111, 114, 115)
Communication (COM-120, 231)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (9 SHC) 9

Select **three** courses. Those courses must be from at least **two** different discipline areas:

Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (3-4 SHC) 3-4

Select one from the following:

MAT-143
MAT-152
MAT-171

Natural Sciences (4 SHC) 4

Select 4 SHC from the following:

Astronomy (AST-111 & 111A)
Biology (BIO-110, 111)
Chemistry (CHM-151)
Geology (GEL-111)
Physics (PHY-110 & 110A)

OTHER REQUIRED HOURS (30 SHC) 30

Major Core 15
DRA-140 Stagecraft I (3 SHC)
DRA-141 Stagecraft II (3 SHC)
DRA-170 Play Production I (3 SHC)
DRA-211 Theatre History I (3 SHC)
DRA-212 Theatre History II (3 SHC)

Technical Track Electives 14-15
The following courses are required:
DRA-130 Acting I (3SHC)
DRA-171 Play Production II (3 SHC)
DRA-240 Lighting for Theater (3 SHC)
Select **two** of the following:
DRA-128 Children's Theater (3 SHC)
DRA-135 Acting for the Camera I (3 SHC)
DRA-145 Stage Make-up (2 SHC)

Academic Transition (1 SHC)
The following course is required:
ACA-122 College Transfer Success..... 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 61

**One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Theatre program of study. The transfer of this hour is not guaranteed.*

Associate in Fine Arts in Theatre - Technical Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
DRA-130	Acting I	0	6	3
DRA-140	Stagecraft I	0	6	3
ENG-111	Writing and Inquiry	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		9	14	16

SECOND SEMESTER (Spring)				
DRA-141	Stagecraft II	0	6	3
DRA-170	Play Production I	0	9	3
DRA-240	Lighting for Theater	2	2	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA/Com UGETC course	3	0	3
		6	17	15
THIRD SEMESTER (Fall)				
DRA-171	Play Production II	0	9	3
DRA-211	Theatre History I	3	0	3
MAT-***	Math UGETC course	***	***	3-4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	15-16
FOURTH SEMESTER (Spring)				
DRA-212	Theatre History II	3	0	3
DRA-***	DRA Studio Elective	***	***	2-3
DRA-***	DRA Studio Elective	***	***	3
***	Soc/Beh Science UGETC course	3	0	3
***	Natural Sciences UGETC course	***	***	4
		***	***	15
Total Required Minimum Semester Hours Credit				**61**
DRA Electives:				
DRA-128	Children's Theatre	3	0	3
DRA-135	Acting for the Camera I	1	4	3
DRA-145	Stage Make-up	1	2	2

Associate in Science Degree Requirements (A10400)

The Associate in Science degree is designed for students who wish to transfer to a university to earn a Bachelor of Science degree in one of the following fields: architecture; agriculture; biological and life sciences; business, management, and marketing; computer and information sciences; corrections and criminal justice; engineering; engineering technologies; health professions and clinical sciences; mathematics and statistics; parks, recreation, and fitness studies; physical sciences; science education; social sciences; and transportation and materials moving. Students who are interested in a career in dentistry, law, medicine, theology or ministry, optometry, pharmacy, physical therapy, or veterinary medicine are usually required or at least strongly encouraged to earn a bachelor's degree before applying to one of these graduate or professional degree programs.

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 and a maximum of 61 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 the basic computer

use. More specifically, students foster a greater understanding of reading comprehension, communication, and critical thinking as student learning outcomes.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). To be eligible for the transfer of credits under the CAA, A.S. graduates must obtain a grade of "C" or better in all CAA courses and an overall GPA of at least 2.0 on a 4.0 scale. A.S. graduates who have met these criteria will receive at least 60 semester hours of academic credit upon admission to a university. A.S. transfer students are strongly encouraged to align their course work to the Baccalaureate Degree Plan (BDP) of their intended major at their intended university. Baccalaureate Degree Plans are available at www.northcarolina.edu. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving universities.

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (34 SHC) 34

The Universal General Education Transfer Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

Two English composition courses are required:
ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Select **two** courses. Those courses must be from **two** different discipline areas:
Art (ART-111, 114, 115)
Communication (COM-120, 231)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (6 SHC) 6

Select **two** courses. Those courses must be from **two** different discipline areas:
Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (8 SHC) **8**
Select **two** courses from the following. One course must be a 200-level course:
MAT-171, 172, 263, 271, 272

Natural Sciences (8 SHC) **8**
Select an 8 SHC two-course sequence from the following:
BIO-111 General Biology I (4 SHC) **and** BIO-112 General Biology II (4 SHC) *or*
CHM-151 General Chemistry I (4 SHC) **and** CHM-152 General Chemistry II (4 SHC) *or*
PHY-151 College Physics I (4 SHC) **and** PHY-152 College Physics II (4 SHC) *or*
PHY-251 General Physics I (4 SHC) **and** PHY-252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (11 SHC) **11**
Select an additional 11 SHC of courses from the list below. Those courses are classified as mathematics, natural sciences, or computer science general education courses from the Comprehensive Articulation Agreement. Some are UGETC courses. Students should select these courses based on their intended major and transfer university.

AST-111 and 111A
BIO-110, 111, 112, 120, 130, 140 and 140A
CHM-151, 152
CIS-110, 115
GEL-111
MAT-143, 152, 171, 172, 263, 271, 272, 273
PHY-110 and 110A, 151, 152, 251, 252

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC) **45**
Note: If students have more than 45 credits in the General Education section, the extra credits can be applied to the Other Required Hours section.

OTHER REQUIRED HOURS (15 SHC)* **15**

Academic Transition (1 SHC)
The following course is required:
ACA-122 College Transfer Success 1

An additional 14 SHC of courses should be selected from the list below. Those courses are classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. UGETC

courses and Additional General Education Hours courses may also be used in this category, if not used elsewhere.

ACC-120, 121
ANT-210, 220, 221, 240
All ART Prefix Courses
BIO-155, 163, 165, 166, 175, 271, 275
BUS-110, 115, 137, 228
CHM-130 and 130A, 251, 252
CJC-111, 121, 141
COM-110, 140, 150
CSC-134, 139, 151, 239
CTS-115
DFT-170
DRA-126, 130, 131
ECO-151
EDU-216
EGR-120, 150, 220, 225
ENG-114, 125, 126, 131, 261, 262, 273
FRE-111, 112, 211, 212
GEO-111
HEA-112
HIS-121, 122, 151, 221, 236
HUM-110, 115, 120, 122, 130, 150, 160, 161, 170, 180, 211, 212, 220, 230
MAT-285
ALL MUS Prefix Courses
ALL PED Prefix Courses
POL-110, 210, 220
PSY-230, 231, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281
REL-110, 211, 212, 221
SOC-213, 220, 225, 230, 234, 240, 242
SPA 111, 112, 161, 211, 212

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM.....60-61

**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.*

Associate in Science Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
ENG-111	Writing and Inquiry	3	0	3

MAT-***	Math UGETC course**	***	***	4
***	BIO, CHM, or PHY I UGETC course	***	***	4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc	3	0	3
MAT-***	Math UGETC course **	***	***	4
***	BIO, CHM, or PHY II UGETC course	***	***	4
***	Hum/FA/Com UGETC course	3	0	3
***	Soc/Beh Science UGETC course	3	0	3
		***	***	17
THIRD SEMESTER (Fall)				
***	Sci/Math Gen Ed courses or Other Required Hours courses	***	***	13
		***	***	13
FOURTH SEMESTER (Spring)				
***	Sci/Math Gen Ed courses or Other Required Hours courses	***	***	12
		***	***	12
Total Required Minimum Semester Hours Credit				**60**

**At least one math UGETC course must be a 200-level course.

Note: Students are strongly encouraged to complete their UGETC requirements during their *first two semesters* at Sandhills.

Associate in Science in Teacher Preparation Degree Requirements (A1040T)

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

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

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

COURSES **SEMESTER HOURS**

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31 SHC) 31

The Universal General Education Transfer Component (UGETC) includes study in the areas of humanities, fine arts, communication, social and behavioral sciences, natural sciences, mathematics, and English composition.

English Composition (6 SHC) 6

Two English composition courses are required:

ENG-111 and ENG-112

Humanities/Fine Arts (6 SHC) 6

Required Communication course:

Communication (COM-231)

Select **one** course:

Art (ART-111, 114, 115)
Drama (DRA-111)
Literature (ENG-231, 232, 241, 242)
Music (MUS-110, 112)
Philosophy (PHI-215, 240)

Social/Behavioral Sciences (3 SHC) 3

Select **one** course:

Economics (ECO-251, 252)
History (HIS-111, 112, 131, 132)
Political Science (POL-120)
Psychology (PSY-150)
Sociology (SOC-210)

Mathematics (8 SHC) 8

Select **two** courses from the following. One course must be a 200-level course:

MAT-171, 172, 263, 271, 272

Natural Sciences (8 SHC) 8

Select an 8 SHC two-course sequence from the following:

BIO-111 General Biology I (4 SHC) **and** BIO-112 General Biology II (4 SHC) *or*
CHM-151 General Chemistry I (4 SHC) **and** CHM-152 General Chemistry II (4 SHC) *or*
PHY-151 College Physics I (4 SHC) **and** PHY-152 College Physics II (4 SHC) *or*
PHY-251 General Physics I (4 SHC) **and** PHY-252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (14-15 SHC).... 14-15

Other Required General Education (3 SHC).....3

The following course is required:

SOC 225 Social Diversity.....3

Select an additional 11-12 SHC of courses from the list below. Those courses are classified as mathematics, natural sciences, or computer science general education courses from the Comprehensive Articulation Agreement. Some are UGETC courses. Students should select these courses based on their intended major and transfer university.

AST-111 and 111A
BIO-110, 111, 112, 120, 130, 140 and 140A
CHM-151, 152
CIS-110, 115
GEL-111
MAT-143, 152, 171, 172, 263, 271, 272, 273
PHY-110 and 110A, 151, 152, 251, 252

TOTAL GENERAL EDUCATION HOURS REQUIRED (45 SHC).... 45

OTHER REQUIRED HOURS (15 SHC)* 15

Education (14 SHC)

The following courses are required:

EDU 187 Teaching and Learning for All.....4
EDU 216 Foundations of Education 3
EDU 250 Teacher Licensure Preparation 3
EDU 279 Literacy Develop and Instruct.....4

**Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

Academic Transition (1 SHC)

The following course is required:

ACA-122 College Transfer Success 1

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 60-61

**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.*

Associate in Science Course Sequence Example

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	0	2	1
EDU-187	Teaching and Learning for All	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT-***	Math UGETC course**	***	***	4
***	BIO, CHM, or PHY I UGETC course	***	***	4
		***	***	16
SECOND SEMESTER (Spring)				
EDU-279	Literacy Develop and Instruct	3	3	4
MAT-***	Math UGETC course **	***	***	4
SOC-225	Social Diversity	3	0	3
***	BIO, CHM, or PHY II UGETC course	***	***	4
		***	***	15
THIRD SEMESTER (Fall)				
EDU-216	Foundations of Education	3	0	3
ENG-112	Writing/Research in the Disc	3	0	3
***	Hum/FA UGETC course	3	0	3
***	Soc/Behav Science UGETC course	3	0	3
***	Additional Gen Ed courses	***	***	4
		***	***	16
FOURTH SEMESTER (Spring)				
COM-231	Public Speaking	3	0	3
EDU-250	Teacher Licensure Preparation	3	0	3
***	Additional Gen Ed courses	***	***	7
		***	***	13
Total Required Minimum Semester Hours Credit				**60**

**At least one math UGETC course must be a 200-level course.

APPLIED SCIENCE PROGRAMS

Sandhills Community College offers a variety of occupational programs designed to prepare the graduate for immediate employment. A minimum of 25 percent of the program must be completed at Sandhills Community College, with that 25 percent coming from major and other major hours, and not from general education hours, for the program of study. In some cases, graduates of Associate in Applied Science (A.A.S.) programs may wish to pursue a baccalaureate degree at a senior institution. Those considering such a course of action are encouraged to discuss the transferability of courses with their advisors. Certain A.A.S. programs offer transferable relationships with four-year institutions.

The acceleration of today's technology has led to many new programs at the college. These programs provide the training necessary to permit entry into increasingly complex and sophisticated employment in business, industry, health, and public service. The technicians and/or paraprofessionals who graduate from these programs assume key roles in our technological society.

Successful completion of a two-year technical program leads to an Associate in Applied Science degree. Each program combines a solid foundation in general education with specialized knowledge and skills.

Applied Science Advisory Committees

In order to ensure that programs stay abreast of current employment needs, workplace requirements, and technology advances, each occupational program makes use of an advisory committee. The purpose of advisory committees is to assist and advise program coordinators and faculty members in establishing, operating, and evaluating programs so that they meet the needs of students and employees and fulfill their obligations to various accrediting agencies. The Office of the Dean of Instruction monitors and responds to advisory committee recommendations.

Associate in Applied Science Degree Requirements

Candidates for the Associate in Applied Science degree must complete general education and major courses required for the program in which they are enrolled. Students must successfully complete a minimum of 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College, with that 25 percent coming from major and other major hours, and not from general education hours, for the program of study. **Please note:** In accordance with accreditation standards, 1) All associate degree students must either place out of DMA-010 through 030 or MAT-003 or successfully complete DMA-010 through 030 or MAT-003 to demonstrate competence in fundamental mathematical skills. 2) All

graduates of associate degree programs are required to complete successfully at least one mathematic or laboratory-based quantitative science course.

Associate in Applied Science General Education Electives

General Education electives for Associate in Applied Science degrees should be chosen from the list below:

GENERAL EDUCATION COURSES **SEMESTER HOURS**

Communication **6**
Select **two** courses from the following: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114

Humanities/Fine Arts **3**
Select **one** of the following:
ART-111, 114, 115, 121, 131, 132, 171, 240, 241, 283
COM-140
DRA-111, 126
ENG-125, 131, 231, 232, 241, 242, 261, 262, 273
HUM-110, 115, 120, 122, 130, 150, 160, 161, 170, 211, 212, 220, 230
MUS-110, 111, 112, 210
PHI-215, 240
REL-110, 211, 212, 221
FRE-211
SPA-211

Natural Sciences and Mathematics **3**
Select **one** of the following:
AST-111 & 111A
BIO-110, 111, 140 & 140A, 163, 165
CHM-130 & 130A, 151
GEL-111
MAT-121, 143, 152, 171
PHY-110, 110A
SCI-110

Social and Behavioral Sciences **3**
Select **one** of the following:
ANT-210, 220, 221, 240
ECO-151, 251, 252
GEO-111
HIS-111, 112, 121, 122, 131, 132, 151, 221, 236
POL-110, 120, 210, 220
PSY-118, 141, 150, 230, 237, 239, 241, 243, 249, 255, 259, 263, 265, 271, 275, 281
SOC-210, 213, 220, 225, 230, 234, 240, 242

Diploma Programs

One-year diploma programs have been established at the college to prepare students for entrance to or advancement in skilled occupations. To qualify for a diploma, students must successfully complete the course requirements for the diploma program in which they are enrolled. A minimum of 25 percent of the program must be completed at Sandhills Community College, with that 25 percent coming from **major and other major hours**, and not from general education hours, for the program of study. The requirements for each diploma program are listed under the name of the degree in the "Applied Science Program of Study" section of this *Catalog.*

Certificate Programs

Many A.A.S. programs offer a certificate option for students who complete twelve to 18 hours of designated courses in the curriculum. A minimum of 25 percent of the program must be completed at Sandhills Community College. The requirements for each certificate program are listed under the name of the degree in the "Applied Science Program of Study" section of this *Catalog.*

APPLIED SCIENCE PROGRAMS OF STUDY

Accounting and Finance

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.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Accounting (A25800A)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
CIS-110	Introduction to Computers ***or***			
OST-137	Office Applications I	2	2	3
ENG-111	Writing and Inquiry	3	0	3
***	Technical Elective	***	***	3
		***	***	14
SECOND SEMESTER (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-149	Intro to Acc Spreadsheets	1	3	2
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Natural Science/Math Elective	***	***	3-5
***	Technical Elective	***	***	3
		***	***	15-17
THIRD SEMESTER (Summer)				
***	Humanities/Fine Arts Elective	3	0	3

***	Social/Behavioral Sciences Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
ACC-131	Federal Income Taxes	2	2	3
ACC-220	Intermediate Accounting I	3	2	4
BUS-115	Business Law I	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-225	Business Finance	2	2	3
		13	6	16
FIFTH SEMESTER (Spring)				
ACC-140	Payroll Accounting	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-151	Acct Spreadsheet Appl	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
BUS-151	People Skills	3	0	3
ECO-251	Prin of Microeconomics ***or***			
ECO-252	Prin of Macroeconomics	3	0	3
		12	9	15
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BAS-121	Data Visualization	2	3	3
BAS-150	Intro to Analytical Program	2	3	3
BAS-220	Appl Analytical Program	2	3	3
BUS-110	Introduction to Business	3	0	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-260	Business Communication	3	0	3
MKT-120	Principles of Marketing	3	0	3

Finance (A25800F)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-125	Personal Finance	3	0	3
CIS-110	Introduction to Computers ***or***			
OST-137	Office Applications I	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	6	14
SECOND SEMESTER (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4

ACC-149	Intro to Acc Spreadsheets	1	3	2
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Natural Science/Math Elective	***	***	3-5
***	Technical Elective	***	***	3
		***	***	15-17
THIRD SEMESTER (Summer)				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
ACC-131	Federal Income Taxes	2	2	3
BAF-110	Principles of Banking	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-225	Business Finance	2	2	3
		13	4	15
FIFTH SEMESTER (Spring)				
ACC-151	Acct Spreadsheet Appl	1	3	2
BUS-115	Business Law I	3	0	3
BUS-147	Business Insurance	3	0	3
BUS-151	People Skills	3	0	3
ECO-251	Prin of Microeconomics ***or***			
ECO-252	Prin of Macroeconomics	3	0	3
RLS-220	Real Estate Invest Analysis	3	0	3
		16	3	17
Total Required Minimum Semester Hours Credit				**67**
Technical Electives:				
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BAS-121	Data Visualization	2	3	3
BAS-150	Intro to Analytical Program	2	3	3
BAS-220	Appl Analytical Program	2	3	3
BUS-110	Introduction to Business	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-260	Business Communication	3	0	3
MKT-120	Principles of Marketing	3	0	3

Bookkeeping (C25800)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACC-120	Prin of Financial Accounting	3	2	4

		3	2	4
SECOND SEMESTER (Spring)				
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to Acc Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
		6	9	9
Total Required Minimum Semester Hours Credit				**13**

Business Analytics (C25800B)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BAS-120	Intro to Analytics	2	3	3
BAS-150	Intro to Analytical Program	2	3	3
		4	8	7
SECOND SEMESTER (Spring)				
BAS-121	Data Visualization	2	3	3
BAS-220	Appl Analytical Program	2	3	3
		4	6	6
Total Required Minimum Semester Hours Credit				**13**

Finance Analytics (C25800F)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BAS-120	Intro to Analytics	2	3	3
		5	7	8
SECOND SEMESTER (Spring)				
BAS-121	Data Visualization	2	3	3
BUS-225	Business Finance	2	2	3
		4	5	6
Total Required Minimum Semester Hours Credit				**14**

Marketing Analytics (C25800M)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BAS-120	Intro to Analytics	2	3	3
BUS-110	Introduction to Business	3	0	3
		5	5	7
SECOND SEMESTER (Spring)				
BAS-121	Data Visualization	2	3	3
MKT-120	Principles of Marketing	3	0	3
		5	3	6
Total Required Minimum Semester Hours Credit				**13**

Architectural Technology

Architectural and Construction Pathway: These programs are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

Architectural Technology: A program that prepares individuals to assist architects, engineers, and construction professionals in developing plans and related documentation for residential and commercial projects in both the private and public sectors. Includes instruction in architectural drafting, computer-assisted drafting, construction materials and methods, environmental systems, codes and standards, structural principles, cost estimation, planning, graphics, and presentation

Architectural Technology (A40100)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ARC-111	Intro to Arch Technology	1	6	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Print Reading-Construction	3	0	3
EGR-110	Intro to Engineering Tech ***or***			
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	***	***	2-3
		***	***	18-19
SECOND SEMESTER (Spring)				
ARC-114	Architectural CAD	1	3	2
CEG-111	Intro to GIS and GNSS	2	4	4
CST-241	Planning/Estimating I	2	2	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	15-16
THIRD SEMESTER (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	***	4
		7	***	11
FOURTH SEMESTER (Fall)				
ARC-113	Residential Arch Tech	1	6	3
SST-140	Green Bldg and Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	***	***	3
***	Directed Elective	***	***	4
		***	***	16
FIFTH SEMESTER (Spring)				
ARC-213	Design Project	2	6	4
ARC-230	Environmental Systems	3	3	4
***	Technical Elective	***	***	3-4
***	Social/Behavioral Sciences Elective	3	0	3
		***	***	14-15
Total Required Minimum Semester Hours Credit				**74**
Technology Electives:				
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				

PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-111	Soils and Foundations	2	4	4
CIV-221	Steel and Timber Design	2	3	3
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2
Technical Electives:				
ART-121	Two-Dimensional Design	0	6	3
ART-122	Three-Dimensional Design	0	6	3
CEG-212	Intro to Environmental Tech	2	3	3
CIV-222	Reinforced Concrete	2	3	3
ELC-113	Residential Wiring	2	6	4
ELC-114	Commercial Wiring	2	6	4
ELC-115	Industrial Wiring	2	6	4
ELC-117	Motors and Controls	2	6	4
MAT-172	Precalculus Trigonometry	3	2	4
SRV-210	Surveying III	2	6	4
SRV-240	Topo/Site Surveying	2	6	4
WLD-111	Oxy-Fuel Welding	1	3	2
WLD-112	Basic Welding Processes	1	3	2

Architectural Technology (C40100)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ARC-111	Intro to Arch Technology	1	6	3
ARC-112	Constr Matls & Methods	3	2	4
BPR-130	Printing Reading - Construction	3	0	3
SST-140	Green Bldg & Design Concepts	3	0	3
		10	8	13
SECOND SEMESTER (Spring)				
ARC-114	Architectural CAD	1	3	2
CST-241	Planning/Estimating I	2	2	3
		3	5	5
Total Required Minimum Semester Hours Credit				**18**

Automotive Systems Technology

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air conditioning systems

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

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Automotive Systems Technology (A60160)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
		***	***	15-16

SECOND SEMESTER (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
TRN-180	Basic Welding for Transp	1	4	3
		8	13	13
THIRD SEMESTER (Summer)				
ENG-111	Writing and Inquiry	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
		5	4	7
FOURTH SEMESTER (Fall)				
AUT-116	Engine Repair	2	3	3
AUT-116A	Engine Repair Lab	0	3	1
AUT-163	Adv Auto Electricity	2	3	3
AUT-183	Engine Performance 2	2	6	4
LDD-112	Intro to Light-Duty Diesel ***or***			
AUB-111	Painting & Refinishing I	***	***	3-4
		***	***	14-15
FIFTH SEMESTER (Spring)				
AUT-231	Man Trans/Axles/Drtrains	2	3	3
COM-231	Public Speaking ***or***			
COM-120	Intro Interpersonal Com	3	0	3
PSY-118	Interpersonal Psychology	3	0	3
WBL-112	Work-Based Learning I	0	20	2
***	Restricted Elective	***	***	2-4
		***	***	13-15
SIXTH SEMESTER (Summer)				
AUT-221	Auto Transm/Transaxles	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
		5	3	6
Total Required Minimum Semester Hours Credit				**68**
Restricted Electives:				
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to Acc Spreadsheets	1	3	2
AUT-113	Automotive Servicing I	0	6	2
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
LDD-181	Ldd Fuel Systems	2	6	4

Automotive Systems Technology (D60160)

Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1

AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
		***	***	15-16
SECOND SEMESTER (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
TRN-180	Basic Welding for Transp	1	4	3
		8	13	13
THIRD SEMESTER (Summer)				
AUT-113	Automotive Servicing I	0	6	2
ENG-111	Writing and Inquiry	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
		5	10	9
Total Required Minimum Semester Hours Credit				**37**

Automotive Management (C60160A)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
		9	4	11
SECOND SEMESTER (Spring)				
ACC-149	Intro to Acct Spreadsheets	1	3	2
AUM-111	Managing Automotive Org	3	0	3
		4	3	5
Total Required Minimum Semester Hours Credit				**16**

C-Tech (C60160C)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
TRN-110	Intro to Transport Tech	1	2	2
		3	10	7
SECOND SEMESTER (Spring)				
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
		4	9	7
THIRD SEMESTER (Summer)				
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
		2	4	4
Total Required Minimum Semester Hours Credit				**18**

Light-Duty Diesels & Emerging Technologies (C60160LD)

Certificate Program – As Needs Demand

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
LDD-112	Intro Light-Duty Diesel	2	2	3
TRN-110	Intro to Transport Tech	1	2	2
		3	4	5
SECOND SEMESTER (Spring)				
AUT-181	Engine Performance I	2	3	3
LDD-181	Ldd Fuel Systems	2	6	4
		4	9	7
Total Required Minimum Semester Hours Credit				**12**

Aviation Management & Career Pilot Technology

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

Students in the Aviation Management and Career Pilot Technology program will be required to fly simulator hours during the Air Navigation course and within the Flight-Private Pilot, -Instrument Pilot, -Commercial Pilot and -Certified Flight Instructor courses toward their FAA certification which are required to receive credit for flight coruses. There will be a per hour fee for simulator use that will be set by the department.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Aviation Management (A60180A)

Associate in Applied Science Degree Program

The Aviation Management track focuses on the skills and knowledge required for aviation related careers including those in general aviation, the aerospace industry and state and federal aviation organizations.

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
ENG-111	Writing and Inquiry	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	16-17
SECOND SEMESTER (Spring)				
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-160	Instrument Flight Theory	2	2	3
BUS-137	Principles of Management	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3

PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	0	2	1
		15	4	17
THIRD SEMESTER (Summer)				
COM-120	Intro Interpersonal Com ***or***			
COM-231	Public Speaking ***or***			
BUS-260	Business Communication	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
AER-114	Aviation Management	3	0	3
AER-170	Commercial Flight Theory	3	0	3
AER-211	Air Traffic Control	2	0	2
AER-216	Engines and Systems	2	2	3
AER-218	Human Factors in Aviation	2	0	2
***	Aviation Elective	2	0	2
		14	2	15
FIFTH SEMESTER (Spring)				
ACC-120	Prin of Financial Accounting	3	2	4
AER-215	Flight Safety	3	0	3
AER-217	Air Transportation	3	0	3
PSY-150	General Psychology	3	0	3
***	Aviation Elective	***	0	2
		***	2	15
Total Required Minimum Semester Hours Credit				**69**
Aviation Electives:				
AER-119	Aircraft Structures	2	0	2
AER-210	Flight Dynamics	3	0	3
AER-213	Avionics	2	0	2
AER-220	Airport Management	2	0	2
AER-280	Instructor Pilot Flt Theory	3	0	3
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

Professional Pilot (A60180P)

Associate in Applied Science Degree Program

The Professional Pilot track focuses on the skills and knowledge required to be a successful commercial pilot. Graduates may earn a commercial pilot certificate with an instrument rating.

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
ENG-111	Writing and Inquiry	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			

MAT-171	Precalculus Algebra	***	***	3-4
		***	***	16-17
SECOND SEMESTER (Spring)				
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-151	Flight-Private Pilot	0	3	1
AER-160	Instrument Flight Theory	2	2	3
AER-210	Flight Dynamics	3	0	3
BUS-137	Principles of Management	3	0	3
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	0	2	1
		15	7	18
THIRD SEMESTER (Summer)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
AER-114	Aviation Management	3	0	3
AER-161	Flight-Instrument Pilot	0	6	2
AER-170	Commercial Flight Theory	3	0	3
AER-216	Engines and Systems	2	2	3
COM-120	Intro Interpersonal Com ***or***			
COM-231	Public Speaking ***or***			
BUS-260	Business Communication	3	0	3
***	Aviation Elective	***	***	1-3
		***	***	15-17
FIFTH SEMESTER (Spring)				
AER-171	Flight-Commercial Pilot	0	6	3
AER-215	Flight Safety	3	0	3
AER-217	Air Transportation	3	0	3
AER-280	Instructor Pilot Flt Theory	3	0	3
PSY-150	General Psychology	3	0	3
***	Aviation Elective	***	***	1-3
		***	***	16-18
Total Required Minimum Semester Hours Credit				**71**
Aviation Electives:				
AER-119	Aircraft Structures	2	0	2
AER-211	Air Traffic Control	2	0	2
AER-212	Air Transport Pilot	3	0	3
AER-213	Avionics	2	0	2
AER-218	Human Factors in Aviation	2	0	2
AER-220	Airport Management	2	0	2
AER-281	Flight-CFI	0	3	1
AER-285	Flight-Multi-Engine	0	3	1
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

Baking and Pastry Arts

This Baking and Pastry Arts Curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production, and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Baking and Pastry Arts (A55130)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation and Safety	2	0	2
CUL-110A	Sanitation and Safety Lab	0	2	1
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
		7	16	15
SECOND SEMESTER (Spring)				
BPA-150	Artisan & Specialty Bread	1	6	4
BPA-165	Hot and Cold Desserts	1	4	3
CUL-112	Nutrition for Foodservice	3	0	3
CUL-170	Garde Manger I	1	4	3
ENG-111	Writing and Inquiry	3	0	3
		9	14	16
THIRD SEMESTER (Summer)				
BPA-130	European Cakes and Tortes	1	4	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		7	4	9
FOURTH SEMESTER (Fall)				
BPA-120	Petit Fours & Pastries	1	4	3

BPA-210	Cake Design & Decorating	1	4	3
BPA-250	Dessert/Bread Production	1	8	5
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
WBL-111	Work-Based Learning I ***or***			
	Take WBL-132 Spring ONLY	0	0-10	0-1
		***	***	14-16
FIFTH SEMESTER (Spring)				
BPA-220	Confection Artistry	1	6	4
BPA-260	Pastry & Baking Marketing	2	2	3
CUL-120	Purchasing	2	0	2
HRM-245	Human Resource Mgmt – Hosp	3	0	3
WBL-131	Work-Based Learning III ***or***			
WBL-132	Work-Based Learning III	0	10-20	1-2
***	Humanities/Fine Arts Elective	3	0	3
		11	18-28	16-17
Total Required Minimum Semester Hours Credit				**71**

Baking and Pastry Arts (C55130)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CUL-110	Sanitation and Safety	2	0	2
CUL-110A	Sanitation and Safety Lab	0	2	1
CUL-160	Baking I	1	4	3
		3	6	6
SECOND SEMESTER (Spring)				
BPA-150	Artisan & Specialty Breads	1	6	4
BPA-165	Hot & Cold Desserts	1	4	3
		2	10	7
THIRD SEMESTER (Summer)				
BPA-130	European Cakes and Tortes	1	4	3
		1	4	3
Total Required Minimum Semester Hours Credit				**16**

Basic Law Enforcement Training

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments, or with private enterprise.

This program utilizes State-Commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile,

civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

**Students successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-113 Juvenile Justice, CJC-120 Interviews and Interrogation, CJC-131, Criminal Law, CJC-132 Court Procedure and Evidence, and CJC-221 Investigative Principles, and CJC-231 Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1985.

Basic Law Enforcement Training (C55120)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
CJC-110	Basic Law Enforcement BLET	10	30	20
Total Required Minimum Semester Hours Credit				**20**

Business Administration

The Business Administration Curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

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

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Through careful selection of courses, both the Business Administration and Business Administration Hospitality Management Concentration degrees can be completed as an eLearning Online Degree Program.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with St. Andrews University, UNC-Pembroke and UNC-Greensboro. Students can earn their A.A.S. at Sandhills CC and then continue to earn the BSBA and MBA from St. Andrews University or transfer to UNC-Pembroke or to UNC-Greensboro and earn the BSBA under the 2Plus agreement. *UNC-G and UNC-P do not offer classes on the Sandhills CC campus*.

Business Administration (A25120B)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	6	14
SECOND SEMESTER (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting ***or***			
COM-120	Intro Interpersonal Com ***or***			
COM-231	Public Speaking	3	0	3
***	Math/Natural Science Elective	***	***	3-4
		***	***	16-17
THIRD SEMESTER (Summer)				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
BUS-115	Business Law I	3	0	3
ECO-151	Survey of Economics ***or***			
ECO-251	Prin of Microeconomics ***or***			
ECO-252	Prin of Macroeconomics	3	0	3

MKT-120	Principles of Marketing	3	0	3
***	Technical Elective	***	***	3
***	Technical Elective	***	***	3
		***	***	15
FIFTH SEMESTER (Spring)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
ECM-210	Intro to E-Commerce	2	2	3
		11	7	14
Total Required Minimum Semester Hours Credit				**65**
Technical Electives:				
ACC-151*	Acct Spreadsheet Appl	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
WBL-111*	Work-Based Learning I	0	10	1

***If taking ACC-151 or WBL-111, student must choose a 3rd technical elective.**

Business Administration (D25120)

Diploma Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
MKT-120	Principles of Marketing	3	0	3
		14	6	17
SECOND SEMESTER (Spring)				
ACC-121	Prin of Managerial Accounting ***or***			
BUS-121	Business Math	***	***	3-4
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-115	Business Law I	3	0	3
BUS-137	Principles of Management	3	0	3
ECO-151	Survey of Economics ***or***			
ECO-251	Prin of Microeconomics ***or***			
ECO-252	Prin of Macroeconomics	3	0	3
***	Technical Electives	***	***	3
		***	***	17

THIRD SEMESTER (Summer)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting ***or***			
COM-120	Intro Interpersonal Com ***or***			
COM-231	Public Speaking	3	0	3
		3	0	3
Total Required Minimum Semester Hours Credit				**37**
Technical Electives:				
ACC-151*	Acct Spreadsheet Appl	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-148	Survey of Real Estate	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
WBL-111*	Work-Based Learning I	0	10	1

***If taking ACC-151 or WBL-111, student must choose a 2nd technical elective.**

Banking and Finance (C25120B)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BAF-110	Principles of Banking	3	0	3
BUS-148	Survey of Real Estate	3	0	3
		9	4	11
SECOND SEMESTER (Spring)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
BAS-120	Intro to Analytics	2	3	3
		3	6	5
Total Required Minimum Semester Hours Credit				**16**

Entrepreneurship & Small Business Mgmt (C25120)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-139	Entrepreneurship I	3	0	3
		6	4	8

SECOND SEMESTER (Spring)				
BUS-137	Principles of Management	3	0	3
BUS-230	Small Business Management	3	0	3
		6	0	6
Total Required Minimum Semester Hours Credit				**14**

Human Resource (C25120R)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BUS-115	Business Law I	3	0	3
BUS-153	Human Resource Management	3	0	3
		6	2	7
SECOND SEMESTER (Spring)				
BUS-151	People Skills	3	0	3
BUS-255	Org Behavior in Business	3	0	3
		6	0	6
Total Required Minimum Semester Hours Credit				**13**

Business Administration-Hospitality Management (A25120H)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	6	14
SECOND SEMESTER (Spring)				
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
BUS-230	Small Business Management	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting ***or***			
COM-120	Intro Interpersonal Com ***or***			
COM-231	Public Speaking	3	0	3
***	Math/Natural Science Elective	***	***	3-4
		***	***	15-16

THIRD SEMESTER (Summer)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		7	3	8
FOURTH SEMESTER (Fall)				
BUS-115	Business Law I	3	0	3
ECO-151	Survey of Economics ***or***			
ECO-251	Prin of Microeconomics ***or***			
ECO-252	Prin of Macroeconomics	3	0	3
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
MKT-120	Principles of Marketing	3	0	3
		15	0	15
FIFTH SEMESTER (Spring)				
BUS-151	People Skills	3	0	3
BUS-225	Business Finance	2	2	3
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hospitality	3	0	3
***	Technical Elective	***	***	2
***	Technical Elective	***	***	2
		***	***	16
Total Required Minimum Semester Hours Credit				**68**
Technical Electives:				
ACC-140	Payroll Accounting	1	2	2
ACC-150	Accounting Software Appl	1	3	2
ACC-151	Acct Spreadsheet Appl	1	3	2
BAS-120	Intro to Analytics	2	3	3
BAS-150	Intro to Analytical Program	2	3	3
BUS-125	Personal Finance	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-260	Business Communication	3	0	3
WEB-110	Internet/Web Fundamentals	2	2	3

Business Administration-Hospitality Management (C25120H)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
		6	2	7
SECOND SEMESTER (Spring)				
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Recourse Mgmt-Hospitality	3	0	3

		6	0	6
Total Required Minimum Semester Hours Credit				**13**

Civil Engineering Technology

Engineering and Technology Pathway: 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, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Civil Engineering Technology: A course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying. Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Civil Engineering Technology (A40140)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-210	Construction Mtls & Methods	2	3	3
EGR-110	Intro to Engineering Tech ***or***			
EGR-150	Intro to Engineering	1	2	2
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	0	3	1

ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	***	***	2-3
		***	***	18-19
SECOND SEMESTER (Spring)				
CEG-111	Intro to GIS and GNSS	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	16-17
THIRD SEMESTER (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	***	4
		7	***	11
FOURTH SEMESTER (Fall)				
CEG-211	Hydrology and Erosion Control	2	3	3
CIV-111	Soils & Foundations	2	4	4
SRV-111	Surveying II	2	6	4
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	***	***	3-4
		***	***	17-18
FIFTH SEMESTER (Spring)				
CEG-212	Intro to Environmental Tech	2	3	3
SRV-240	Topo/Site Surveying	2	6	4
***	Social/Behavioral Sciences Elective	3	0	3
***	Directed Elective	***	***	3
		***	***	13
Total Required Minimum Semester Hours Credit				**75**
Technology Electives:				
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-221	Steel and Timber Design	2	3	3
CIV-222	Reinforced Concrete	2	3	3
MAT-172	Precalculus Trigonometry	3	2	4
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3

WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2

Civil Engineering Technology (C40140)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CEG-210	Construction Mtls & Methods	2	3	3
EGR-110	Intro to Engineering Tech ***or***			
EGR-150	Intro to Engineering	1	2	2
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	0	3	1
		5	11	9
SECOND SEMESTER (Spring)				
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
		4	5	6
THIRD SEMESTER (Summer)				
EGR-251	Statics	2	2	3
		2	2	3
Total Required Minimum Semester Hours Credit				**18**

Collision Repair & Refinishing Technology

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 Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structural analysis, damage repair, non-structural analysis, mechanical and

electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

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

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format

Collision Repair & Refinishing Technology (A60130)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
TRN-110	Intro to Transport Tech	1	2	2
TRN-120	Basic Transp Electricity	4	3	5
		***	***	15-16
SECOND SEMESTER (Spring)				
AUM-111	Managing Automotive Org	3	0	3
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
TRN-180	Basic Welding for Transp	1	4	3
		8	13	13
THIRD SEMESTER (Summer)				
ENG-111	Writing and Inquiry	3	0	3
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
		5	4	7
FOURTH SEMESTER (Fall)				
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
COM-231	Public Speaking ***or***			
COM-120	Intro to Interpersonal Com	3	0	3
PSY-118	Interpersonal Psychology	3	0	3
		10	12	15
FIFTH SEMESTER (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
AUB-122	Non-Structural Damage II	2	6	4

AUB-131	Structural Damage I	2	4	4
***	Humanities/Fine Arts Elective	3	0	3
		9	16	15
SIXTH SEMESTER (Summer)				
AUB-136	Plastics & Adhesives	1	4	3
***	Restricted Elective	***	***	2-4
		***	***	5-7
Total Required Minimum Semester Hours Credit				**70**
Restricted Electives:				
AUB-114	Special Finishes	1	2	2
AUB-132	Structural Damage II	2	6	4
AUC-112	Auto Custom Fabrication	2	4	4
AUC-114	Custom Fiberglass	2	4	4

Collision Repair & Refinishing Technology (D60130)

Diploma Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
COM-231	Public Speaking ***or***			
COM-120	Intro Interpersonal Com	3	0	3
PSY-118	Interpersonal Psychology	3	0	3
		10	12	15
SECOND SEMESTER (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
***	Humanities/Fine Arts Elective	3	0	3
		9	16	15
THIRD SEMESTER (Summer)				
AUB-114	Special Finishes	1	2	2
AUB-136	Plastics & Adhesives	1	4	3
***	Restricted Elective	***	***	4
		***	***	9
Total Required Minimum Semester Hours Credit				**39**
Restricted Electives:				
AUB-132	Structural Damage II	2	6	4
AUC-112	Auto Custom Fabrication	2	4	4

AUC-114	Custom Fiberglass	2	4	4

Automotive Fabrication (C60130C)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-114	Special Finishes	1	2	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC-114	Custom Fiberglass	2	4	4
		7	18	15
Total Required Minimum Semester Hours Credit				**15**

Non-Structural Repair (C60130N)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUB-121	Non-Structural Damage I	1	4	3
		1	6	4
SECOND SEMESTER (Spring)				
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
		4	10	8
THIRD SEMESTER (Summer)				
AUB-136	Plastics & Adhesives	1	4	3
		1	4	3
Total Required Minimum Semester Hours Credit				**15**

Paint and Refinishing (C60130P)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-121	Non-Structural I	1	4	3
AUB-162	Autobody Estimating	1	2	2
		4	14	10

SECOND SEMESTER (Spring)				
AUB-112	Painting & Refinishing II	2	6	4
		2	6	4
Total Required Minimum Semester Hours Credit				**14**

Structural Repair (C60130S)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
		2	8	5
SECOND SEMESTER (Spring)				
AUB-131	Structural Damage I	2	4	4
TRN-180	Basic Welding for Transp	1	4	3
		3	8	7
THIRD SEMESTER (Summer)				
AUB-132	Structural Damage II	2	6	4
		2	6	4
Total Required Minimum Semester Hours Credit				**16**

Computer Engineering 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.

Computer Engineering Technology: A course of study that prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation.

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

CET – IT Support (A40160SU)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
SEC-110	Security Concepts	2	2	3
		8	13	14
SECOND SEMESTER (Spring)				
CTI-110	Web, Pgm, & Db Foundation	2	2	3
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
NET-126	Routing Basics	1	4	3
		***	***	16-17
THIRD SEMESTER (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux/UNIX Single User	2	2	3
PHY-131	Physics-Mechanics ***or***			
PHY-151	College Physics I	3	2	4
		8	7	11
FOURTH SEMESTER (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
NOS-130	Windows Single User	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
		10	5	12
FIFTH SEMESTER (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	***	***	3
		***	***	13
Total Required Minimum Semester Hours Credit				**66**
Technical Electives: Please select one of the following:				
CIS-115	Intro to Prog & Logic	2	3	3

DBA-110	Database Concepts	2	3	3
NOS-230	Windows Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning	0	20	2

CET – Networking (A40160NE)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
SEC-110	Security Concepts	2	2	3
		8	13	14
SECOND SEMESTER (Spring)				
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
NET-126	Routing Basics	1	4	3
		***	***	13-14
THIRD SEMESTER (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux/UNIX Single User	2	2	3
PHY-131	Physics-Mechanics ***or***			
PHY-151	College Physics I	3	2	4
		8	7	11
FOURTH SEMESTER (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
CTI-140	Virtualization Concepts	1	4	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
NET-225	Routing & Switching I	1	4	3
***	Humanities/Fine Arts Elective	3	0	3
		10	11	15
FIFTH SEMESTER (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
***	Social/Behavioral Sciences Elective	3	0	3

***	Technical Elective	***	***	3
		***	***	13
Total Required Minimum Semester Hours Credit				**66**

Technical Electives: Please select one of the following:

CIS-115	Intro to Prog & Logic	2	3	3
DBA-110	Database Concepts	2	3	3
NOS-130	Windows Single User	2	2	3
NOS-230	Windows Administration I	2	2	3

If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.

WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning	0	20	2

CET – Security (A40160SE)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
SEC-110	Security Concepts	2	2	3
		8	13	14
SECOND SEMESTER (Spring)				
ELN-131	Analog Electronics I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
NET-126	Routing Basics	1	4	3
		***	***	13-14
THIRD SEMESTER (Summer)				
ELN-133	Digital Electronics	3	3	4
NOS-120	Linux/UNIX Single User	2	2	3
PHY-131	Physics-Mechanics ***or***			
PHY-151	College Physics I	3	2	4
		8	7	11
FOURTH SEMESTER (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
SEC-210	Intrusion Detection	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3

		13	5	15
FIFTH SEMESTER (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
SEC-160	Security Administration I	2	2	3
***	Technical Elective	***	***	3
		***	***	13
Total Required Minimum Semester Hours Credit				**66**
Technical Electives: Please select one of the following:				
CIS-115	Intro to Prog & Logic	2	3	3
DBA-110	Database Concepts	2	3	3
NOS-130	Windows Single User	2	2	3
NOS-230	Windows Administration I	2	2	3
If you choose WBL as a Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning	0	20	2

CET - Generalist (C40160CE)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
***	Technical Elective	2	2	3
		6	9	10
SECOND SEMESTER (Spring)				
CET-111	Computer Upgrade/Repair I	2	3	3
NET-126	Routing Basics	1	4	3
		3	7	6
Total Required Minimum Semester Hours Credit				**16**
Technical Electives: Please choose one:				
NOS-120	Linux/UNIX Single User	2	2	3
NOS-130	Windows Single User	2	2	3

CET – IT Professional (C40160PR)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CET-111	Computer Upgrade/Repair I	2	3	3
NET-125	Introduction to Networks	1	4	3
SEC-110	Security Concepts	2	2	3
		5	9	9
SECOND SEMESTER (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
NET-126	Routing Basics	1	4	3
SEC-160	Security Administration I	2	2	3
		5	9	9
Total Required Minimum Semester Hours Credit				**18**

CET – IT Support (C40160SU)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success and Study Skills	0	2	1
CET-111	Computer Upgrade/Repair I	2	3	3
ELC-131	Circuit Analysis I	3	3	4
NOS-130	Windows Single User	2	2	3
		7	10	11
SECOND SEMESTER (Spring)				
CET-211	Computer Upgrade/Repair II	2	3	3
ELN-131	Analog Electronics I	3	3	4
		5	6	7
Total Required Minimum Semester Hours Credit				**18**

CET – Networking (C40160NE)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success and Study Skills	0	2	1
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
NET-225	Routing & Switching I	1	4	3
		5	13	11

SECOND SEMESTER (Spring)				
NET-126	Routing Basics	1	4	3
		1	4	3
Total Required Minimum Semester Hours Credit				**14**

CET – Security (C40160SE)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success and Study Skills	0	2	1
NET-125	Introduction to Networks	1	4	3
SEC-110	Security Concepts	2	2	3
		3	8	7
SECOND SEMESTER (Spring)				
NET-126	Routing Basics	1	4	3
SEC-160	Security Administration I	2	2	3
		3	6	6
Total Required Minimum Semester Hours Credit				**13**

Cosmetology

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

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Cosmetology (A55140)

Associate in Applied Science Degree Program

First, Second, and Fourth Semesters may be taken either Fall or Spring.

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
		4	24	12
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
		4	24	12
THIRD SEMESTER (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
		4	12	8
FOURTH SEMESTER (Fall)				
COS-117	Cosmetology Concepts IV	2	0	2
COS-118	Salon IV	0	21	7
COS-223	Contemp Hair Coloring	1	3	2
		3	24	11
FIFTH SEMESTER (Spring)				
ACA-115	Success & Study Skills	0	2	1
BUS-110	Introduction to Business	3	0	3
ENG 111	Writing and Inquiry	3	0	3
PSY-118	Interpersonal Psychology ***or***			
PSY-150	General Psychology	3	0	3
***	Natural Science/Math Elective	3	0	3
		12	2	13
SIXTH SEMESTER (Summer)				
BUS-137	Principles of Management	3	0	3
CIS-110	Introduction to Computers ***or***			
CIS-111	Basic PC Literacy	***	***	2-3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		***	***	11-12
Total Required Minimum Semester Hours Credit				**67**

Cosmetology (D55140)

Diploma Program

		Course Hours Per Week Class	Lab	Semester Hours Credit
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
PSY-118	Interpersonal Psychology ***or***			
PSY-150	General Psychology	3	0	3
		7	24	15
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
ENG-111	Writing and Inquiry	3	0	3
		7	24	15
THIRD SEMESTER (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
		4	12	8
FOURTH SEMESTER (Fall)				
***	COS Elective	***	***	2-9
		***	***	2-9
Total Required Minimum Semester Hours Credit				**40**
COS Elective: Take 1 of the following options:				
COS-223	Contemp Hair Coloring	1	3	2
COS-117	Cosmetology Concepts IV ***and***	2	0	2
COS-118	Salon IV	0	21	7

Cosmetology (C55140)

Certificate Program

		Course Hours Per Week Class	Lab	Semester Hours Credit
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
		4	24	12
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
COS-223	Contemp Hair Coloring	1	3	2
		5	27	14
THIRD SEMESTER (Summer)				
COS-115	Cosmetology Concepts III	4	0	4

COS-116	Salon III	0	12	4
		4	12	8
Total Required Minimum Semester Hours Credit				**34**

Criminal Justice Technology

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

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

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

The courses in the first year will be offered either in traditional or hybrid formats, with the exception of ACA 115. After the first year, courses may also be delivered in an online format. For more information, please contact the program coordinator.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

*Courses eligible for credit to students successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission. Students must have completed Basic Law Enforcement Training since 1985.

Criminal Justice Technology (A55180)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3

CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice*	3	0	3
ENG-111	Writing and Inquiry	3	0	3
PSY-150	General Psychology	3	0	3
		15	2	16
SECOND SEMESTER (Spring)				
CIS-110	Introduction to Computers ***or***			
CIS-111	Basic PC Literacy	***	***	2-3
CJC-120	Interviews/Interrogations*	1	2	2
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law*	3	0	3
CJC-132	Court Procedure & Evidence*	3	0	3
		***	***	13-14
THIRD SEMESTER (Summer)				
CJC-212	Ethics & Comm Relations	3	0	3
CJC-232	Civil Liability	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
CJC-221	Investigative Principles*	3	2	4
CJC-225	Crisis Intervention	3	0	3
CJC-231	Constitutional Law*	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
PSY-281	Abnormal Psychology	3	0	3
		15	2	16
FIFTH SEMESTER (Spring)				
CJC-141	Corrections	3	0	3
CJC-241	Community-Based Corrections	3	0	3
MAT-143	Quantitative Literacy (or higher)	***	***	3-4
PSY-231	Forensic Psychology	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Elective(s)	***	***	2-3
		***	***	17-19
Total Required Minimum Semester Hours Credit				**68**

Electives: Choose a minimum of two (2) CREDITS from the following courses.

COM-231	Public Speaking	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SOC-213	Sociology of the Family	3	0	3
SOC-220	Social Problems	3	0	3
WBL-111	Work-Based Learning I	0	10	1
WBL-115	Work-Based Learning Seminar I	1	0	1

Criminal Justice Technology (C55180)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1

CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
		6	2	7
SECOND SEMESTER (Spring)				
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law	3	0	3
		6	0	6
Total Required Minimum Semester Hours Credit				**13**

Criminal Justice Technology – Forensic Science

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

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

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

The courses in the first year will be offered either in traditional or hybrid formats, with the exception of ACA 115. After the first year, courses may also be delivered in an online format. For more information, please contact the program coordinator.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

*Courses eligible for credit to students successfully completing a Basic Law Enforcement Training course, accredited by the North Carolina Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission. Students must have completed Basic Law Enforcement Training since 1985.

Criminal Justice Technology – Forensic Science (A5518C)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	**Lab**	**Credit**
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1

CJC-111	Intro to Criminal Justice	3	0	3
CJC-144	Crime Scene Processing	2	3	3
CJC-146	Trace Evidence	2	3	3
CJC-221	Investigative Principles*	3	2	4
ENG-111	Writing and Inquiry	3	0	3
		13	10	17
SECOND SEMESTER (Spring)				
CIS-110	Introduction to Computers ***or***			
CIS-111	Basic PC Literacy	***	***	2-3
CJC-115	Crime Scene Photography	2	3	3
CJC-131	Criminal Law*	3	0	3
CJC-244	Footwear and Tire Imprint	2	3	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
PSY-150	General Psychology	3	0	3
		***	***	17-18
THIRD SEMESTER (Summer)				
CJC-212	Ethics & Comm Relations	3	0	3
CJC-245	Friction Ridge Analysis	2	3	3
		5	3	6
FOURTH SEMESTER (Fall)				
BIO-110	Principles of Biology	3	3	4
CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice*	3	0	3
CJC-231	Constitutional Law*	3	0	3
MAT-143	Quantitative Literacy (or higher)	***	***	3-4
		***	***	16-17
FIFTH SEMESTER (Spring)				
CHM-151	General Chemistry I	3	3	4
CJC-120	Interviews/Interrogations*	1	2	2
CJC-132	Court Procedure & Evidence	3	0	3
CJC-222	Criminalistics	3	0	3
CJC-246	Adv Friction Ridge Analy	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
		18	8	18
Total Required Minimum Semester Hours Credit				**74**

Criminal Justice Technology – Forensic Science (C5518C)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CJC-144	Crime Scene Processing	2	3	3
CJC-146	Trace Evidence	2	3	3
		4	6	6
SECOND SEMESTER (Spring)				
CJC-115	Crime Scene Photography	2	3	3
CJC 244	Footwear and Tire Imprint	2	3	3

		4	6	6
THIRD SEMESTER (Summer)				
CJC-245	Friction Ridge Analysis	2	3	3
		2	3	3
Total Required Minimum Semester Hours Credit				**15**

Culinary Arts

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

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing, wine appreciation, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Culinary Arts (A55150)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	15-16
SECOND SEMESTER (Spring)				
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
CUL-240	Culinary Skills II	1	8	5

ENG-111	Writing and Inquiry	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	***	***	2-4
		***	***	16-18
THIRD SEMESTER (Summer)				
CUL-130	Menu Design	2	0	2
CUL-170	Garde Manger I	1	4	3
***	Social/Behavioral Sciences Elective	3	0	3
		6	4	8
FOURTH SEMESTER (Fall)				
CUL-214	Wine Appreciation	1	2	2
CUL-230	Global Cuisines	1	8	5
CUL-260	Baking II	1	4	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
WBL-111	Work-Based Learning I ***or***			
	Take WBL-112 Spring ONLY	0	***	0-1
		6	***	13-14
FIFTH SEMESTER (Spring)				
CUL-112	Nutrition for Foodservice	3	0	3
CUL-120	Purchasing	2	0	2
CUL-283	Farm-To-Table	2	6	5
HRM-245	Human Resource Mgmt-Hosp	3	0	3
WBL-112	Work-Based Learning I ***or***			
WBL-121	Work-Based Learning II	0	***	1-2
		10	***	14-15
Total Required Minimum Semester Hours Credit				**67**
Technical Electives:				
ACC-115	College Accounting	3	2	4
ACC-120	Prin of Financial Accounting	3	2	4
BPA-150	Artisan & Specialty Bread	1	6	4
BUS-115	Business Law	3	0	3
BUS-121	Business Math	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-230	Small Business Management	3	0	3
HOR-142	Fruit & Vegetable Prod	1	2	2

Culinary Arts (C55150)

Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
CUL-110	Sanitation & Safety	2	0	2
CUL-140	Culinary Skills I	2	6	5
CUL-170	Garde Manger I	1	4	3
		5	10	10
SECOND SEMESTER (Spring)				
CUL-160	Baking I	1	4	3

CUL-240	Culinary Skills II	1	8	5
		2	12	8
Total Required Minimum Semester Hours Credit				**18**

Restaurant Management (C55150R)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food and Beverage Serv Lab	0	2	1
CUL-214	Wine Appreciation	1	2	2
		5	6	8
SECOND SEMESTER (Spring)				
CUL-112	Nutrition for Foodservice	3	0	3
CUL-120	Purchasing	2	0	2
HRM-245	Human Resource Mgmt-Hosp	3	0	3
		8	0	8
Total Required Minimum Semester Hours Credit				**16**

Early Childhood Education

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

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

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

Early Childhood Education (A55220E)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Educ	4	0	4
EDU-144	Child Development I	3	0	3
EDU-151	Creative Activities	3	0	3
EDU-157	Active Play	2	2	3
		12	4	14
SECOND SEMESTER (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety & Nutrition	3	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	3
EDU-251	Exploration Activities	3	0	3
		15	0	15
THIRD SEMESTER (Summer)				
ENG-111	Writing and Inquiry	3	0	3
EDU-***	EDU Elective	***	***	2-3
***	Social/Behavioral Science Elective	3	0	3
		***	***	8-9
FOURTH SEMESTER (Fall)				
EDU-131	Child, Family & Community	3	0	3
EDU-235	School-Age Develop and Programs	3	0	3
EDU-259	Curriculum Planning	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		15	0	15
FIFTH SEMESTER (Spring)				
EDU-221	Children with Exceptionalities	3	0	3
EDU-284	Early Child Capstone Prac	1	9	4
***	Communication Elective	3	0	3
***	Natural Science/Math Elective	***	***	3-5
		***	***	13-15
Total Required Minimum Semester Hours Credit				**65**
EDU Electives:				
EDU-114	Intro to Family Childcare	3	0	3
EDU-184	Early Child Intro Pract	1	3	2
EDU-271	Educational Technology	2	2	3
EDU-275	Effective Teach Train	2	0	2

Early Childhood Education – Birth-Kindergarten Licensure Transfer (A55220L)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Educ	4	0	4
EDU-144	Child Development I	3	0	3
EDU-151	Creative Activities	3	0	3
PSY-150	General Psychology	3	0	3
***	Social/Behavioral Science Elective*	3	0	3
		16	2	17
SECOND SEMESTER (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety & Nutrition	3	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	3
MAT-143	Quantitative Literacy	2	2	3
		14	2	15
THIRD SEMESTER (Summer)				
BIO-110	Principles of Biology ***or***			
BIO-111	General Biology I	3	3	4
ENG-111	Writing and Inquiry	3	0	3
***	Humanities/Fine Arts Elective*	3	0	3
		9	3	10
FOURTH SEMESTER (Fall)				
EDU-131	Child, Family & Community	3	0	3
EDU-216	Foundations of Education	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Natural Science Elective*	***	***	4
		***	***	16
FIFTH SEMESTER (Spring)				
COM-231	Public Speaking	3	0	3
EDU-221	Children with Exceptionalities	3	0	3
EDU-250	Praxis I Preparation	3	0	3
EDU-284	Early Child Capstone Prac	1	9	4
		10	9	13
Total Required Minimum Semester Hours Credit				**71**

Social/Behavioral Science Elective list:
ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, SOC-210
Natural Science Elective list:
AST-111 *and* AST-111A, CHM-151, GEL-111, PHY-110 *and* PHY-110A
Humanities/Fine Arts Elective list:
ART-111, ART-114, ART-115, MUS-110, MUS-112, PHI-215, PHI-240

Early Childhood Education – Non-Teaching Licensure Transfer (A55220NL)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Child Educ	4	0	4
EDU-144	Child Development I	3	0	3
EDU-151	Creative Activities	3	0	3
***	Social/Behavioral Science Elective*	3	0	3
		13	2	14
SECOND SEMESTER (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety & Nutrition	3	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	3
ENG-111	Writing & Inquiry	3	0	3
MAT-143	Quantitative Literacy	2	2	3
		17	2	18
THIRD SEMESTER (Summer)				
BIO-110	Principles of Biology ***or***			
BIO-111	General Biology I	3	3	4
EDU-261	Early Childhood Admin I	3	0	3
EDU-262	Early Childhood Admin II	3	0	3
		9	3	10
FOURTH SEMESTER (Fall)				
EDU-131	Child, Family & Community	3	0	3
EDU-280	Language/Literacy Experiences	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective*	3	0	3
***	Natural Science Elective*	***	***	4
		***	***	16
FIFTH SEMESTER (Spring)				
COM-231	Public Speaking	3	0	3
EDU-221	Children with Exceptionalities	3	0	3
EDU-284	Early Child Capstone Prac	1	9	4
PSY-150	General Psychology	3	0	3
		10	9	13
Total Required Minimum Semester Hours Credit				**71**

Social/Behavioral Science Elective list:
ECO-251, ECO-252, HIS-111, HIS-112, HIS-131, HIS-132, POL-120, SOC-210
Natural Science Elective list:
AST-111 *and* AST-111A, CHM-151, GEL-111, PHY-110 *and* PHY-110A
Humanities/Fine Arts Elective list:
ART-111, ART-114, ART-115, MUS-110, MUS-112, PHI-215, PHI-240

Infant/Toddler Care (C55220IT)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
EDU-119	Intro to Early Child Educ	4	0	4
EDU-131	Child, Family & Community	3	0	3
EDU-144	Child Development I	3	0	3
		10	0	10
SECOND SEMESTER (Spring)				
EDU-114	Intro to Family Childcare	3	0	3
EDU-234	Infant, Toddlers, & Twos	3	0	3
		6	0	6
Total Required Minimum Semester Hours Credit				**16**

Preschool (C55220PC)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
EDU-119	Intro to Early Child Educ	4	0	4
EDU-131	Child, Family & Community	3	0	3
		7	0	7
SECOND SEMESTER (Spring)				
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety & Nutrition	3	0	3
		9	0	9
Total Required Minimum Semester Hours Credit				**16**

Emergency Medical Science

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of

emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

The Emergency Medical Services – Paramedic program at Sandhills Community College is accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

Emergency Medical Science (A45340)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-165	Anatomy and Physiology I	3	3	0	4
EMS-110	EMT	6	6	3	9
MED-120	Survey of Med Terminology	2	0	0	2
		11	11	3	16
SECOND SEMESTER (Spring)					
BIO-166	Anatomy and Physiology II	3	3	0	4
EMS-122	EMS Clinical Practicum I	0	0	3	1
EMS-130	Pharmacology	3	3	0	4
EMS-131	Advanced Airway Management	1	2	0	2
EMS-160	Cardiology I	2	3	0	3
ENG-111	Writing and Inquiry	3	0	0	3
		12	11	3	17
THIRD SEMESTER (Summer)					
EMS-210	Adv Patient Assessment	1	3	0	2
EMS-220	Cardiology II	2	3	0	3
EMS-221	EMS Clinical Practicum II	0	0	6	2

EMS-260	Trauma Emergencies	1	3	0	2
		4	9	6	9
FOURTH SEMESTER (Fall)					
EMS-231	EMS Clinical Pract III	0	0	9	3
EMS-240	Patients W/ Special Challenges	1	2	0	2
EMS-250	Medical Emergencies	3	3	0	4
EMS-270	Life Span Emergencies	3	3	0	4
ENG-112	Writing/Research in the Disc ***or***				
ENG-114	Prof Research & Reporting	3	0	0	3
		10	8	9	16
FIFTH SEMESTER (Spring)					
EMS-241	EMS Clinical Practicum IV	0	0	12	4
EMS-285	EMS Capstone	1	3	0	2
EMS-***	EMS Elective	***	***	***	2
***	Humanities/Fine Arts Elective	3	0	0	3
***	Social/Behavioral Science Elective**	3	0	0	3
		***	***	***	14
Total Required Minimum Semester Hours Credit					**72**
Select one of the following for Social/Behavioral Science Elective:					
PSY-118	Interpersonal Psychology	3	0	0	3
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3
SOC-220	Social Problems	3	0	0	3
SOC-225	Social Diversity	3	0	0	3
Select one of the following for EMS Elective:					
EMS-115	Defense Tactics for EMS	1	3	0	2
EMS-125	EMS Instructor Methodology	2	2	0	3
EMS-140	Rescue Scene Management	1	3	0	2
EMS-150	Emergency Vehicles & EMS Comm	1	3	0	2
EMS-235	EMS Management	2	0	0	2
EMS-243	Wilderness EMT	1	2	0	2

Note: *Other courses from the Social/Behavioral Science offerings may be approved pending review by the Dean of Instruction.*

Emergency Medical Science (D45340)

Diploma Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anat and Physiology	4	2	0	5
EMS-110	EMT	6	6	3	9
MED-120	Survey of Med Terminology	2	0	0	2
		12	10	3	17
SECOND SEMESTER (Spring)					
EMS-122	EMS Clinical Practicum I	0	0	3	1
EMS-130	Pharmacology	3	3	0	4

EMS-131	Advanced Airway Management	1	2	0	2
EMS-160	Cardiology I	2	3	0	3
ENG-111	Writing and Inquiry	3	0	0	3
		9	8	3	13
THIRD SEMESTER (Summer)					
EMS-210	Adv Patient Assessment	1	3	0	2
EMS-220	Cardiology II	2	3	0	3
EMS-221	EMS Clinical Practicum II	0	0	6	2
EMS-260	Trauma Emergencies	1	3	0	2
		4	9	6	9
FOURTH SEMESTER (Fall)					
EMS-231	EMS Clinical Pract III	0	0	9	3
EMS-240	Patients W/ Special Challenges	1	2	0	2
EMS-250	Medical Emergencies	3	3	0	4
EMS-270	Life Span Emergencies	3	3	0	4
		7	8	9	13
FIFTH SEMESTER (Spring)					
EMS-140	Rescue Scene Management	1	3	0	2
EMS-241	EMS Clinical Practicum IV	0	0	12	4
EMS-285	EMS Capstone	1	3	0	2
		2	6	12	8
Total Required Minimum Semester Hours Credit					**60**

Advanced EMT (C45340)

Certificate Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
EMS-110	EMT	6	6	3	9
		6	6	3	9
SECOND SEMESTER (Spring)					
EMS-120	Advanced EMT	4	6	0	6
EMS-121	AEMT Clinical Practicum	0	0	6	2
		4	6	6	8
Total Required Minimum Semester Hours Credit					**17**

Emergency Medical Science Bridging

EMS Bridging Students will be required to complete the EMS Bridging Course, selected courses from the core curriculum, and general education courses. Bridging Students have attained a Paramedic certification through a continuing education certificate program and passed the North Carolina, National Registry, or another state certification examination. Bridging students are exempt from the requirement of 25% of hours coming from major or other major hours. In addition, bridging students are not required to complete ACA-115 or MED-120.

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
BIO-165	Anatomy and Physiology I	3	3	0	4
BIO-166	Anatomy and Physiology II	3	3	0	4
EMS-280	EMS Bridging Course	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
ENG-114	Prof Research & Reporting	3	0	0	3
***	EMS Directed Elective**	***	3	0	3-4
***	Humanities/Fine Arts Elective	3	0	0	3
***	Social/Behavioral Science Elective**	3	0	0	3
		***	11	0	26-27
Total Required Minimum Semester Hours Credit					**26**
Select one of the following for Social/Behavioral Science Elective:					
PSY-118	Interpersonal Psychology	3	0	0	3
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3
SOC-220	Social Problems	3	0	0	3
SOC-225	Social Diversity	3	0	0	3
Select one of the following for EMS Directed Elective:					
EMS-220	Cardiology II	2	3	0	3
EMS-250	Medical Emergencies	3	3	0	4
EMS-270	Life Span Emergencies	2	3	0	3

Note: *Other courses from the Social/Behavioral Science offerings may be approved pending review by the Dean of Instruction.*

Environmental Engineering Technology

Engineering and Technology Pathway: 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, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Environmental Engineering Technology: A course of study that prepares students to use mathematical and scientific principles to modify, test, and operate equipment and devices used in the prevention, control and remediation of environmental problems and development of environmental remediation devices. Includes instruction in environmental safety principles, environmental standards, testing and sampling procedures, laboratory

techniques, instrumentation calibration, safety and protection procedures, equipment maintenance, and report preparation.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Environmental Engineering Technology (A40150)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CEG-210	Construction Mtls & Methods	2	3	3
EGR-110	Intro to Engineering Tech ***or***			
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	***	***	2-3
		***	***	18-19
SECOND SEMESTER (Spring)				
CEG-111	Intro to GIS and GNSS	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	16-17
THIRD SEMESTER (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Social/Behavioral Science Elective	3	0	3
		7	8	10
FOURTH SEMESTER (Fall)				
CEG-211	Hydrology and Erosion Control	2	3	3
CIV-111	Soils & Foundations	2	4	4
SRV-111	Surveying II	2	6	4
SST-140	Green Bldg & Design Concepts	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		12	13	17
FIFTH SEMESTER (Spring)				
CEG-212	Intro to Environmental Tech	2	3	3
CEG-230	Subdivision Planning & Design	1	6	3
CHM-151	General Chemistry I	3	3	4

ENV-226	Environmental Law	3	0	3
		9	12	13
Total Required Minimum Semester Hours Credit				**74**
Technology Electives:				
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2

Environmental Engineering Technology (C40150)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
SST-140	Green Bldg & Design Concepts	3	0	3
		5	6	7
SECOND SEMESTER (Spring)				
CEG-111	Intro to GIS and GNSS	2	4	4
CHM-151	General Chemistry I	3	3	4
EGR-120	Eng and Design Graphics	2	2	3
		7	9	11
Total Required Minimum Semester Hours Credit				**18**

Finance (see Accounting and Finance)

Fire Protection Technology

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Fire Protection Technology (A55240)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers ***or***			
CIS-111	Basic PC Literacy	***	***	2-3
ENG-111	Writing and Inquiry	3	0	3
FIP-120	Intro to Fire Protection	3	0	3
FIP-124	Fire Prevention & Public Ed	3	0	3
FIP-136	Inspections and Codes	3	0	3
		***	***	15-16
SECOND SEMESTER (Spring)				
FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
FIP-220	Fire Fighting Strategies	3	0	3
FIP-228	Local Govt Finance	3	0	3
MAT-121	Algebra/Trigonometry I (or higher)	***	***	3-4
		***	***	15-16
THIRD SEMESTER (Summer)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		6	0	6
FOURTH SEMESTER (Fall)				
EPT-140	Emergency Management	3	0	3
FIP-224	Fire Instructor I & II	4	0	4
FIP-230	Chem of Hazardous Mat I	5	0	5
FIP-232	Hydraulics and Water Dist	2	2	3
WBL-111	Work-Based Learning I	0	10	1
		14	12	16
FIFTH SEMESTER (Spring)				
FIP-240	Fire Service Supervision	3	0	3
FIP-256	Munic Public Relations	3	0	3
FIP-276	Managing Fire Services	3	0	3
PSY-150	General Psychology ***or***			
SOC-210	Introduction to Sociology	3	0	3

WBL-121	Work-Based Learning II	0	10	1
		12	10	13
Total Required Minimum Semester Hours Credit				**65**

Fire Inspection (C55240F)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
FIP-120	Intro to Fire Protection	3	0	3
FIP-136	Inspections and Codes	3	0	3
		6	0	6
SECOND SEMESTER (Spring)				
FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
FIP-220	Fire Fighting Strategies	3	0	3
		9	0	9
Total Required Minimum Semester Hours Credit				**15**

Fire Management (C55240M)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Spring)				
ENG-111	Writing and Inquiry	3	0	3
FIP-228	Local Govt Finance	3	0	3
FIP-240	Fire Service Supervision	3	0	3
FIP-256	Munic Public Relations	3	0	3
FIP-276	Managing Fire Services	3	0	3
		15	0	15
Total Required Minimum Semester Hours Credit				**15**

Geomatics Technology

Engineering and Technology Pathway: 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, engineering

technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Geomatics Technology: A course of study that prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, contours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports.

Includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Geomatics Technology (A40420)

Associate in Applied Science Degree Program

(Formerly Surveying Technology)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CEG-210	Construction Mtls & Methods	2	3	3
EGR-110	Intro to Engineering Tech ***or***			
EGR-150	Intro to Engineering	1	2	2
ENG-111	Writing and Inquiry	3	0	3
***	Technology Elective	***	***	2-3
		***	***	18-19
SECOND SEMESTER (Spring)				
CEG-111	Intro to GIS and GNSS	2	4	4
CEG-235	Project Management/Estimating	2	3	3
EGR-120	Eng and Design Graphics	2	2	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3

MAT-121	Algebra/Trigonometry I ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	16-17
THIRD SEMESTER (Summer)				
EGR-251	Statics	2	2	3
SRV-110	Surveying I	2	6	4
***	Physics Elective	3	***	4
		7	***	11
FOURTH SEMESTER (Fall)				
CEG-211	Hydrology and Erosion Control	2	3	3
SRV-111	Surveying II	2	6	4
SRV-220	Surveying Law	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Directed Elective	***	***	3-4
		***	***	16-17
FIFTH SEMESTER (Spring)				
CEG-230	Subdivision Planning & Design	1	6	3
SRV-210	Surveying III	2	6	4
SRV-240	Topo/Site Surveying	2	6	4
***	Social/Behavioral Sciences Elective	3	0	3
		8	18	14
Total Required Minimum Semester Hours Credit				**75**
Technology Electives:				
CIS-111	Basic PC Literacy	1	2	2
EGR-125	Appl Software for Tech	1	2	2
UAS-110	Intro to UAS Operations	3	0	3
UAS-115	Small UAS Certification	2	0	2
Physics Electives:				
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4
PHY-251	General Physics I	3	3	4
Directed Electives:				
CIV-111	Soils and Foundations	2	4	4
MAT-172	Precalculus Trigonometry	3	2	4
MAT-263	Brief Calculus	3	2	4
MAT-271	Calculus I	3	2	4
MAT-272	Calculus II	3	2	4
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2

Geomatics Technology (C40420)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
BPR-130	Print Reading-Construction	3	0	3
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
		5	6	7
SECOND SEMESTER (Spring)				
CEG-111	Intro to GIS and GNSS	2	4	4
EGR-120	Eng and Design Graphics	2	2	3
		4	6	7
THIRD SEMESTER (Summer)				
SRV-110	Surveying I	2	6	4
		2	6	4
Total Required Minimum Semester Hours Credit				**18**

Health and Fitness Science

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Health and Fitness Science (A45630)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1

ENG-111	Writing and Inquiry	3	0	3
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
MED-120	Survey of Med Terminology	2	0	2
PED-113	Aerobics I	0	3	1
		12	7	15
SECOND SEMESTER (Spring)				
BIO-155	Nutrition	3	0	3
ENG-114	Prof Research & Reporting ***or***			
COM-231	Public Speaking	3	0	3
HFS-116	Pvnt & Care Exer Injuries	2	2	3
HFS-118	Fitness Facility Mgmt	4	0	4
MAT-143	Quantitative Literacy (or higher)	***	***	3-4
PED-117	Weight Training I	0	3	1
		***	***	17
THIRD SEMESTER (Summer)				
HEA-112	First Aid & CPR	1	2	2
PSY-150	General Psychology	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
		7	2	8
FOURTH SEMESTER (Fall)				
BIO-165	Anatomy and Physiology I	3	3	4
BUS-139	Entrepreneurship I ***or***			
BUS-230	Small Business Management	3	0	3
HFS-212	Exercise Programming	2	2	3
HFS-218	Lifestyle Chng & Wellness	3	2	4
PED-118	Weight Training II	0	3	1
WBL-111	Work-Based Learning I	0	10	1
WBL-115	Work-Based Learning Seminar I	1	0	1
		12	20	17
FIFTH SEMESTER (Spring)				
BIO-166	Anatomy and Physiology II	3	3	4
HFS-120	Group Exer Instruction	2	2	3
HFS-210	Personal Training	2	2	3
HFS-214	Health and Fitness Law	3	0	3
PED-122	Yoga I ***or***			
PED-217	Pilates I	0	2	1
WBL-121	Work-Based Learning II	0	10	1
		10	19	15
Total Required Minimum Semester Hours Credit				**72**

Health and Fitness Science (C45630)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
HEA-112	First Aid & CPR	1	2	2

HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exercise Testing I	3	2	4
		8	4	10
SECOND SEMESTER (Spring)				
HFS-120	Group Exer Instruction	2	2	3
HFS-210	Personal Training	2	2	3
		4	4	6
Total Required Minimum Semester Hours Credit				**16**

Health Information Technology

The Health Information Technology Curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

This program is an NCCCS partner program delivered under an Instructional Service Agreement that allows SCC to offer general education courses related to degree completion, but Pitt Community College awards the degree.

Because the use of computers is integral to this curriculum, some courses are delivered in an online hybrid format.

Pitt CC/Sandhills CC Partner Program

Pitt Community College (PCC) has entered into a unique learning partnership with SCC to provide SCC students the opportunity to complete up to 34 credit hours at SCC to be used toward completion of the 75-hour A.A.S. in the PCC Health Information Technology program.

Students accepted into this program can explore two options:

1. Complete the 34 hours of general requirements prior to application to the program, or
2. Complete some or all of those courses at SCC while concurrently enrolled in the PCC program online.

PLEASE NOTE: Entry into the HIT program is contingent upon PCC requirements and acceptance. Application to the program must be made with PCC.

The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Health Information Technology (A45360)

Associate in Applied Science Degree Program

SCC Courses		PCC Courses	
Course Prefix, Number, and Title	**Credit Hours**	**Course Prefix, Number, and Title**	**Credit Hours**
ACA-115 Success & Study Skills (Substitute for ACA-111)	1	CTS-130 Spreadsheet	3
BIO-163 Basic Anatomy & Physiology (5) ***or*** BIO-165 Anatomy & Physiology I (4) (Substitute for BIO-168) ***and*** BIO-166 Anatomy & Physiology II (4) (Substitute for BIO-169)	5-8	HIT-110 Intro to Healthcare HIM	3
CIS-110 Introduction to Computers	3	HIT-112 Health Law & Ethics	3
ENG-111 Writing and Inquiry	3	HIT-114 Health Data Sys/Standards	3
ENG-112 Writing/Research in the Disc	3	HIT-124 Prof Practice Exp II	1
HUM-115 Critical Thinking ***or*** PHI-240 Introduction to Ethics	3	HIT-211 Diagnostic Coding & Reporting	3
MAT-152 Statistical Methods I	4	HIT-213 Inpt Proc Coding & Reporting	2
MED-121 Medical Terminology I	3	HIT-214 OP Procedure Coding/Reporting	2
MED-122 Medical Terminology II	3	HIT-215 Revenue Cycle Management	2
PSY-150 General Psychology	3	HIT-217 Quality & Data Analysis	3
		HIT-218 Management Principles in HIT	3
		HIT-220 Electronic Health Records	2
		HIT-224 Prof Practice Exp IV	2
		HIT-225 Healthcare Informatics	3

		HIT-226 Pathophysiology & Pharmacology	3
		HIT-280 HIM Capstone	2
		HSC-110* Orientation to Health Careers	1
		OST-248** Diagnostic Coding	3
	31		**44**

*Course is encouraged but not required.
**OST 248 should be taken afrer acceptance into the program. Students should take section designated for HIT students.

For more information on this unique offering, contact: Nevius Toney at toneyn@sandhills.edu or 910-695-3752.

Industrial Systems Technology

This program is offered to business and industry partners on the Hoke County campus and as a three-year program on the Pinehurst main campus.

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

**Students may receive credit by exam for these courses once they complete the Industrial certifications through Continuing Education.*

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Industrial Systems Technology (A50240)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ISC-121	Envir Health & Safety*	3	0	3
ISC-130	Intro to Quality Control*	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	***	***	2-4
		***	***	15-17
SECOND SEMESTER (Spring)				
BPR-111	Print Reading*	1	2	2
ENG-111	Writing and Inquiry	3	0	3
ISC-243	Prod & Oper Management I*	2	3	3
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
MNT-110	Intro to Maint Procedures*	1	3	2
***	Technical Elective	***	***	3-4
		***	***	16-18
THIRD SEMESTER (Summer)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
HYD-110	Hydraulics/Pneumatics I	2	3	3
WLD-112	Basic Welding Processes	1	3	2
		6	6	8
FOURTH SEMESTER (Fall)				
ELC-131	Circuit Analysis I	3	3	4
MAC-111	Machining Technology I	2	12	6
MNT-165	Mechanical Industrial Systems	1	3	2
MNT-230	Pumps & Piping Systems	1	3	2
***	Technical Elective	***	***	2-4
		***	***	16-18
FIFTH SEMESTER (Spring)				
BPR-115	Elc/Fluid Power Diagrams	1	2	2
MAC-112	Machining Technology II	2	12	6
MAC-121	Intro to CNC	2	0	2
***	Technical Elective	***	***	3-4
***	Technical Elective	***	***	3-4
		***	***	16-18
Total Required Minimum Semester Hours Credit				**71**
Technical Electives: Take 13 credits				
ELC-115	Industrial Wiring	2	6	4
ELC-117	Motors and Controls	2	6	4
ELC-128	Intro to PLC	2	3	3

ELC-215	Electrical Maintenance	2	3	3
MAC-122	CNC Turning	1	3	2
MNT-130	Control Systems	2	4	4
MNT-240	Indust Equip Troubleshoot	1	3	2
NET-125	Introduction to Networks	1	4	3
PKG-110	Pkg Machinery I	1	4	3

Industrial Systems Technology (D50240)

Diploma Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ISC-121	Envir Health & Safety	3	0	3
ISC-130	Intro to Quality Control	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		9	2	10
SECOND SEMESTER (Spring)				
BPR-111	Print Reading	1	2	2
ENG-111	Writing and Inquiry	3	0	3
ISC-243	Prod & Oper Management I	2	3	3
MNT-110	Intro to Maint Procedures	1	3	2
		7	8	10
THIRD SEMESTER (Summer)				
HYD-110	Hydraulics/Pneumatics I	2	3	3
WLD-112	Basic Welding Processes	1	3	2
		3	6	5
FOURTH SEMESTER (Fall)				
ELC-131	Circuit Analysis I	3	3	4
MAC-111	Machining Technology I	2	12	6
MNT-165	Mechanical Industrial Systems	1	3	2
		6	18	12
Total Required Minimum Semester Hours Credit				**37**

Industrial Maintenance (C50240I)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ELC-131	Circuit Analysis I	3	3	4
MAC-111	Machining Technology I	2	12	6
MNT-165	Mechanical Industrial Systems	1	3	2
MNT-230	Pumps & Piping Systems	1	3	2
PKG-110	Pkg Machinery I	1	4	3
		8	25	17

Total Required Minimum Semester Hours Credit				**17**

Machining Technology (C50240M)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Spring)				
BPR-115	Elc/Fluid Power Diagrams	1	2	2
ELC-117	Motors and Controls	2	6	4
MAC-112	Machining Technology II	2	12	6
MAC-121	Intro to CNC	2	0	2
		7	20	14
Total Required Minimum Semester Hours Credit				**14**

Production Technologies (C50240P)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ISC-121	Envir Health & Safety	3	0	3
ISC-130	Intro to Quality Control	3	0	3
		6	0	6
SECOND SEMESTER (Spring)				
BPR-111	Print Reading	1	2	2
ISC-243	Prod & Oper Management I	2	3	3
MNT-110	Intro to Maint Procedures	1	3	2
		4	8	7
Total Required Minimum Semester Hours Credit				**13**

Information Technology

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems,

programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

IT – Computer Programming and Development (A25590CP)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success and Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundation	2	2	3
DME-110	Intro to Digital Media	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	11	16
SECOND SEMESTER (Spring)				
CET-111	Computer Upgrade/Repair I	2	3	3
CSC-153	C# Programming	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
		12	8	15
THIRD SEMESTER (Summer)				
MAT-121	Algebra/Trigonometry I ***or***			
MAT-143	Quantitative Literacy ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
WEB-115	Web Markup and Scripting	2	2	3
***	Technical Elective	***	***	3
		***	***	9-10
FOURTH SEMESTER (Fall)				
CSC-253	Advanced C# Programming	2	3	3
DBA-110	Database Concepts	2	3	3
DBA-120	Database Programming I	2	2	3
***	Technical Elective	***	***	3
***	Humanities/Fine Arts Elective	3	0	3
		***	***	15

FIFTH SEMESTER (Spring)				
CSC-289	Programming Capstone Project	1	4	3
DBA-221	SQL Server DB Prog II	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	***	***	3
		***	***	12
Total Required Minimum Semester Hours Credit				**67**

Technical Electives: Please select three courses from the following.

CSC-118	Swift Programming I	2	3	3
CSC-134	C++ Programming	2	3	3
CSC-139	Visual BASIC Programming	2	3	3
CSC-151	JAVA Programming	2	3	3
CSC-218	Swift Programming II	2	3	3
NOS-230	Windows Administration I	2	2	3
SGD-113	SGD Programming	2	3	3
WEB-151	Mobile Application Dev I	2	2	3
WEB-182	PHP Programming	2	2	3
WEB-210	Web Design	2	2	3

If you choose WBL as one Technical Elective, you must complete 3 Credit Hours from the classes below.

WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2

IT – Digital Media Production (A25590DM)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundation	2	2	3
DME-110	Intro to Digital Media	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	11	16
SECOND SEMESTER (Spring)				
CET-111	Computer Upgrade/Repair I	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting ***or***			
COM-231	Public Speaking	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-143	Quantitative Literacy ***or***			

MAT-171	Precalculus Algebra I	***	***	3-4
		***	***	15-16
THIRD SEMESTER (Summer)				
DME-115	Graphic Design Tools	2	2	3
DME-120	Intro to Multimedia Appl	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		7	4	9
FOURTH SEMESTER (Fall)				
DME-130	Digital Animation I	2	2	3
GRA-151	Computer Graphics I	1	3	2
WEB-140	Web Development Tools	2	3	3
WEB-210	Web Design	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
		10	10	14
FIFTH SEMESTER (Spring)				
DME-285	Systems Projects	2	2	3
WEB-214	Social Media	2	2	3
WEB-225	Content Management Sus	2	2	3
***	Technical Elective	***	***	3
		***	***	12
Total Required Minimum Semester Hours Credit				**66**
Technical Electives: Please select one course from the following.				
DME-215	Adv Graphic Design Tools	2	2	3
GRD-167	Photographic Imaging I	1	4	3
WEB-115	Web Markup and Scripting	2	2	3
WEB-182	PHP Programming	2	2	3
If you choose WBL as one Technical Elective, you must complete 3 Credit Hours from the classes below.				
WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2

IT – Gaming & Simulation (A25590S)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundation	2	2	3
DME-110	Intro to Digital Media	2	2	3
ENG-111	Writing and Inquiry	3	0	3
		11	11	16

SECOND SEMESTER (Spring)				
CET-111	Computer Upgrade/Repair I	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
MAT-121	Algebra/Trigonometry I ***or***			
MAT-143	Quantitative Literacy ***or***			
MAT-171	Precalculus Algebra	***	***	3-4
		***	***	15-16
THIRD SEMESTER (Summer)				
SGD-112	SGD Design	2	3	3
SGD-114	3D Modeling	2	3	3
SGD-174	SG Level Design	2	3	3
		6	9	9
FOURTH SEMESTER (Fall)				
SGD-113	SGD Programming	2	3	3
SGD-212	SGD Design II	2	3	3
SGD-214	3D Modeling II	2	3	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	***	***	3
		***	***	15
FIFTH SEMESTER (Spring)				
CSC-153	C# Programming	2	3	3
SGD-162	SG 3D Animation	2	3	3
SGD-289	SGD Project	2	3	3
***	Social/Behavioral Sciences Elective	3	0	3
		9	9	12
Total Required Minimum Semester Hours Credit				**67**

Technical Electives: Please select one course from the following.

CSC-134	C++ Programming	2	3	3
CSC-139	Visual BASIC Programming	2	3	3
CSC-253	Advanced C# Programming	2	3	3
DME-120	Intro to Multimedia Appl	2	2	3
DME-140	Intro to Audio/Video Media	2	2	3
WEB-115	Web Markup and Scripting	2	2	3
WEB-182	PHP Programming	2	2	3

If you choose WBL as one Technical Elective, you must complete 3 Credit Hours from the classes below.

WBL-111	Work-Based Learning I	0	10	1
WBL-112	Work-Based Learning I	0	20	2
WBL-113	Work-Based Learning I	0	30	3
WBL-115	Work-Based Learning Seminar I	1	0	1
WBL-121	Work-Based Learning II	0	10	1
WBL-122	Work-Based Learning II	0	20	2

IT – Computer Database (C25590DB)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
DBA-110	Database Concepts	2	3	3
DBA-120	Database Programming I	2	2	3
		4	5	6
SECOND SEMESTER (Spring)				
CTI-110	Web, Pgm, & Db Foundation	2	2	3
DBA-221	SQL Server DB Prog II	2	2	3
		4	4	6
THIRD SEMESTER (Summer)				
WEB-115	Web Markup and Scripting	2	2	3
		2	2	3
Total Required Minimum Semester Hours Credit				**15**

IT – Digital Media Production (C25590DM)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Summer)				
DME-115	Graphic Design Tools	2	2	3
DME-120	Intro to Multimedia Appl	2	2	3
		4	4	6
SECOND SEMESTER (Fall)				
GRA-151	Computer Graphics I	1	3	2
WEB-210	Web Design	2	2	3
		3	5	5
THIRD SEMESTER (Spring)				
WEB-214	Social Media	2	2	3
WEB-225	Content Management Sus	2	2	3
		4	4	6
Total Required Minimum Semester Hours Credit				**17**

IT – Gaming & Simulation (C25590S)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Summer)				
SGD-112	SGD Design	2	3	3
SGD-114	3D Modeling	2	3	3

SGD-174	SG Level Design	2	3	3
		6	9	9
FOURTH SEMESTER (Fall)				
SGD-212	SGD Design II	2	3	3
SGD-214	3D Modeling II	2	3	3
		4	6	6
Total Required Minimum Semester Hours Credit				**15**

IT – Generalist (C25590CG)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-120	Network & Sec Foundation	2	2	3
DME-110	Intro to Digital Media	2	2	3
		8	9	12
SECOND SEMESTER (Spring)				
CTI-110	Web, Pgm, & Db Foundation	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
		5	2	6
Total Required Minimum Semester Hours Credit				**18**

IT – Programming C# (C25590PC)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Spring)				
CIS-115	Intro to Prog & Logic	2	3	3
CSC-153	C# Programming	2	3	3
		4	6	6
SECOND SEMESTER (Summer)				
CIS-110	Introduction to Computers	2	2	3
		2	2	3
THIRD SEMESTER (Fall)				
CSC-253	Advanced C# Programming	2	3	3
		2	3	3
Total Required Minimum Semester Hours Credit				**12**

IT – Swift Programming (C25590SP)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Summer)				
CIS-115	Intro to Prog & Logic	2	3	3
WEB-151	Mobile Application Dev I	2	3	3
		4	6	6
SECOND SEMESTER (Fall)				
CSC-118	Swift Programming I	2	3	3
		2	3	3
THIRD SEMESTER (Spring)				
CSC-218	Swift Programmin II	2	3	3
		2	3	3
Total Required Minimum Semester Hours Credit				**12**

Landscape Gardening

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, government 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.

Landscape Gardening: A program that prepares individuals to manage and maintain indoor and/or outdoor ornamental and recreational plants and groundcovers and related conceptual designs established by landscape architects, interior designers, enterprise owners or managers, and individual clients. Potential course work includes instruction in applicable principles of horticulture, gardening, plant and soil irrigation and nutrition, turf maintenance, plant maintenance, equipment operation and maintenance, personnel supervision, and purchasing.

Turfgrass Management Technology: A program that focuses on turfgrasses and related groundcover plants and prepares individuals to develop

ornamental or recreational grasses and related products; plant, transplant, and manage grassed areas; and to produce and store turf used for transplantation. Potential course work includes instruction in applicable plant sciences, genetics of grasses, turf science, use analysis, turf management, and related economics

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Landscape Gardening (A15260L)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Writing and Inquiry	3	0	3
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	14-15
SECOND SEMESTER (Spring)				
ENG-112 or ENG-114	Writing/Research in the Disc ***or*** Prof Research & Reporting	3	0	3
HOR-134	Greenhouse Operations	2	2	3
HOR-161	Plant Materials II	2	2	3
HOR-257	Arboriculture Practices	1	3	2
LSG-122	Spring Gardening Lab	0	6	2
TRF-110	Intro Turfgrass Cult & ID	3	2	4
WBL-111	Work-Based Learning I	0	10	1
		11	25	18
THIRD SEMESTER (Summer)				
HOR-114	Landscape Construction	2	2	3
HOR-142	Fruits & Vegetable Prod	1	2	2
HOR-164	Hort Pest Management	2	2	3
HOR-265	Advanced Plant Materials	1	2	2
LSG-123	Summer Gardening Lab	0	6	2
		6	14	12
FOURTH SEMESTER (Fall)				
HOR-112	Landscape Design I	2	3	3
HOR-168	Plant Propagation	2	2	3
HOR-215	Landscape Irrigation	2	2	3
HOR-235	Greenhouse Production	2	2	3
LSG-231	Landscape Supervision	2	6	4
WBL-121	Work-Based Learning II	0	10	1
		10	25	17

FIFTH SEMESTER (Spring)				
LSG-244	Advanced Issues/LSG	2	0	2
SPA-111	Elementary Spanish I (or higher)	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	3	0	3
***	Technical Elective	***	***	2-3
		***	***	13-14
SIXTH SEMESTER (Summer)				
WBL-212	Work-Based Learning IV	0	20	2
		0	20	2
Total Required Minimum Semester Hours Credit				**76**
Technical Elective:				
BUS-230	Small Business Management	3	0	3
DFT-119	Basic CAD	1	2	2
GIS-111	Introduction to GIS	2	2	3
HOR-213	Landscape Design II	2	2	3
HOR-225	Nursery Production	2	2	3
SST-140	Green Bldg & Design Concepts	3	0	3

Landscape Gardening (C15260)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
		4	10	8
SECOND SEMESTER (Spring)				
HOR-134	Greenhouse Operations	2	2	3
HOR-161	Plant Materials II	2	2	3
LSG-122	Spring Gardening Lab	0	6	2
		4	10	8
Total Required Minimum Semester Hours Credit				**16**

Landscape Construction (C15260C)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2

MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	8-9
SECOND SEMESTER (Spring)				
TRF-110	Intro Turfgrass Cult & ID	3	2	4
		3	2	4
THIRD SEMESTER (Summer)				
HOR-114	Landscape Construction	2	2	3
		2	2	3
FOURTH SEMESTER (Fall)				
HOR-215	Landscape Irrigation	2	2	3
		2	2	3
Total Required Minimum Semester Hours Credit				**18**

Landscape Design (C15260D)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	9-10
SECOND SEMESTER (Spring)				
HOR-161	Plant Materials II	2	2	3
		2	2	3
THIRD SEMESTER (Summer)				
HOR-114	Landscape Construction	2	2	3
		2	2	3
FOURTH SEMESTER (Fall)				
HOR-112	Landscape Design I	2	3	3
		2	3	3
Total Required Minimum Semester Hours Credit				**18**

Greenhouse Grower (C15260G)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2

MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	9-10
SECOND SEMESTER (Spring)				
HOR-134	Greenhouse Operation	2	2	3
		2	2	3
THIRD SEMESTER (Summer)				
HOR-142	Fruit & Vegetable Prod	1	2	2
		1	2	2
FOURTH SEMESTER (Fall)				
HOR-235	Greenhouse Production	2	2	3
		2	2	3
Total Required Minimum Semester Hours Credit				**17**

Landscape Gardening – Turfgrass Management (A15260T)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Writing and Inquiry	3	0	3
HOR-160	Plant Materials I	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
WBL-110	World of Work	1	0	1
		***	***	15-16
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc **or**			
ENG-114	Prof Research & Reporting	3	0	3
HOR-166	Soils & Fertilizers	2	2	3
HOR-257	Aboriculture Practices	1	3	2
LSG-122	Spring Gardening Lab	0	6	2
TRF-110	Intro Turfgrass Cult & ID	3	2	4
WBL-111	Work-Based Learning I	0	10	1
		9	23	15
THIRD SEMESTER (Summer)				
HOR-114	Landscape Construction	2	2	3
HOR-164	Hort Pest Management	2	2	3
LSG-123	Summer Gardening Lab	0	6	2
WBL-121	Work-Based Learning II	0	10	1
		4	20	9
FOURTH SEMESTER (Fall)				
HOR-112	Landscape Design I	2	3	3
HOR-215	Landscape Irrigation	2	2	3
TRF-152	Landscape Maintenance	2	2	3
TRF-220	Turfgrass Calculations	2	0	2

TRF-230	Turfgrass Mgmt Apps	1	2	2
WBL-131	Work-Based Learning III	0	10	1
		9	19	14
FIFTH SEMESTER (Spring)				
LSG-244	Advanced Issues/LSG	2	0	2
SPA-111	Elementary Spanish I (or higher)	3	0	3
TRF-210	Turfgrass Eqmt Mgmt	1	4	3
TRF-260	Adv Turfgrass Mgmt	3	2	4
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		15	6	18
SIXTH SEMESTER (Summer)				
WBL-212	Work-Based Learning IV	0	20	2
		0	20	2
Total Required Minimum Semester Hours Credit				**73**

Landscape Gardening – Turfgrass Management (C15260T)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-110	Math Measurement & Literacy (or higher)	***	***	3-4
		***	***	8-9
SECOND SEMESTER (Spring)				
HOR-166	Soils & Fertilizers	2	2	3
TRF-110	Intro Turfgrass Cult & ID	3	2	4
		5	4	7
Total Required Minimum Semester Hours Credit				**15**

Medical Laboratory Technology

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society of Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

The MLT program is accredited by the:
National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone: 847.939.3597 Phone: 773.714.8880
Fax: 773.714.8886
Email: ifo@naacls.org Website: http://www.ncccls.org

Medical Laboratory Technology (A45420)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
CHM-130	Gen, Org, & Biochemistry	3	0	0	3
CHM-130A	Gen, Org, & Biochem Lab	0	2	0	1
MAT-143	Quantitative Literacy (or higher)	***	***	0	3-4
MED-120	Survey of Med Terminology	2	0	0	2
MLT-110	Intro to MLT	2	3	0	3
MLT-126	Immunology and Serology	1	2	0	2
MLT-140	Intro to Microbiology	2	3	0	3
		***	***	0	18-19
SECOND SEMESTER (Spring)					
BIO-163	Basic Anat & Physiology	4	2	0	5
ENG-111	Writing and Inquiry	3	0	0	3
MLT-120	Hematology/Hemostasis I	3	3	0	4
MLT-130	Clinical Chemistry I	3	3	0	4
MLT-240	Special Clin Microbiology	2	3	0	3
		15	11	0	19
THIRD SEMESTER (Summer)					
MLT-111	Urinalysis & Body Fluids	1	3	0	2
MLT-127	Transfusion Medicine	2	3	0	3
***	Humanities/Fine Arts Elective	3	0	0	3
		6	6	0	8
FOURTH SEMESTER (Fall)					
MLT-252	MLT Practicum I	0	0	6	2
MLT-255	MLT Practicum I	0	0	15	5
MLT-265	MLT Practicum II	0	0	15	5

***	Social/Behavioral Sciences Elective	3	0	0	3
		3	0	36	15
FIFTH SEMESTER (Spring)					
ENG-112	Writing/Research in the Disc ***or***				
ENG-114	Prof Research & Reporting	3	0	0	3
MLT-215	Professional Issues	1	0	0	1
MLT-275	MLT Practicum III	0	0	15	5
MLT-288	MLT Practicum IV	0	0	15	5
		4	0	30	14
Total Required Minimum Semester Hours Credit					**74**

Medical Office Administration

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Medical Office Administration - General (A25310G)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	**Lab**	**Credit**
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2

MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
		14	2	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
		12	10	17
FIFTH SEMESTER (Spring)				
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
***	Technical Elective	***	***	2-3
		***	***	14-15
Total Required Minimum Semester Hours Credit				**68**
Technical Elective:				
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to Acc Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-260	Business Communication	3	0	3
OST-184	Records Management	2	2	3

Medical Office Administration – Medical Coding and Billing (A25310M)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
		14	2	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
OST-284	Emerging Technologies	1	2	2
		12	10	17
FIFTH SEMESTER (Spring)				
OST-249	Med Coding Certification Prep	2	3	3
OST-250	Long-Term Care Coding	2	2	3
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		15	7	18
Total Required Minimum Semester Hours Credit				**72**

Medical Office Administration – Patient Services (A25310P)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
MED-121	Medical Terminology I	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
		16	4	18
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
BUS-121	Business Math	2	2	3
MKT-223	Customer Service	3	0	3
OST-149	Medical Legal Issues	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-243	Med Office Simulation	2	2	3
OST-284	Emerging Technologies	1	2	2
		13	8	17
FIFTH SEMESTER (Spring)				
BUS-260	Business Communication	3	0	3
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3
		14	2	15
Total Required Minimum Semester Hours Credit				**72**

Medical Office Administration (C25310M)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER				
ACA-115	Success & Study Skills	0	2	1
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
		6	2	7
SECOND SEMESTER				
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
		6	6	9
Total Required Minimum Semester Hours Credit				**16**

Medical Coding and Billing (C25310C)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER				
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
		6	0	6
SECOND SEMESTER				
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
		4	4	6
THIRD SEMESTER				
MED-122	Medical Terminology II	3	0	3
OST-249	Med Coding Certification	2	3	3
		5	3	6
Total Required Minimum Semester Hours Credit				**18**

Nurse Aide

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.

Nurse Aide (C45840)

Certificate Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
NAS-101	Nurse Aide I	3	4	3	6
		3	4	3	6
SECOND SEMESTER (Spring)					
NAS-102	Nurse Aide II	3	2	6	6
		3	2	6	6
Total Required Minimum Semester Hours Credit					**12**

Nursing

The Associate Degree Nursing (ADN) curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Because the use of computers is integral to this curriculum, some portions of courses are web-enhanced to provide students resource material related to their studies.

The Associate Degree Nursing program at Sandhills is approved by the North Carolina Board of Nursing.

Nursing (A45110)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
BIO-165	Anatomy and Physiology I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
NUR-111	Intro to Health Concepts	4	6	6	8
PSY-150	General Psychology	3	0	0	3
		13	9	6	18
SECOND SEMESTER (Spring)					
ACA-122	College Transfer Success	0	2	0	1
BIO-166	Anatomy and Physiology II	3	3	0	4
ENG-112	Writing/Research in Disc ***or***				
ENG-114	Prof Research & Reporting	3	0	0	3
NUR-112	Health-Illness Concepts	3	0	6	5
NUR-211	Health Care Concepts	3	0	6	5
		12	5	12	18
THIRD SEMESTER (Summer)					
NUR-114	Holistic Health Concepts	3	0	6	5
PSY-241	Developmental Psych	3	0	0	3
		6	0	6	8
FOURTH SEMESTER (Fall)					
BIO-275	Microbiology	3	3	0	4
NUR-113	Family Health Concepts	3	0	6	5
NUR-212	Health System Concepts	3	0	6	5
SOC-210	Introduction to Sociology	3	0	0	3
		12	3	12	17
FIFTH SEMESTER (Spring)					
NUR-213	Complex Health Concepts	4	3	15	10
***	Humanities/Fine Arts Elective	3	0	0	3
		7	3	15	13
Total Required Minimum Semester Hours Credit					**74**

Humanities/Fine Arts Elective list:

ART-111, ART-114, ART-115, HUM-115, MUS-110, MUS-112, PHI-215, PHI-240

Associate in General Education Nursing

Associate in General Education Nursing (AGE-N) appears in the *Catalog* under the title *General Degree Program.*

Office Administration

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Office Administration - General (A25370G)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		13	4	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Application I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
ACC-150	Accounting Software Appl	1	3	2
BUS-125	Personal Finance	3	0	3
BUS-230	Small Business Management	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2

		11	10	15
FIFTH SEMESTER (Spring)				
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	***	***	2-3
***	Technical Elective	***	***	3
***	Technical Elective	***	***	3-4
		***	***	14-16
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BAF-110	Principles of Banking	3	0	3
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
OST-233	Office Publications Design	2	2	3

Office Administration – Customer Service Representative (A25370C)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		13	4	15

THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-125	Personal Finance	3	0	3
BUS-260	Business Communication	3	0	3
MKT-223	Customer Service	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
		13	7	16
FIFTH SEMESTER (Spring)				
ACC-150	Accounting Software Appl	1	3	2
OST-286	Professional Development	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	***	***	2-3
***	Technical Elective	***	***	3-4
		***	***	13-15
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BAF-110	Principles of Banking	3	0	3
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
OST-233	Office Publications Design	2	2	3

Office Administration – Legal Office (A25370L)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18

SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		13	4	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-125	Personal Finance	3	0	3
OST-155	Legal Terminology	3	0	3
OST-156	Legal Office Procedures	2	2	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
		12	9	16
FIFTH SEMESTER (Spring)				
ACC-150	Accounting Software Appl	1	3	2
BUS-115	Business Law I	3	0	3
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	***	***	2-4
		***	***	13-15
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
BAF-110	Principles of Banking	3	0	3
BUS-121	Business Math	2	2	3
BUS-153	Human Resource Management	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
MKT-223	Customer Service	3	0	3
OST-233	Office Publications Design	2	2	3

Office Administration – Office Finance (A25370F)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit

FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		13	4	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-121	Business Math	2	2	3
BUS-125	Personal Finance	3	0	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
		10	12	15
FIFTH SEMESTER (Spring)				
ACC-150	Accounting Software Appl	1	3	2
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	***	***	3
***	Technical Elective	***	***	3-4
		***	***	14-15
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
ACC-121	Prin of Managerial Accounting	3	2	4
BAF-110	Principles of Banking	3	0	3
BUS-115	Business Law I	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
MKT-223	Customer Service	3	0	3
OST-233	Office Publications Design	2	2	3

Office Administration – Office Software (A25370S)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-115	College Accounting ***or***			
ACC-120	Prin of Financial Accounting	3	2	4
ENG-111	Writing and Inquiry	3	0	3
OST-131	Keyboarding	1	2	2
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Science Elective ***or***			
MAT-143	Quantitative Literacy (or higher)	***	***	3-5
		***	***	16-18
SECOND SEMESTER (Spring)				
ENG-112	Writing/Research in the Disc ***or***			
ENG-114	Prof Research & Reporting	3	0	3
OST-134	Text Entry & Formatting	2	2	3
OST-164	Office Editing	3	0	3
OST-184	Records Management	2	2	3
***	Social/Behavioral Sciences Elective	3	0	3
		13	4	15
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Applications I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
BUS-125	Personal Finance	3	0	3
OST-138	Office Applications II	2	2	3
OST-233	Office Publications Design	2	2	3
OST-236	Adv Word Processing	2	2	3
OST-284	Emerging Technologies	1	2	2
		11	11	16
FIFTH SEMESTER (Spring)				
ACC-150	Accounting Software Appl	1	3	2
OST-286	Professional Development ***or***			
BUS-151	People Skills	3	0	3
OST-289	Office Admin Capstone	2	2	3
***	Technical Elective	***	***	2-3
***	Technical Elective	***	***	3-4
		***	***	13-15
Total Required Minimum Semester Hours Credit				**66**
Technical Electives:				
ACC-121	Prin of Managerial Accounting	3	2	4

ACC-140	Payroll Accounting	1	3	2
BAF-110	Principles of Banking	3	0	3
BUS-115	Business Law I	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-230	Small Business Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
BUS-260	Business Communication	3	0	3
MKT-223	Customer Service	3	0	3

Office Administration (C25370)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACC-120	Prin of Financial Accounting	3	2	4
OST-131	Keyboarding	1	2	2
		4	4	6
SECOND SEMESTER (Spring)				
ACC-149	Intro to Acc Spreadsheets	1	3	2
		1	3	2
THIRD SEMESTER (Summer)				
OST-136	Word Processing	2	2	3
OST-137	Office Application I ***or***			
CIS-110	Introduction to Computers	2	2	3
		4	4	6
FOURTH SEMESTER (Fall)				
OST-236	Adv Word Processing	2	2	3
		2	2	3
Total Required Minimum Semester Hours Credit				17

Ophthalmic Medical Personnel

The Ophthalmic Medical Personnel Program prepares individuals to perform ophthalmic procedures under the supervision of a licensed physician specializing in Ophthalmology. Course work includes lecture, laboratory, and clinical training in ocular measurements; ocular testing; lensometry; administering topical and oral medications; eye care; and caring for instruments.

Graduates are employed in medical institutions, clinics, or physician practices.

Graduates may qualify as candidates to take the Joint Commission on Allied Health Personnel, Ophthalmology National Certification Exam. Diploma graduates may be eligible for Certified Ophthalmic Medical Assistant certification.

Ophthalmic Medical Personnel (D45210)

Diploma Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Summer)					
COM-110	Introduction to Communication ***or***				
COM-120	Intro to Interpersonal Com ***or***				
COM-231	Public Speaking	3	0	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MED-120	Survey of Med Terminology	2	0	0	2
OPH-150	Intro to Ophth Med Assist	2	0	0	2
OPH-151	Ocular Anat. & Physiology	2	0	0	2
PSY-150	General Psychology	3	0	0	3
		15	0	0	15
SECOND SEMESTER (Fall)					
OPH-113	Intro to Diseases of Eye	2	0	0	2
OPH-115	Ophthalmic Clin Proc I	1	2	0	2
OPH-116	Ophtha Med Assist Pract I	0	0	18	6
OPH-119	Ophtha Optics & Basic Refract	2	0	0	2
		5	2	18	12
THIRD SEMESTER (Spring)					
OPH-114	Basic Ophthalmic Pharma.	2	0	0	2
OPH-117	Ophthalmic Clin Proc II	1	2	0	2
OPH-118	Ophthalmic Patient Care	2	0	0	2
OPH-120	Op Med Asst Practicum II	0	0	18	6
		5	2	18	12
Total Required Minimum Semester Hours Credit					**39**

Professional Pilot (see Aviation Management & Career Pilot)

Radiography

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

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

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in

hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Because the use of computers is integral to this curriculum, some portions of courses are web-enhanced to provide students resource material related to their studies.

The Radiography program is accredited by the
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: *312-704-5300* *Fax*: *312-704-5304*
E-Mail: *mail@jrcert.org* *Website*: *www.jrcert.org*

Radiography (A45700)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-165	Anatomy & Physiology I	3	3	0	4
MAT-143	Quantitative Literacy	2	2	0	3
RAD-110	Rad Intro & Patient Care	2	3	0	3
RAD-111	RAD Procedures I	3	3	0	4
RAD-151	RAD Clinical Ed I	0	0	6	2
		10	13	6	17
SECOND SEMESTER (Spring)					
BIO-166	Anatomy & Physiology II	3	3	0	4
RAD-112	RAD Procedures II	3	3	0	4
RAD-121	Image Production I	2	3	0	3
RAD-161	RAD Clinical Ed II	0	0	15	5
		8	9	15	16
THIRD SEMESTER (Summer)					
ENG-111	Writing and Inquiry	3	0	0	3
RAD-122	Image Production II	1	3	0	2
RAD-141	Radiation Safety	2	0	0	2
RAD-171	RAD Clinical Ed III	0	0	9	3
		6	3	9	10
FOURTH SEMESTER (Fall)					
ENG-112	Writing/Research in the Disc	3	0	0	3
RAD-211	RAD Procedures III	2	3	0	3
RAD-231	Image Production III	1	3	0	2
RAD-251	RAD Clinical Ed IV	0	0	21	7
		6	6	21	15
FIFTH SEMESTER (Spring)					
RAD-261	RAD Clinical Ed V	0	0	21	7
RAD-271	Radiography Capstone	2	3	0	3

***	Humanities/Fine Arts Elective*	3	0	0	3
	Social/Behavioral Sciences			0	
***	Elective*	3	0		3
		8	3	21	16
Total Required Minimum Semester Hours Credit					**74**
Please select Humanities/Fine Arts Elective from one of the following:					
ART-111	Art Appreciation	3	0		3
HUM-122	Southern Culture	3	0		3
HUM-150	American Womens Studies	3	0		3
MUS-110	Music Appreciation	3	0		3
PHI-240	Introduction to Ethics	3	0		3
REL-110	World Religions	3	0		3
Please select Social/Behavioral Sciences Elective from one of the following:					
HIS-111	World Civilization I	3	0		3
HIS-112	World Civilization II	3	0		3
HIS-131	American History I	3	0		3
HIS-132	American History II	3	0		3
PSY-118	Interpersonal Psychology	3	0		3
PSY-150	General Psychology	3	0		3
SOC-210	Introduction to Sociology	3	0		3
SOC-213	Sociology of the Family	3	0		3

Computed Tomography Imaging Technology (C45200)

(To be offered Fall 2022)

Certificate Program

		Course Hours Per Week			Semester Hours
		Class	**Lab**	**Clinical**	**Credit**
FIRST SEMESTER (Fall)					
CAT-211	CT Procedures	4	0	0	4
CAT-225	CT Clinical Practicum	0	0	15	5
		4	0	15	9
SECOND SEMESTER (Spring)					
CAT-210	CT Physics & Equipment	3	0	0	3
CAT-226	CT Clinical Practicum	0	0	18	6
		3	0	18	9
Total Required Minimum Semester Hours Credit					**18**

Respiratory Therapy

The Respiratory Therapy Curriculum prepares individuals to function as respiratory therapists. In these roles, individuals perform diagnostic testing, treatments, and management of patients with heart and lung diseases.

Students will master skills in patient assessment and treatment of cardiopulmonary diseases. These skills include life support, monitoring, drug administration, and treatment of patients of all ages in a variety of settings.

Graduates of accredited programs may be eligible to take entry-level examinations from the National Board of Respiratory Care. Therapy graduates may also take the Advanced Practitioner examination. Graduates may be employed in hospitals, clinics, nursing homes, education, industry, and home care.

Because the use of computers is integral to this curriculum, some courses are Web-enhanced to provide students materials related to their studies.

The Respiratory Therapy program at Sandhills is accredited by the Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
817-283-2835

Respiratory Therapy (A45720)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-165	Anatomy & Physiology I	3	3	0	4
CHM-151	General Chemistry I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
RCP-110	Intro to Respiratory Care	3	3	0	4
RCP-114	C-P Anatomy & Physiology	3	0	0	3
		15	11	0	19
SECOND SEMESTER (Spring)					
BIO-166	Anatomy & Physiology II	3	3	0	4
CHM-152	General Chemistry II	3	3	0	4
ENG-112	Writing/Research in the Disc	3	0	0	3
RCP-111	Therapeutics/Diagnostics	4	3	0	5
RCP-113	RCP Pharmacology	2	0	0	2
		15	9	0	18
THIRD SEMESTER (Summer)					
RCP-115	C-P Pathophysiology	2	0	0	2
RCP-210	Critical Care Concepts	3	3	0	4
***	Humanities/Fine Arts Elective	3	0	0	3
		8	3	0	9
FOURTH SEMESTER (Fall)					
RCP-139	RCP Clinical Practice I	0	0	27	9
RCP-211	Adv Monitoring/Procedures	3	3	0	4
RCP-213	Neonatal/Ped's Concepts	2	0	0	2
		5	3	27	15
FIFTH SEMESTER (Spring)					
RCP-149	RCP Clinical Practice II	0	0	27	9

RCP-215	Career Preparation	0	3	0	1
***	Social/Behavioral Sciences Elective	3	0	0	3
		3	3	27	13
Total Required Minimum Semester Hours Credit					**74**

Surgical Technology

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.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

The Surgical Technology Curriculum offers two options – a degree and a diploma program. Completion of a diploma program from an accredited college will qualify students for entry into the Associate Degree program. Certification in Surgical Technology is preferred but not mandatory. Completion of the associate degree program is highly recommended as it prepares the graduate to be a practitioner with a broader knowledge base in the field of Surgical Technology.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Surgical Technology (A45740)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anat & Physiology ***or***				
BIO-165	Anatomy and Physiology I	***	***	0	4-5
SUR-110	Intro to Surg Tech	3	0	0	3

SUR-111	Periop Patient Care	5	6	0	7
***	PSY/SOC Elective	3	0	0	3
		***	***	0	18-19
SECOND SEMESTER (Spring)					
BIO-166	Anatomy and Physiology II (if BIO-165 taken in Fall)	***	***	0	0-4
BIO-275	Microbiology ***or***				
BIO-175	General Microbiology	***	***	0	3-4
SUR-122	Surgical Procedures I	5	3	0	6
SUR-123	Sur Clinical Practice I	0	0	21	7
		***	***	21	16-21
THIRD SEMESTER (Summer)					
ENG-111	Writing and Inquiry	3	0	0	3
SUR-134	Surgical Procedures II	5	0	0	5
SUR-135	SUR Clinical Practice II	0	0	12	4
		8	0	12	12
FOURTH SEMESTER (Fall)					
ENG-112	Writing/Research in the Disc ***or***				
ENG-114	Prof Research & Reporting	3	0	0	3
COM-231	Public Speaking	3	0	0	3
SUR-211	Adv Theoretical Concepts	2	0	0	2
***	Natural Sciences/Math Elective	3	0	0	3
		11	0	0	11
FIFTH SEMESTER (Spring)					
BUS-137	Principles of Management	3	0	0	3
BUS-255	Org Behavior in Business ***or***				
BUS-230	Small Business Management	3	0	0	3
SUR-137	Prof Success Prep	1	0	0	1
SUR-210	Adv SUR Clinical Practice	0	0	6	2
***	Humanities/Fine Arts Elective	3	0	0	3
		10	0	6	12
Total Required Minimum Semester Hours Credit					**70**

Therapeutic Massage

The Therapeutic Massage Curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition, and psychology.

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam.

The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Because the use of computers is integral to this curriculum, some courses are delivered in an online and hybrid format.

Therapeutic Massage (A45750)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anat & Physiology ***or***				
BIO-165	Anatomy and Physiology I	***	***	0	4-5
MED-120	Survey of Med Terminology	2	0	0	2
MTH-110	Fundamentals of Massage	6	9	3	10
PSY-150	General Psychology	3	0	0	3
		***	***	3	20-21
SECOND SEMESTER (Spring)					
BIO-166	Anatomy and Physiology II (if BIO-165 was taken)	***	***	0	0-4
ENG-111	Writing and Inquiry	3	0	0	3
MTH-120	Ther Massage Applications	6	9	3	10
		***	***	3	13-17
THIRD SEMESTER (Summer)					
BIO-271	Pathophysiology	3	0	0	3
MTH-125	Ethics of Massage	2	0	0	2
MTH-130	Therapeutic Massage Mgmt	2	0	0	2
		7	0	0	7
FOURTH SEMESTER (Fall)					
BUS-230	Small Business Management ***or***				
BUS-139	Entrepreneurship I	3	0	0	3
MTH 210	Adv Skills of Massage	4	9	3	8
PED-***	PED Activity Course Elective	0	***	0	1
***	SOC/PSY Elective	3	0	0	3
		10	***	3	15
FIFTH SEMESTER (Spring)					
COM-***	COM Elective	3	0	0	3
MTH 220	Outcome-Based Massage	4	6	3	7
WBL-111	Work-Based Learning I	0	10	0	1

***	Humanities/Fine Arts Elective	3	0	0	3
		10	16	3	14
Total Required Minimum Semester Hours Credit					**70**

Therapeutic Massage (D45750)

Diploma Program

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anat & Physiology ***or***				
BIO-165	Anatomy and Physiology I	***	***	0	4-5
MED-120	Survey of Med Terminology	2	0	0	2
MTH-110	Fundamentals of Massage	6	9	3	10
PSY-150	General Psychology	3	0	0	3
		***	***	3	20-21
SECOND SEMESTER (Spring)					
BIO-166	Anatomy and Physiology II (if BIO-165 was taken)	***	***	0	0-4
ENG-111	Writing and Inquiry	3	0	0	3
MTH-120	Ther Massage Applications	6	9	3	10
		***	***	3	13-17
THIRD SEMESTER (Summer)					
BIO-271	Pathophysiology	3	0	0	3
MTH-125	Ethics of Massage	2	0	0	2
MTH-130	Therapeutic Massage Mgmt	2	0	0	2
		7	0	0	7
Total Required Minimum Semester Hours Credit					**41**

GENERAL DEGREE PROGRAM

Sandhills Community College offers general associate degree programs, the Associate in General Education and the Associate in General Education Nursing. These programs are designed for students who wish to earn a two-year associate degree and choose courses related to their personal or occupational interests.

Associate in General Education

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

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

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their fields of interest and become better qualified for a wide range of employment opportunities. Although Associate in General Education is not a transfer degree, students who decide to continue their studies at a senior institution may receive transfer credit for some of the courses taken at Sandhills. Acceptance of courses for transfer credit will be evaluated on a course-by-course basis by the receiving institution.

Associate in General Education (A10300) Requirements

COURSES **SEMESTER HOURS**

English Composition 6
ENG-111 and **one** of the following: COM-110, COM-120, COM-140, ENG-112 or ENG-114

Humanities/Fine Arts 3
Select **one** course from the approved general education courses in the following areas:
Art (ART-111, 114, 115, 121, 131, 132, 171, 240, 241, 283)
Drama (DRA-111, 126)
Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 170, 211, 212, 220, 230)
Literature (ENG-125, 131, 231, 232, 241, 242, 261, 262, 273)
Music (MUS-110, 111, 112, 121, 122, 125, 126, 210)
Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Social/Behavioral Sciences 3
Select **one** course from the approved general education courses in the following areas:
Anthropology (ANT-210, 220, 221, 240)
Economics (ECO-151, 251, 252)
Geography (GEO-111)
History (HIS-111, 112, 121, 122, 131, 132, 151, 221, 236)
Political Science (POL-110, 120, 210, 220)
Psychology (PSY-118, 150, 230, 237, 239, 241, 243, 249, 259, 263, 271, 275, 281)
Sociology (SOC-210, 213, 220, 225, 230, 234, 240, 242)

Natural Sciences/Mathematics..... 3-4
Select **one** course from the approved general education courses in the following areas. In addition, you must also place out of or successfully complete DMA-010-DMA-030 to demonstrate competence in fundamental mathematical skills.
Astronomy (AST-111 and 111A)
Biology (BIO-110, 111, 112, 120, 130, 140 and 140A, 163, 165, 166, 175, 271, 275)
Chemistry (CHM-130 and 130A, 151, 152, 251, 252)
Computer Science (CIS-110, 115)
Geology (GEL-111)
Mathematics (MAT-121, 143, 152, 171)
Physics (PHY-110 and 110A, 131, 151, 152)
Science (SCI-110)

Other Required Hours 49-50
Other required hours include additional general education and professional courses.
ACA-115 or 122 (1 SHC) is required at Sandhills Community College for college orientation.
A maximum of 7 SHC in health (HEA 112), physical education (any PED course), and college orientation and/or study skills (ACA-115 and 122) may be included as other required hours.
Any 100-level or higher curriculum course taught by the College.

Total Semester Hours Credit (SHC) in Program..... 64-66

Associate in General Education Nursing

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the *Uniform Articulation agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and*

the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is *guaranteed* admission to the program of his or her choice.

Associate in General Education Nursing (A1030N) Requirements

COURSES **SEMESTER HOURS**

English Composition 6
ENG-111 and **one** of the following: ENG-112 or 114

Humanities/Fine Arts 9
Select **one** course from **each** of the following approved general education course groups:
Group One:
Art (ART-111, 114, 115)
Music (MUS-110, 112)
Group Two:
Humanities (HUM-115)
Philosophy (PHI-215, 240)
Group Three:
Literature (ENG-231, 232)

Social/Behavioral Sciences 15
Take **all** of the following approved general education courses:
Psychology (PSY-150, 241)
Sociology (SOC-210)
Select **one** course from **each** of the following approved general education course groups:
Group One:
Sociology (SOC-213, 220, 225, 230, 240)
Group Two:
History (HIS-111, 112, 131, 132)

Natural Sciences 16
Take **all** of the following approved general education courses:

Biology (BIO-165, 166, 275)

Select **one** sequence from the following approved general education courses:

Chemistry (CHM-151)

Chemistry (CHM-130 and 130A)

Mathematics.....7-8

Take **all** of the following approved general education courses:

Mathematics (MAT-152)

Select **one** of the following approved general education courses:

Mathematics (MAT-143, 171)

Other Required Hours 7-8

Other required hours include additional general education and professional courses.

ACA-122 (1 SHC)

Select **one** course from **each** category below:

Social Behavioral Science:

Economics (ECO-251, 252)

Political Science (POL-120)

Electives - *must take three credits (3 SHC) from the following:*

Anthropologgy (ANT-220)

Art (ART-111, 114, 115)

Biology (BIO-111, 155)

Chemistry (CHM-152)

Communication (COM-120, 140, 231)

English (ENG-231, 232)

History (HIS-111, 112, 131, 132)

Humanites (HUM-115, 122, 130, 211, 212)

Mathematics (MAT-143, 171)

Music (MUS-110, 112)

Physical Education (PED-110)

Philosophy (PHI-215, 240)

Psychology (PSY-281)

Religion (REL-110)

Sociology (SOC-213, 220, 225, 230, 240)

*Additional elective choices may be selected from the Transfer Course List in the Comprehensive Articulation Agreement.

Total Semester Hours Credit (SHC) in Program.....60-62

COLLEGE PROGRAMS FOR HIGH SCHOOL STUDENTS

Career and College Promise provides a focused means for students to begin completion of college transfer credits or career training prior to their graduation from high school. Courses under Career and College Promise are offered to high school students with no charge for tuition.

Eligible high school students may earn:

- College credit, which is completely transferrable to all UNC System Institutions, as well as many private schools and out-of-state universities and colleges.
- College credit toward a credential, certificate or diploma in a technical career.
- Workforce Continuing Education credit toward an industry-recognized credential or certification.
- A high school diploma and two years of college credit in four to five years through innovative cooperative high schools (Hoke County students only).

Upon meeting eligibility requirements, students may enroll in a college transfer pathway, a career-technical pathway, a Workforce Continuing Education pathway, or the SandHoke Early College (Hoke County students only).

Students may be concurrently enrolled in two pathways as follows:

- Two career-technical pathways,
- Two Workforce Continuing Education pathways,
- One career-technical pathway and one Workforce Continuing Education pathway,
- One college transfer pathway (if eligible) and career technical pathway,
- One college transfer pathway (if eligible) and one Workforce Continuing Education pathway.

Students must maintain a 2.0 grade point average in college courses to participate in the program.

College Transfer Pathways

Students may earn college transfer credits toward 32-35 hours of college credit that will transfer to any public North Carolina university as long as a grade of C or better is earned in each course. Credits may also be accepted for transfer by private or out-of-state schools. Courses may be offered on the SCC campus,

on one of the high school campuses or online. Not all courses are offered at all of the high schools.

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. Students must complete the minimum course requirements in all areas prior to enrolling in additional courses even if they are listed as options within the pathway.

GENERAL EDUCATION (31-32 SHC).....31-32
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC).....6
The following two English composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (9 SHC).....9
Select **three** courses from at least **two** different disciplines:
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
COM-120 Intro to Interpersonal Com (3 SHC)
COM-231 Public Speaking (3 SHC)
DRA-111 Theatre Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (9 SHC).....9
Select **three** courses from at least **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)

HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC) 3-4
Select one course from the following:
MAT-143 Quantitative Literacy (3 SHC)
MAT-152 Statistical Methods I (4 SHC)
MAT-171 Precalculus Algebra (4 SHC)

Natural Sciences (4 SHC) 4
Select 4 SHC from the following course(s):
AST-111 Descriptive Astronomy (3 SHC) ***and*** AST-111A Descriptive Astronomy Lab (1 SHC)
BIO-110 Principles of Biology (4 SHC)
BIO-111 General Biology I (4 SHC)
CHM-151 General Chemistry I (4 SHC)
GEL-111 Introductory Geology (4 SHC)
PHY-110 Conceptual Physics (3 SHC) ***and*** PHY-110A Conceptual Physics Lab (1 SHC)

Academic Transition (1 SHC) 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32-33

Career & College Promise 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 juniors and seniors who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in a non-STEM major. Students must complete the minimum course requirements in all areas prior to enrolling in additional courses even if they are listed as options within the pathway.

GENERAL EDUCATION (31-32 SHC)..... 31-32
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following two English composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (9 SHC) 9
Required Communication course:
COM-231 Public Speaking (3 SHC)
Select **two** courses from at least **two** different disciplines:
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
COM-120 Intro to Interpersonal Com (3 SHC)
DRA-111 Theatre Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC) 6
Select **two** courses from at least **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3-4
Select one course from the following:
MAT-143 Quantitative Literacy (3 SHC)
MAT-152 Statistical Methods I (4 SHC)
MAT-171 Precalculus Algebra (4 SHC)

Natural Sciences (4 SHC)..... 4
Select 4 SHC from the following course(s):
AST-111 Descriptive Astronomy (3 SHC) ***and*** AST-111A Descriptive Astronomy Lab (1 SHC)
BIO-110 Principles of Biology (4 SHC)
BIO-111 General Biology I (4 SHC)
CHM-151 General Chemistry I (4 SHC)
GEL-111 Introductory Geology (4 SHC)
PHY-110 Conceptual Physics (3 SHC) ***and*** PHY-110A Conceptual Physics Lab (1 SHC)

Other Required General Education (3 SHC)..... 3
The following course is required:
SOC-225 Social Diversity (3 SHC)

OTHER REQUIRED HOURS..... 8

Education (7 SHC) 7
The following courses are required:
EDU-187 Teaching and Learning for All (4 SHC)
EDU-216 Foundations of Education (3 SHC)

Academic Transition (1 SHC) 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 39-40

Career & College Promise College Transfer Pathway Leading to the Associate Degree Nursing (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. The Pathway is based on Block 1 of the *Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing 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.

A student who completes an Associate in Applied Science (AAS) in Nursing, which includes courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2-3 of the *Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing Programs* with a GPA of at least 2.0 and a grade of C or better, and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

GENERAL EDUCATION (23 SHC)..... 23
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following English composition course is required:
ENG-111 Writing and Inquiry (3 SHC)

Select one English composition course from the following:
ENG-112 Writing/Research in the Disc (3 SHC)
ENG-114 Prof Research & Reporting (3 SHC)

Humanities/Fine Arts/Communication (3 SHC) 3
Select one course from the following:
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
HUM-115 Critical Thinking (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC) 6
The following courses are required:
PSY-150 General Psychology (3 SHC)
PSY-241 Developmental Psych (3 SHC)

Natural Sciences (8 SHC) 8
The following courses are required:
BIO-165 Anatomy and Physiology I (4 SHC)
BIO-166 Anatomy and Physiology II (4 SHC)

Academic Transition (1 SHC) 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY 24

Career & College Promise College Transfer Pathway Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major. Students must complete the minimum course requirements in all areas prior to enrolling in additional courses even if they are listed as options within the pathway.

GENERAL EDUCATION (34 SHC) 34
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following two English Composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (6 SHC)..... 6
Select **two** courses from at least **two** different disciplines:
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
COM-120 Intro to Interpersonal Com (3 SHC)
COM-231 Public Speaking (3 SHC)
DRA-111 Theatre Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6
Select **two** courses from at least **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (8 SHC) 8
Select two courses from the following:
MAT-171 Precalculus Algebra (4 SHC)
MAT-172 Pre-calculus Trigonometry (4 SHC)
MAT-263 Brief Calculus (4 SHC)
MAT-271 Calculus I (4 SHC)
MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC) 8
Select an 8 SHC two-course sequence from the following course(s):
BIO-111 General Biology I (4 SHC) ***and*** BIO-112 General Biology II (4 SHC)
CHM-151 General Chemistry I (4 SHC) ***and*** CHM-152 General Chemistry II (4 SHC)
PHY-151 College Physics I (4 SHC) ***and*** PHY-152 College Physics II (4 SHC)
PHY-251 General Physics I (4 SHC) ***and*** PHY-252 General Physics II (4 SHC)

Academic Transition (1 SHC)..... 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY 35

Career & College Promise 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 juniors and seniors who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in a STEM major. Students must complete the minimum course requirements in all areas prior to enrolling in additional courses even if they are listed as options within the pathway.

GENERAL EDUCATION (31-32 SHC)..... 34
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)..... 6
The following two English composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (6 SHC) 6
Required Communication course:
COM-231 Public Speaking (3 SHC)
Select one courses from the following:
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
DRA-111 Theatre Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (3 SHC) 3
Select **two** courses from at least **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)

ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (8 SHC) 8
Select two courses from the following:
MAT-171 Precalculus Algebra (4 SHC)
MAT-172 Precalculus Trigonometry (4 SHC)
MAT-263 Brief Calculus (4 SHC)
MAT-271 Calculus I (4 SHC)
MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC) 8
Select 8 SHC from the following course(s):
BIO-111 General Biology I (4 SHC) ***and*** BIO-112 General Biology II (4 SHC)
CHM-151 General Chemistry I (4 SHC) ***and*** CHM-152 General Chemistry II (4 SHC)
PHY-151 College Physics I (4 SHC) ***and*** PHY-152 College Physics II (4 SHC)
PHY-251 General Physics I (4 SHC) ***and*** PHY-252 General Physics II (4 SHC)

Other Required General Education (3 SHC)..... 3
The following course is required:
SOC-225 Social Diversity (3 SHC)

OTHER REQUIRED HOURS..... 8

Education (7 SHC) 7
The following courses are required:
EDU-187 Teaching and Learning for All (4 SHC)
EDU-216 Foundations of Education (3 SHC)

Academic Transition (1 SHC) 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 42

Career & College Promise College Transfer Pathway Leading to the Associate in Engineering (P1052C)

The CCP College Transfer Pathway 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. Students must complete the minimum course requirements in all areas prior to enrolling in additional courses even if they are listed as options within the pathway.

GENERAL EDUCATION (28 SHC) 28

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6

The following two English Composition courses are required:

ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Humanities/Fine Arts/Communication (3 SHC) 3

Select one courses from the following:

ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
COM-231 Public Speaking (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (3 SHC) 3

The following course is required:

ECO-251 Principles of Microeconomics (3 SHC)

Math (8 SHC) 8

The following courses are required:

MAT-271 Calculus I (4 SHC)
MAT-272 Calculus II (4 SHC)

Natural Sciences (8 SHC) 8

Select two courses from the following:

CHM-151 General Chemistry I (4 SHC)
PHY-251 General Physics I (4 SHC)
PHY-252 General Physics II (4 SHC)

OTHER REQUIRED HOURS 12

Academic Transition (1 SHC) 1

The following course is required:

ACA-122 College Transfer Success (1 SHC)

Engineering (5 SHC) 5
The following courses are required:
DFT-170 Engineering Graphics (3 SHC)
EGR-150 Introduction to Engineering (2 SHC)

Foreign Language (6 SHC) 6
Take one of the following pairs:
FRE-111 Elementary French I (3 SHC) **and** FRE-112 Elementary French II (3 SHC)
SPA-111 Elementary Spanish I (3 SHC) **and** SPA-112 Elementary Spanish II (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY 40

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts (P1062C)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Visual Arts and a baccalaureate degree in Fine Arts-Visual Arts.

GENERAL EDUCATION (25-26 SHC) 25
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following two English Composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Communication and Humanities/Fine Arts (6 SHC) 6
Select **two** courses from **two** different disciplines:
ART-111 Art Appreciation (3 SHC)
COM-120 Intro to Interpersonal Com (3 SHC)
COM-231 Public Speaking (3 SHC)
DRA-111 Theatre Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC) 6
Select **two** courses from **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC)..... 3
Select one course from the following:
MAT-143 Quantitative Literacy (3 SHC)
MAT-152 Statistical Methods I (4 SHC)
MAT-171 Precalculus Algebra (4 SHC)
MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4
Select 4 SHC from the following course(s):
AST-111 Descriptive Astronomy (3 SHC) ***and*** AST-111A Descriptive Astronomy Lab (1 SHC)
BIO-110 Principles of Biology (4 SHC)
BIO-111 General Biology I (4 SHC)
CHM-151 General Chemistry I (4 SHC)
GEL-111 Introductory Geology (4 SHC)
PHY-110 Conceptual Physics (3 SHC) ***and*** PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS 7

Academic Transition (1 SHC)..... 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

Art (6 SHC) 6
The following two courses are required:
ART-121 Two-Dimensional Design (3 SHC)
ART-131 Drawing I (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY 32

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Music (P1072C)

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Music is designed for high school juniors and seniors who wish to begin

study toward the Associate in Fine Arts in Music and a baccalaureate degree in Music.

GENERAL EDUCATION (25-26 SHC)..... 25
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following two English Composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Communications and Humanities/Fine Arts (6 SHC)..... 6
Select **two** courses from **two** different disciplines:
Communication
COM-120 Intro Interpersonal Com (3 SHC)
COM-231 Public Speaking (3 SHC)
Humanities/Fine Arts
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
DRA-111 Theater Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6
Select **two** courses from **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC) 3
Select one course from the following:
MAT-143 Quantitative Literacy (3 SHC)
MAT-152 Statistical Methods I (4 SHC)
MAT-171 Precalculus Algebra (4 SHC)

MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4
Select 4 SHC from the following course(s):
AST-111 Descriptive Astronomy (3 SHC) ***and*** AST-111A Descriptive Astronomy Lab (1 SHC)
BIO-110 Principles of Biology (4 SHC)
BIO-111 General Biology I (4 SHC)
CHM-151 General Chemistry I (4 SHC)
GEL-111 Introductory Geology (4 SHC)
PHY-110 Conceptual Physics (3 SHC) ***and*** PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS 7

Academic Transition (1 SHC)..... 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

Music (4 SHC)..... 4
The following courses are required:
MUS-111 Fundamentals of Music (3 SHC)
MUS-151 Class Music I (1 SHC)

Ensemble (2 SHC)..... 2
Select 2 SHC from the following:
MUS-131 Chorus I (1 SHC)
MUS-132 Chorus II (1 SHC)
MUS-133 Band I (1 SHC)
MUS-134 Band II (1 SHC)
MUS-135 Jazz Ensemble I (1 SHC)
MUS-136 Jazz Ensemble II (1 SHC)
MUS-137 Orchestra I (1 SHC)
MUS-138 Orchestra II (1 SHC)
MUS-141 Ensemble I (1 SHC)
MUS-142 Ensemble II (1 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY 32

Career & College Promise College Transfer Pathway Leading to the Associate in Fine Arts in Theatre (P1082C)

Pending Approval - Fall 2022

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Theatre is designed for students who wish to begin study toward the Associate in Fine Arts in Theatre and a baccalaureate degree in Fine Arts-Theatre.

GENERAL EDUCATION (25-26 SHC)..... 25
The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC) 6
The following two English Composition courses are required:
ENG-111 Writing and Inquiry (3 SHC)
ENG-112 Writing/Research in the Disc (3 SHC)

Communications and Humanities/Fine Arts (6 SHC)..... 6
Select **two** courses from **two** different disciplines:
Communication
COM-120 Intro Interpersonal Com (3 SHC)
COM-231 Public Speaking (3 SHC)
Humanities/Fine Arts
ART-111 Art Appreciation (3 SHC)
ART-114 Art History Survey I (3 SHC)
ART-115 Art History Survey II (3 SHC)
DRA-111 Theater Appreciation (3 SHC)
ENG-231 American Literature I (3 SHC)
ENG-232 American Literature II (3 SHC)
ENG-241 British Literature I (3 SHC)
ENG-242 British Literature II (3 SHC)
MUS-110 Music Appreciation (3 SHC)
MUS-112 Introduction to Jazz (3 SHC)
PHI-215 Philosophical Issues (3 SHC)
PHI-240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (6 SHC)..... 6
Select **two** courses from **two** different disciplines:
ECO-251 Principles of Microeconomics (3 SHC)
ECO-252 Principles of Macroeconomics (3 SHC)
HIS-111 World Civilizations I (3 SHC)
HIS-112 World Civilizations II (3 SHC)
HIS-131 American History I (3 SHC)
HIS-132 American History II (3 SHC)
POL-120 American Government (3 SHC)
PSY-150 General Psychology (3 SHC)
SOC-210 Introduction to Sociology (3 SHC)

Math (3-4 SHC) 3
Select one course from the following:
MAT-143 Quantitative Literacy (3 SHC)
MAT-152 Statistical Methods I (4 SHC)
MAT-171 Precalculus Algebra (4 SHC)
MAT-271 Calculus I (4 SHC)

Natural Sciences (4 SHC)..... 4
Select 4 SHC from the following course(s):
AST-111 Descriptive Astronomy (3 SHC) ***and*** AST-111A Descriptive Astronomy Lab (1 SHC)
BIO-110 Principles of Biology (4 SHC)
BIO-111 General Biology I (4 SHC)
CHM-151 General Chemistry I (4 SHC)
GEL-111 Introductory Geology (4 SHC)
PHY-110 Conceptual Physics (3 SHC) ***and*** PHY-110A Conceptual Physics Lab (1 SHC)

OTHER REQUIRED HOURS..... 7

Academic Transition (1 SHC)..... 1
The following course is required:
ACA-122 College Transfer Success (1 SHC)

Theatre (6 SHC)..... 6
Two courses are required (choose one track):
Acting Track
DRA-130 Acting I (3 SHC)
DRA-170 Play Production I (3 SHC)
Technical Track
DRA-140 Stagecraft I (3 SHC)
DRA-170 Play Production I (3 SHC)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PATHWAY..... 32

Career Technical Pathways

Students may earn college credits toward a credential, certificate or diploma in a technical career. These pathways allow students to explore potential career areas. Courses may be offered on the SCC campus, on one of the high school campuses or online. Not all courses are offered at all of the high schools. A description of the curriculum standards can be found under the specific program in the Applied Science programs section of this *Catalog*.

Accounting and Finance - Bookkeeping (C25800HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-121	Prin of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	3	2
ACC-149	Intro to Acc Spreadsheets	1	3	2
ACC-180	Practices in Bookkeeping	3	0	3
Total Required Minimum Semester Hours Credit				**16**

Accounting and Finance – Business Analytics (C25800H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BAS-120	Intro to Analytics	2	3	3
BAS-121	Data Visualization	2	3	3
BAS-150	Intro to Analytical Program	2	3	3
BAS-220	Appl Analytical Program	2	3	3
Total Required Minimum Semester Hours Credit				**13**

Accounting and Finance – Finance Analytics (C25800H3)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BAS-120	Intro to Analytics	2	3	3
BAS-121	Data Visualization	2	3	3
BUS-225	Business Finance	2	2	3
Total Required Minimum Semester Hours Credit				**14**

Accounting and Finance – Marketing Analytics (C25800H4)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BAS-120	Intro to Analytics	2	3	3
BAS-121	Data Visualization	2	3	3
BUS-110	Introduction to Business	3	0	3
MKT-120	Principles of Marketing	2	3	3
Total Required Minimum Semester Hours Credit				**13**

Architectural Technology (C40100H3)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success and Study Skills	0	2	1
ARC-111	Intro to Architectural Technology	1	6	3
ARC-112	Constr Materials & Methods	3	2	4
ARC-114	Architectural CAD	1	3	2
BPR-130	Print Reading-Construction	3	0	3
CST-241	Planning/Estimating I	2	2	3
EGR-110	Intro to Engineering Tech	1	2	2
Total Required Minimum Semester Hours Credit				**18**

Automotive Systems Technology – Automotive Management (C60160HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to Acc Spreadsheets	1	3	2
AUM-111	Managing Automotive Org	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-153	Human Resource Management	3	0	3
Total Required Minimum Semester Hours Credit				**16**

Automotive Systems Technology – C-Tech (C60160H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance 1	2	3	3
TRN-110	Intro to Transport Tech	1	2	2
TRN-140	Transp Climate Control	1	2	2
TRN-140A	Transp Climate Cont Lab	1	2	2
Total Required Minimum Semester Hours Credit				**18**

Aviation – Aviation Management (C60180HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-112	Aviation Laws and FARs	2	0	2
AER-113	History of Aviation	2	0	2
AER-114	Aviation Management	3	0	3
AER-150	Private Pilot Flt Theory	2	2	3
Total Required Minimum Semester Hours Credit				**17**

Aviation – Professional Pilot (C60180H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

AER-110	Air Navigation	2	2	3
AER-111	Aviation Meteorology	3	0	3
AER-112	Aviation Laws and FARs	2	0	2
AER-150	Private Pilot Flt Theory	2	2	3
AER-160	Instrument Flight Theory	2	2	3
AER-210	Flight Dynamics	3	0	3
Total Required Minimum Semester Hours Credit				**18**

Baking and Pastry Arts (C55130HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
BPA-130	European Cakes and Tortes	1	4	3
BPA-150	Artisan & Specialty Bread	1	6	4
BPA-165	Hot and Cold Desserts	1	4	3
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-160	Baking I	1	4	3
Total Required Minimum Semester Hours Credit				**16**

Business Administration (C25120HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-110	Introduction to Business	3	0	3
BUS-115	Business Law I	3	0	3
BUS-121	Business Math	2	2	3
BUS-137	Principles of Management	3	0	3
Total Required Minimum Semester Hours Credit				**17**

Business Administration – Banking and Finance (C25120H4)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to Acc Spreadsheets	1	3	2
BAF-110	Principles of Banking	3	0	3
BAS-120	Intro to Analytics	3	0	3
BUS-148	Survey of Real Estate	3	0	3
Total Required Minimum Semester Hours Credit				**16**

Business Administration – Entrepreneurship & Small Business (C25120H3)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
BUS-137	Principles of Management	3	0	3
BUS-139	Entrepreneurship I	3	0	3
BUS-230	Small Business Management	3	0	3
Total Required Minimum Semester Hours Credit				**14**

Business Administration – Hospitality Management (C25120H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HRM-220	Cost Control – Food & Bev	3	0	3
HRM-230	Club & Resort Management	3	0	3
HRM-245	Human Resource Mgmt-Hospitality	3	0	3
HRM-275	Leadership-Hospitality	3	0	3
Total Required Minimum Semester Hours Credit				**13**

Business Administration – Human Resources (C25120H5)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BUS-115	Business Law I	3	0	3
BUS-151	People Skills	3	0	3
BUS-153	Human Resource Management	3	0	3
BUS-255	Org Behavior in Business	3	0	3
Total Required Minimum Semester Hours Credit				**13**

Civil Engineering Technology (C40140HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-210	Construction Materials and Methods	2	3	3
CEG-235	Project Management/Estimating	2	3	3
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	0	3	1
EGR-120	Engineering and Design Graphics	2	2	3

EGR-150	Intro to Engineering	1	2	2
Total Required Minimum Semester Hours Credit				**16**

Collision Repair and Refinishing Technology – Automotive Fabrication (C60130H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-111	Painting & Refinishing I	2	6	4
AUB-114	Special Finishes	1	2	2
AUC-112	Auto Custom Fabrication	2	4	4
AUC-114	Custom Fiberglass Skills	2	4	4
Total Required Minimum Semester Hours Credit				**15**

Collision Repair and Refinishing Technology – Non-Structural Repair (C60130H3)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-121	Non-Structural Damage I	1	4	3
AUB-122	Non-Structural Damage II	2	6	4
AUB-131	Structural Damage I	2	4	4
AUB-136	Plastics & Adhesives	1	4	3
Total Required Minimum Semester Hours Credit				**15**

Collision Repair and Refinishing Technology – Paint and Refinishing (C60130HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-111	Paint & Refinishing I	2	6	4
AUB-112	Paint & Refinishing II	2	6	4
AUB-121	Non-Structural Damage I	1	4	3
AUB-162	Autobody Estimating	1	2	2
Total Required Minimum Semester Hours Credit				**14**

Collision Repair and Refinishing Technology – Structural Repair (C60130H4)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
AUB-131	Structural Damage I	2	4	4
AUB-132	Structural Damage II	2	6	4
AUT-141	Suspension & Steering Sys	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
TRN-180	Basic Welding for Transp	1	4	3
Total Required Minimum Semester Hours Credit				**16**

CET – IT Professional (C40160H7)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
CET-111	Computer Upgrade/Repair I	2	3	3
CET-211	Computer Upgrade/Repair II	2	3	3
NET-125	Introduction to Networks	1	4	3
NET-126	Routing Basics	1	4	3
SEC-110	Security Concepts	2	2	3
SEC-160	Security Administration I	2	2	3
Total Required Minimum Semester Hours Credit				**18**

CET – IT Support (C40160H6)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CET-111	Computer Upgrade/Repair I	2	3	3
CET-211	Computer Upgrade/Repair II	2	3	3
ELC-131	Circuit Analysis I	3	3	4
ELN-131	Analog Electronics I	3	3	4
NOS-130	Windows Single User	2	2	3
Total Required Minimum Semester Hours Credit				**18**

CET - Networking (C40160H4)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
ELC-131	Circuit Analysis I	3	3	4
NET-125	Introduction to Networks	1	4	3
NET-126	Routing Basics	1	4	3
NET-225	Routing & Switching I	1	4	3

Total Required Minimum Semester Hours Credit				**14**

CET - Security (C40160H5)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
NET-125	Introduction to Networks	1	4	3
NET-126	Routing Basics	1	4	3
SEC-110	Security Concepts	2	2	3
SEC-160	Security Administration I	2	2	3
Total Required Minimum Semester Hours Credit				**13**

Cosmetology (C55140HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	0	12	4
COS-223	Contemp Hair Coloring	1	3	2
Total Required Minimum Semester Hours Credit				**34**

Criminal Justice Technology (C55180HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
CJC-121	Law Enforcement Operations	3	0	3
CJC-131	Criminal Law	3	0	3
Total Required Minimum Semester Hours Credit				**13**

Culinary Arts (C55150HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-140	Culinary Skills I	2	6	5

CUL-160	Baking I	1	4	3
CUL-240	Culinary Skills II	1	8	5
Total Required Minimum Semester Hours Credit				**17**

Early Childhood Education – Preschool (C55220HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Childhood Ed	4	0	4
EDU-131	Child, Family, & Commun	3	0	3
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety & Nutrition	3	0	3
Total Required Minimum Semester Hours Credit				**17**

Emergency Medical Science – EMT (C45340HS)

		Course Hours Per Week			Semester Hours
		Class	Lab	Clinical	Credit
EMS-110	EMT	6	6	3	9
BIO-165	Anatomy and Physiology I	3	3	0	4
BIO-166	Anatomy and Physiology II	3	3	0	4
Total Required Minimum Semester Hours Credit					**17**

Environmental Engineering Technology (C40150HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-111	Intro to GIS and GNSS	2	4	4
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Tech & Sustainability Lab	0	3	1
CHM-151	General Chemistry I	3	3	4
EGR-110	Intro to Engineering Tech	1	2	2
EGR-120	Eng and Design Graphics	2	2	3
Total Required Minimum Semester Hours Credit				**18**

Fire Protection (C55240HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
FIP-120	Intro to Fire Protection	3	0	3
FIP-124	Fire Prevention & Public Ed	3	0	3

FIP-132	Building Construction	3	0	3
FIP-152	Fire Protection Law	3	0	3
Total Required Minimum Semester Hours Credit				**13**

Geomatics Technology (C40420HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CEG-111	Intro to GIS and GNSS	2	4	4
CEG-115	Intro to Tech & Sustainability	2	3	3
CEG-115A	Intro to Tech & Sustainability Lab	0	3	1
EGR-110	Intro to Engineering Tech	1	2	2
EGR-120	Eng and Design Graphics	2	2	3
SRV-110	Surveying I	2	6	4
Total Required Minimum Semester Hours Credit				**18**

Health and Fitness Science (C45630HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HEA-112	First Aid & CPR	1	2	2
HFS-110	Exercise Science	4	0	4
HFS-111	Fitness & Exer Testing I	3	2	4
HFS-116	Pvnt & Care Exer Injuries	2	2	3
Total Required Minimum Semester Hours Credit				**14**

Health and Fitness Science – Allied Health II (C45630H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
BIO-155	Nutrition	3	0	3
BIO-165	Anatomy and Physiology I	3	3	4
BIO-166	Anatomy and Physiology II	3	3	4
HEA-112	First Aid & CPR	1	2	2
MED-120	Survey of Med Terminology	2	0	2
Total Required Minimum Semester Hours Credit				**16**

Health and Fitness Science – Allied Health III (C45630H3)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1

BIO-155	Nutrition	3	0	3
BIO-165	Anatomy and Physiology I	3	3	4
BIO-166	Anatomy and Physiology II	3	3	4
HEA-112	First Aid & CPR	1	2	2
HUM-115	Critical Thinking	3	0	3
PED-117	Weight Training I	0	3	1
Total Required Minimum Semester Hours Credit				**18**

IT – Computer Programming and Development – Database Programming (C25590H1)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
DBA-110	Database Concepts	2	3	3
WEB-115	Web Markup and Scripting	2	2	3
Total Required Minimum Semester Hours Credit				**16**

IT – Computer Programming and Development – C# Programming (C25590H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CSC-153	C# Programming	2	3	3
CSC-253	Advanced C# Programming	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
Total Required Minimum Semester Hours Credit				**16**

IT – Digital Media Production (C25590H6)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
DME-110	Intro to Digital Media	2	2	3
DME-130	Digital Animation I	2	2	3
WEB-214	Social Media	2	2	3
Total Required Minimum Semester Hours Credit				**16**

IT – Gaming and Simulation (C25590H7)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-115	Intro to Prog & Logic	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
SGD-112	SGD Design	2	3	3
SGD-113	SGD Programming	2	3	3
SGD-114	3D Modeling	2	3	3
Total Required Minimum Semester Hours Credit				**16**

IT – Generalist (C25590H8)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Prog & Logic	2	3	3
CTI-110	Web, Pgm, & Db Foundation	2	2	3
CTI-120	Network & Sec Foundation	2	2	3
CTS-115	Info Sys Business Concepts	3	0	3
Total Required Minimum Semester Hours Credit				**16**

Landscape Gardening (C15260HS)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
HOR-134	Greenhouse Operation	2	2	3
HOR-160	Plant Materials I	2	2	3
HOR-161	Plant Materials II	2	2	3
LSG-111	Basic Landscape Technique	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
LSG-122	Spring Gardening Lab	0	6	2
Total Required Minimum Semester Hours Credit				**16**

Medical Office Administration (C25310H2)

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
ACA-115	Success & Study Skills	0	2	1
MED-121	Medical Terminology I	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-243	Med Office Simulation	2	2	3
OST-247	Procedure Coding	2	2	3

OST-248	Diagnostic Coding	2	2	3
Total Required Minimum Semester Hours Credit				**16**

Medical Office Administration - Medical Coding and Billing (C25310HS)

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
ACA-115	Success & Study Skills	0	2	1
MED-121	Medical Terminology I	3	0	3
MED-122	Medical Terminology II	3	0	3
OST-148	Med Ins & Billing	3	0	3
OST-247	Procedure Coding	2	2	3
OST-248	Diagnostic Coding	2	2	3
Total Required Minimum Semester Hours Credit				**16**

Nurse Aide (C45840HS)

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
NAS-101	Nurse Aide I	3	4	3	6
NAS-102	Nurse Aide II	3	2	6	6
Total Required Minimum Semester Hours Credit					**12**

Office Administration (C25370HS)

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
ACA-115	Success & Study Skills	0	2	1
ACC-120	Prin of Financial Accounting	3	2	4
ACC-149	Intro to Acc Spreadsheets	1	3	2
CIS-110	Introduction to Computers	2	2	3
OST-131	Keyboarding	1	2	2
OST-136	Word Processing	2	2	3
OST-236	Adv Word Processing	2	2	3
Total Required Minimum Semester Hours Credit				**18**

Workforce Continuing Education Career & College Promise (WCE CCP)

Juniors and seniors may earn a state or industry-recognized credential aligned with a high school Career Cluster preparing them to enter the workforce. Students must have an unweighted GPA of 2.8 on high school courses or have the recommendation of the high school principal; and meet individual pathway

requirements as appropriate. Students must be 16 years old on the first day of class. Not all courses are offered at all of the high schools.

Hoke County High School

ABB Robotics (ATR-3115)

This course prepares students for a career as a Robotics Technician. Students will learn about robot operations, programming, and offline programming in labs performing real-world examples on an ABB Robot. Students will utilize the same software used in the industry, including the offline programming software, RobotStudio. Upon successful completion, students will earn their ABB Robotics credential

Continuing Education Units	**26.0**
Total Hours	**260**

Certified Medical Administrative Assistant (MED-3300)

Students may earn a Certified Medical Administrative Assistant (CMAA) credential from the National Healthcareer Association (NHA) making them eligible to enter the workforce as a CMAA.

Continuing Education Units	**13.2**
Total Hours	**132**

Electrical Level I (ELC-3119)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry-level course. Successful completion qualifies students to receive the NCCER Core Skills and NCCER Electrical Level I Certification and inclusion on the NCCER Registry for Electricians.

Continuing Education Units	**28.8**
Total Hours	**288**

Electrical Level II (ELC-3119)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an advanced level electrical course. Successful completion qualifies students to receive the NCCER Electrical Level II Certification and inclusion on the NCCER Registry for Electricians.

Prerequisite: Students must successfully complete the NCCER Electrical Level I course prior to enrollment.

Continuing Education Units	**29.8**
Total Hours	**298**

Electrocardiogram Technician (ICV-3111)

Students will learn the required skills to earn the certification of Electrocardiogram Technician (EKG) with the American Society of Phlebotomy Technicians. Topics include cardiac anatomy and physiology, cardiac cycle, EKG strip analysis, 12 lead KG, and EKG procedures.

Continuing Education Units	**12.9**
Total Hours	**129**

Firefighter Academy (FIP-3031, 3032, 3033)

This course is designed for preparation as a paid or volunteer firefighter. This block of fire rescue courses consists of course content identified by the NC Fire and Rescue Commission as part of the Firefighter nad Hazardous Materials Operations certification program. Successful completion of these courses provide students with credit towards the NC Firefighter Certification and may be applied for course credits towards an Associate in Applied Science Degree in Fire Protection Technology.

Students enrolled in the Firefighter Academy pathway must be 16 years of age or older by the first day of class.

Continuing Education Units	**54.0**
Total Hours	**540**

Heating, Ventilation and Air Conditioning (HVAC)

HVAC Core Skills (AHR-3131)

This course is taught by a National Center for Construction Education and Research trainer. Successful completion of this course allows students to earn their NCCER Core Credential from the National Center for Construction Education and Research (NCCER). This course is a prerequisite to HVAC Level 1.

Continuing Education Units	**12.9**
Total Hours	**129**

HVAC Level 1 (AHR-3131)

This course is taught by a National Center for Construction Education and Research trainer. Course topics ficus on operating principles of heating and cooling systems with an emphasis on safety, theory, and principles of

refrigeration, types of heating/cooling systemes, Ohm's law, load calcualtions, troubleshooting using the various types of test equipment, servicing, repairing and installing components/entire systems and employment of customer service techniques. Upon successful completion, students earn their NCCER HVAC Level 1 Credential from the National Center for Construction Education and Research.

Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	**14.8**
Total Hours	**148**

Pharmacy Technician (PHM-3250)

For high school seniors only, this course prepares students for the Pharmacy Technician Certification Exam provided by the Pharmacy Technician Board (PTCB) for entry-level employment. Topics include technical procedures for preparing and dispensing prescriptions, packaging and labeling, controlled substance procedures, inventory control, pharmacy calculations, and over-the-counter drugs. Upon completion, students should be able to perform basic supervised dispensing techniques in a community pharmacy setting.

Students may sit for the Pharmacy Technician Certification exam after obtaining a high school diploma.

Continuing Education Units	**12**
Total Hours	**129**

Plumbing

Plumbing Core Skills (PLU-3024)

This course is taught by a National Center for Construction Education and Research trainier. Successful completion of this course allows students to earn their NCCER Core Credential from the National Center for Construction Education and Research (NCCER). This course is a prerequisite to Plumbing Level 1.

Continuing Education Units	**12.9**
Total Hours	**129**

Plumbing Level 1 (PLU-3024)

This course is taught by a National Center for Construction Education and Research trainier. This course covers the basic installations and maintenance of plumbing systems and components. Topics include, but are not limited to,

plumbing safety, tools of the plumbing trade, introduction to plumbing math, introduction to plumbing drawings, plastic pipe and fittings, copper tube and fittings, and introduction to plumbing fixtures. Upon successful completion, students earn their NCCER Plumbing Level 1 Credential from the National Center for Construction Education and Research.

Students must earn the NCCER Core credential prior to enrolling in this course.

Continuing Education Units	**14.8**
Total Hours	**148**

Moore County High School

Carpentry

Carpentry Core Skills (CAR-3108)

(Available to students at The Community Learning Center at Pinckney)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry-level course. Successful completion qualifies students to receive the NCCER Core Skills certification. This class is a prerequisite to Carpentry Level 1.

Continuing Education Units	**9.6**
Total Hours	**96**

Carpentry Level 1 (CAR-3124)

(Available to students at The Community Learning Center at Pinckney)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry-level course. Successful completion qualifies students to receive the NCCER Carpentry Level 1 certification.

Students must have earned the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	**14.7**
Total Hours	**147**

Certified Medical Administrative Assistant (MED-3300)

(Available to Pinecrest, Union Pines, and North Moore High School students)

Students may earn a Certified Medical Administrative Assistant (CMAA) credential from the National Healthcareer Association (NHA) making them eligible to enter the workforce as a CMAA.

Continuing Education Units	**12**
Total Hours	**129**

Construction (CAR-3112

(Available to North Moore High School students)

This course is taught by a National Center for Construction Education and Research (NCCER) certified trainer. Upon successful completion, students will earn their NCCER Core Skills and NCCER Carpentry Level 1 certification.

Continuing Education Units	**26**
Total Hours	**260**

NCCER Core Essentials and Fundamentals of Crew Leadership (CST-3110)

(Available to students of MCS Connect Academy and The Community Learning Center at Pinckney)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry level course. Successful completion qualifies students to receive the NCCER Plumbing Level 1, NCCER HVAC Level 1, and NCCER Welding Level 1 certifications.

Continuing Education Units	**13**
Total Hours	**130**

MSSC Certified Production Technician (CPT) (MNT-3111)

(Available to Pinecrest, Union Pines, and North Moore High School students)

Students may earn four Certified Production Technician (CPT) credentials from the Manufacturer's Skills Standards Council (MSSC) by successfully completing CPT Safety, Quality Practices & Measurement, Manufacturing Processes and Production, and Maintenance Awaremess modules.

Students who successfully complete the CPT program earning MSSC credentials may be eligible for experiential learning credit toward curriculum courses, earning an Industrial Systems Technology Certificate or up to 13 CU credits toward diploma or A.A.S. in the Industrial Systems Technology program.

Continuing Education Units	**19.8**
Total Hours	**198**

NCCER Electrical Level I (ELC-3119)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is taught by National Center for Construction Education and Research (NCCER) certified trainers as an entry level course. Successful completion qualifies students to receive the NCCER Electrical Level I Certification and inclusion on the NCCER Registry for Electricians.

Continuing Education Units	**32.1**
Total Hours	**321**

Electrocardiogram Technician (ICV-3111)

(Available to Pinecrest, Union Pines, and North Moore High School students)

Students will learn the required skills to earn the certification of Electrocardiogram Technician (EKG) with the American Society of Phlebotomy Technicians. Topics include cardiac anatomy and physiology, cardiac cycle, EKG strip analysis, 12 lead KG, and EKG procedures.

Continuing Education Units	**12**
Total Hours	**129**

Firefighter Academy (FIP-3031, 3032, 3033)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is designed for preparation as a paid or volunteer firefighter. This block of fire rescue courses consists of course content identified by the NC Fire and Rescue Commission as part of the Firefighter and Hazardous Materials Operations certification program. Successful completion of these courses provide students with credit towards the NC Firefighter Certification and may be applied for course credits towards an Associate in Applied Science Degree in Fire Protection Technology.

Students enrolled in the Firefighter Academy pathway must be 16 years of age or older by the first day of class.

Continuing Education Units	**50**
Total Hours	**540**

Heating, Ventilation and Air Conditioning (HVAC)

NCCER HVAC Level 1 (AHR-3131)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, introduction to HVAC, trade mathematics, basic electricity, introduction to heating, introduction to cooling, and introduction to air distribution systmes. Successful completion of this course allows students to earn their NCCER HVAC Level 1 Credential from the National Center for Construction Education and Research (NCCER).

This course is a prerequisite to HVAC Level 2. Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	**15**
Total Hours	**150**

NCCER HVAC Level 2 (AHR-3131)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is taught by a National Center for Construction Education and Research trainer. Topics include, but are not limited to, compressors, alternating current, refrigerants, heat pumps, leak detection, air quality equipment, fiberglass and fabric duct systems, and metering devices. Successful completion of this course allows students to earn their NCCER HVAC Level 2 Credential from the National Center for Construction Education and Research (NCCER).

Students must earn the HVAC Level 1 credential prior to enrolling in this course.

Continuing Education Units	**16.8**
Total Hours	**168**

Pharmacy Technician (PHM-3250)

(Available to Pinecrest, Union Pines, and North Moore High School students)

For high school seniors only, this course prepares students for the Pharmacy Technician Certification Exam provided by the Pharmacy Technician Board (PTCB) for entry-level employment. Topics include technical procedures for preparing and dispensing prescriptions, packaging and labeling, controlled substance procedures, inventory control, pharmacy calculations, and over-the-counter drugs. Upon completion, students should be able to perform basic supervised dispensing techniques in a community pharmacy setting.

Students may sit for the Pharmacy Technician Certification exam after obtaining a high school diploma.

Continuing Education Units	**13**
Total Hours	**130**

Plumbing

NCCER Plumbing Level 1 (PLU-3024)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is taught by a National Center for Construction Education and Research trainier. Topics include, but are not limited to, plumbing safety, tools of the plumbing trade, introduction to plumbing math, introduction to plumbing drawings, plastic pipe and fittings, copper tube and fittings, and introduction to plumbing fixtures. Successful completion of this course allows students to earn their NCCER Plumbing Level 1 Credential from the National Center for Construction Education and Research.

This course is a prerequisite to Plumbing Level 2. Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	**15**
Total Hours	**150**

NCCER Plumbing Level 2 (PLU-3024)

(Available to Pinecrest, Union Pines, and North Moore High School students)

This course is taught by a National Center for Construction Education and Research trainier. Topics include, but are not limited to, reading commercial

drawings, installing and testing DMV piping, installing roof, floor, and area drains, installing and testing water supply piping, types of valves, and installing water heaters. Upon successful completion, students earn their NCCER Plumbing Level 2 Credential.

Students must earn the NCCER Plumbing Level 1 credential prior to enrolling in this course.

Continuing Education Units	**16.8**
Total Hours	**168**

NCCER Welding Level 1 (WLD-3106)

This course is taught by a National Center for Construction Education and Research (NCCER) certified trainer. Topics include, but are not limited to, welding safety, oxyfuel cutting, plasma arc cutting, air-carbon arc cutting and gouging, base metal preparation, weld quality, SMAW equipment and setup, and joint fit-up and alignment. Successful completion of this course allows students to earn their NCCER Welding Level 1 credential from the National Center for Construction Education and Research.
Students must earn the NCCER Core Skills credential prior to enrolling in this course.

Continuing Education Units	**32.1**
Total Hours	**321**

SandHoke Early College

A10100SH and A10400SH

Through participation in the SandHoke Early College on our Hoke County campus, students may complete a high-school diploma and an Associate of Arts or Associate of Science in five years or less by successfully completing two years of transferable college credit. High-school and college-level credits are earned at an accelerated rate. Students gain support and preparation for college and university success. A description of the Associate of Arts and Associate of Science curriculum standards can be found in the University Studies Program section of this *Catalog*.

WORKFORCE CONTINUING EDUCATION (WCE) CAREER CREDIT

The Workforce Continuing Education Division offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke Counties. Through this division, students may acquire or enhance basic academic skills and general knowledge and/or earn industry-recognized credentials and/or train or retrain for employment.

Some courses are offered on a continuing basis while others are developed and offered in response to requests by individuals, business and industry or other community and public service groups. A printed class schedule is available prior to the beginning of a term and offerings are also posted and updated on the Sandhills website at www.sandhills.edu/continuing-education.

Personal Enrichment

Personal Enrichment classes at Sandhills Community College are designed to enhance the intellectual, physical, and personal well-being of the Sandhills community. The innovative programs are designed to promote access to services and community resources and to encourage participation and collaboration with various community organizations and agencies.

Admission

Any person 18 years or older may enroll in continuing education classes throughout the year. During summer months while local schools are not in operation, persons under 18 are allowed to enroll in continuing education classes as specified by the class offering. During the school year, exceptions can be made for 16 and 17 year-olds who have not completed high school. Students who request admission under these exceptions should contact the Continuing Education Division for special instructions concerning admission and registration.

High school juniors and seniors may enroll in a WCE Career and College Promise (CCP) course offered at their high school in accordance with the CCP guidelines (see College Programs for High School Students).

Registration

Registration for continuing education classes may be completed by contacting our registration office at 910-695-3980 or by visiting sandhills.edu/cereg. Class registration is ongoing and start dates are announced in the printed class schedule and on the Sandhills website at sandhills.edu/continuing-education.

Fees

The NC Legislature establishes all fees charged except for self-supporting classes. Fees vary according to specific programs in Continuing Education. College and Career Readiness, Career Development (for those students who qualify), and most small business seminars are offered to students at no cost. Registration fees for occupational classes are determined by the Legislature. Classes designated "self-supporting" require varying registration fees. All registration fees are advertised in the printed class schedules. A $5.00 technology fee is charged for some classes.

A full refund can be made if the class is canceled by the College or if the student requests the refund before the class starts. After the class begins, 75% of the registration fee can be refunded if requested by the 10% attendance point.

Continuing Education students with any outstanding balance may still enroll in occupational extension certification classes and receive continuing education units (CEUs) **1)** if the course section is offered for the benefit of a company or agency and **2)** when course attendance is limited to employees of said company/agency, and **3)** the company/agency pays the tuition. The students will be made aware that the outstanding balance remains on their account. They will be restricted to taking company/agency sponsored classes until the outstanding balance is paid in full.

Location of Classes

Classes are held on the campuses of Sandhills Community College in both Moore and Hoke Counties, and at designated locations throughout the communities.

Continuing Education Units (CEUs)

The Continuing Education Division awards Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: "One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."

Scholarships

The Continuing Education Division has a variety of scholarships made available by donors and various partners. Applications are available through the Office of Continuing Education located in Van Dusen Hall and on our website at www.sandhills.edu/available-funds-for-your-training/.

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), student records are maintained in the college's information system. Student information requested by the College, at the time of registration, consists of social security number, name, address, telephone number, date of birth, county of residence, email address, employment status, race, gender, emergency contact information, and level of education completed.

Transcripts

Continuing Education transcripts will be issued only upon students' written authorization to the Office of Continuing Education. A transcript request form and directions can be found online at www.sandhills.edu/continuing-education/ce-transcripts.

A separate process is required for High School Equivalency (HSE) and Adult High School (AHS) transcripts.

All requests for an HSE (to include GED® and HiSET®) transcripts should be directed to Diploma Sender, www.diplomasender.com Fees may be applied.

Requests for an AHS transcript should be directed to the Office of Continuing Education. The request form is located online at www.sandhills.edu/ce-transcripts.

WORKFORCE CONTINUING EDUCATION (WCE) PROGRAMS (CAREER CREDIT)

Advanced Manufacturing

The Advanced Manufacturing Program provides training for students seeking to learn new job skills in the construction and industrial trade. Included are National Center for Construction Education and Research (NCCER) certification programs in electrical and welding as well as training in the Manufacturing Skills Standards Council (MSSC) and the Certified Production Technician (CPT) certification program. Additional certification preparation programs are provided in the programmable logics, industrial electronics, mechatronics, ABB Robotics, and manual and CNC machining fields. Training is provided at both the **Palmer Advanced Manufacturing Center** on the main campus and the **Hoke Trades Center** at the Hoke Center. The program provides employment preparation and job opportunity identification for the students.

Business and Industry Support Customized Training Program

The Customized Training Program, part of the Business and Industry Support initiative, administers the North Carolina Community College System Customized Training Program for its service area. This program provides training at no cost to qualifying companies new to the service area or those companies expanding their employment base, implementing new technology, or enhancing the skills of their current workforce to increase their productivity. Through consultation with the Center, the company creates a customized training program specific to the needs of the company. This program is then funded by the North Carolina Community College Customized Training Program and implemented by the Center and the company.

Career Development Program

The Career Development Program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults hoping to advance their careers. Services and training are designed to assess individuals' strengths, develop the student's positive self-concept, communicate and problem solve, locate and secure employment, and develop computer skills. These goals are achieved through individual classes, coaching, and counseling. The program is fee-waived for those who qualify.

Career Readiness Assessment Center

Sandhills Community College has been designated a Career Readiness Assessment Center by the North Carolina Community College System. Through the Career Assessment Readiness Center, the department is authorized to assess individuals for the Career Readiness Certificate (CRC) workforce credentialing system. The credentialing system is based on three ACT WorkKeys assessments: Workplace Documents, Graphic Literacy, and Applied Mathematics. CRCs are awarded on four levels (Bronze, Silver, Gold and Platinum) and are based on the levels scored on the assessments. Sandhills Community College is an authorized ACT WorkKeys assessment site.

Working Smart

Developed by Charlotte Works, the Charlotte-Mecklenburg Workforce Development Board, Working Smart is North Carolina's only soft skills certification for workplace success. The 24- to 30- hour program helps students develop competency in Self-Awareness Skills, Employer-Awareness Skills, Self-Management Skills, Conflict Resolution and Critical-Thinking Skills, and Communication Skills. The program is fee-waived for those who qualify.

Career Training

Career Training courses provide instruction and training necessary to complete in today's workforce. Classes are offered to individuals seeking to improve their job marketability by learning new skills, those seeking to earn an industry-recognized credential and for seasoned professionals seeking CEU credit courses to stay abreast of new business practices. Other classes are provided for those who desire understanding of new technologies or who may need to comply with State and/or Federal licensing regulations. For the individual seeking to learn new job skills, courses are offered in areas such as automotive, health care, hospitality and business, and industry, construction, and real estate. For the individual seeking CEU credit or recertification, courses are offered in areas such as automotive, education, and real estate. Professional development opportunities range from one-day workshops to certification programs in both traditional and online delivery. Sandhills Community College is an authorized Prometric Testing Center for the Automotive Service Excellence (ASE) assessments.

Ed2Go® Online Training

Continuing Education Ed2Go® online courses provide an option for those seeking a convenient or self-paced option. There are hundreds of online courses available for professional development or personal interests in the following categories: Accounting and Finance, Business, College Readiness,

Computer Applications, Design and Composition, Healthcare and Medical, Language and Arts, Law and Legal, Personal Development, Teaching and Education, Technology, and Writing and Publishing.

Ed2Go Advanced Career Training programs prepare students for a nationally recognized certification in twelve months or less. There are more than 100 offering in the areas of Arts and Design, Business, Career Online High School, Computer Applications, Computer Programming, Construction and Trades, Health and Fitness, Hospitality, Information Technology, Language, and Legal.

Allied Health Training

Allied Health Training courses provide a broad scope of specialized training to meet the local demand of area healthcare industry providers. Included are courses and certification in areas such as Nurse Aide, Phlebotomy, EKG (Electrocardiogram Monitoring), Medication Aide, Medical Billing and Coding, Medical Terminology and Anatomy, CMAA (Certified Medical Administrative Assistant), Central Sterile Processing, Pharmacy Technician, and Medical Assisting.

Technology Training

Technology Training programs provide up-to-date instruction in many areas of technology for adult learners of all experience level in the **Frick Technology and Innovation Center**. The program includes instruction in both Apple and personal computer platforms including such topics as operating systems; applications software; personal computer safety; maintenance and repair; 3D printing; tablets; photography and photo editing.

Larry R. Caddell Public Safety Training Center

The Caddell Public Safety Training Center serves the training needs of approximately thirty (30) fire departments in Moore and Hoke counties.

Fire and Rescue Training

Under the auspices of the North Carolina Fire Commission, the college provides certification and training programs (and regional and state training) for fire and rescue personnel. The College offers two biannual Fire Academies each year that provides cadets their Firefighter certification as well as additional Office of the State Fire Marshall certifications.

Emergency Medical Services

Emergency Medical Services training emphasizes initial and upgrade certification programs from the basic First Responder to Advance Life

Support. Specialized lifesaving programs are offered to the general public and on site for business and industry.

Law Enforcement Training

The College provides upgrade and re-certification training programs for law enforcement and corrections personnel. Emphasis is placed on officer skills and duties necessary to enhance job performance and courses required for continued certification in these careers. Special law enforcement topic classes are offered to respond to a rapidly changing environment and based on the needs of the community. These classes equip law enforcement personnel with the information and skills necessary to serve. Instructional delivery is offered in both traditional and eLearning formats.

College and Career Readiness (CCR)

The **Furches Center for Lifelong Learning** offers a variety of College and Career Readiness (CCR) Programs. These Basic Skills programs provide educational opportunities at no cost to adults who would like to improve their academic skills to function more effectively in society or on the job. In accordance with the Workforce Innovation and Opportunity Act guidelines, students have the option to enroll in a career pathway program while attending a literacy program so they may reach their career goals sooner. Each of the CCR literacy programs are designed to meet students' unique learning needs. Classes are available during day and evening hours at several convenient locations in Moore and Hoke counties, as well as online offerings. Specific program areas are described below.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes provide adults 18 or older an opportunity to learn basic reading, writing, and math skills. Students experience firsthand how these skills relate to daily living and the workplace by completing such tasks as reading a newspaper, helping their children with homework, writing a letter, calculating a budget and so much more. Upon completion of eighth grade level work, students may progress into the High School Equivalency (HSE) program to pursue their HSE diploma.

High School Equivalency (HSE)

The High School Equivalency program offers classes at no cost to students providing the knowledge and skills needed to successfully complete the high school equivalency test credential. Students have the option to take either the GED® test or the HiSET® test. Successful completion of either test results in the same High School Equivalency Diploma issued by the North Carolina Board of Community Colleges.

Applicants ages 16 and 17 may apply to the HSE program contingent upon an interview with a Coordinator. All accepted minor applicants must present a signed and notarized *Petition for Admission of a Minor Form* which can be obtained prior to the minor applicant's interview.

The completed petition will indicate applicant's parents, legal guardian, or other person or agency having legal custody and control. It will certify residency and date of birth and appropriate legal relationship of the petitioner to the applicant and official school drop date as determined by the previous school.

English Language Acquisition (ELA)

English Language Acquisition (ELA) classes are offered at no cost to adults 18 or older having limited skills in the English language. Instruction is provided in life skills, communication, family and workplace literacy, reading and writing, U.S. culture, and civics. Preparation for the U.S. citizenship test is also available through the ELA class.

C. Harlan McCaskill Center

The C. Harlan McCaskill Center offers programs to meet the training needs of the public service sector and to enhance the cultural, academic, and social enrichment of area citizens.

Small Business Center

In an effort to increase the success rate and the number of viable small businesses in North Carolina, the Small Business Center provides high quality, readily accessible assistance to prospective and existing small business owners ultimately leading to job creation and retention. The Sandhills Community College Small Business Center is a community-based provider of education and training, counseling, referrals and information.

Dedman Center for Business Leadership

Designed to prepare individuals to become effective leaders in their respective businesses or organizations, the Dedman Center offers an annual Dedman Institute for Business Leadership.

The training explores a variety of leadership topics using powerful and popular leadership texts and materials. Participants are given a well-rounded look at the elements of leadership in corporate and institutional settings, including academia.

Those completing the program are awarded the *Dedman Fellow in Leadership* from the Sandhills Community College Division of Continuing Education. Participation in the program is made possible through scholarships underwritten by the *Robert Dedman Permanent Endowment to Benefit Sandhills Community College*, an endowment created by the late Robert H. Dedman to support programs at Sandhills.

Personal Enrichment

The Center for Creative Living and the Lifelong Learning Institute, both part of the C. Harlan McCaskill Center, facilitate the learning and participation of individuals in the region. Short-term courses are offered throughout the year allowing participants to strengthen proficiencies; experience cultural, personal, or academic enrichment; and investigate new curiosities promoting self-expansion and lifelong learning. Course topics and offerings range from academics such as foreign languages, art history or debates on issues regarding tour current legal processes to developing cultural and personal enrichment through healthy living, art, music, or literature, gardening and green living.

College for Kids

College for Kids is a series of exciting summer youth enrichment and educational programs for students ages 8-14. Programs are designed to provide fun, hands-on learning activities promising to develop and build skills, encourage creativity and fuel a passion for lifelong learning.

Alive@25

Alive@25 is a program designed for those ages 16-21 and recommended for those who have received a traffic violation. The Safety and Health Council of North Carolina has recognized Sandhills Community College as a National Safety Council Public Training Agency accredited to offer defensive driving courses to the public.

CURRICULUM COURSE DESCRIPTIONS

How to Read the Course Description

Each course description begins with a three-letter prefix and a three-digit number that indicate the curriculum and the level of the course. Courses that prepare a student for college-level work are indicated by numbers ranging from 002-098. These courses do not satisfy the requirements for degrees, diplomas, or certificates. Freshman-level University Studies courses (senior college and university transfer) and Applied Science (technical) courses are indicated by numbers ranging from 100 to 199; sophomore-level college transfer and technical courses are numbered 200 through 299.

Courses are listed by course discipline prefix, number, course title, number of semester hours of credit, and, in parentheses, the number of lecture, laboratory and/or work experience/clinical hours, followed by the course prerequisites and corequisites. The symbols F, S, and SS indicate that the course is offered during the fall, spring, or summer semesters. The symbol "AND" indicates the course will be offered "As Needs Demand." The symbol UGETC represents the Universal General Education Transfer Component as described in the Comprehensive Articulation Agreement (CAA).

Student Learning Outcomes

The three-sentence course description states the purpose of the course, the course content, and course objectives that students must develop in order to complete the course successfully. Each "Course Syllabus" will describe the course objectives in terms of student learning outcomes and describe the methods of assessment that will be used to determine if students have successfully met the course objectives.

Semester Hours of Credit

One semester hour of credit, as indicated in the course descriptions, is earned for a class meeting one hour each week during the semester, with the exception of regular laboratories and manipulative laboratories (experience designed to develop specific job skills). One semester hour of credit is given for each of two or three regular laboratory hours depending upon the type of program. Credit of one semester hour is given for each three hours of manipulative laboratory experience. A credit hour is based upon a 16-week semester or the equivalent amount of time when courses are offered in an eight-week or summer session. The descriptions below indicate the total amount of class (lecture), lab, clinical, or work-based learning experience time during a semester per credit hour. For each credit hour, students are also expected to complete two additional hours of study and reflection related to the student learning outcomes.

- **Lecture Hours**: Credit of one semester hour is awarded for each 16 hours of "class work" (or "lecture hour"). Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor.
- **Experiential Lab Hours**: Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." Experiential laboratory work means instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.
- **Faculty Directed Lab Hours**: Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory work." Faculty directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
- **Clinical Practice Hours**: Credit of one semester hour is awarded for each 48 hours of "clinical practice." Clinical practice is a structured, faculty-directed learning experience in a nursing or health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
- **Work-Based Learning Hours**: Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education courses. Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.
- **eLearning and Hybrid**: eLearning (course delivery is 100% online) and hybrid courses (a portion of the course delivery is lecture or lab with the remaining required time to be in appropriate online activities) require that the amount of course time is equivalent to the "class work" and "laboratory work" that is expected in traditional face-to-face lecture, laboratory, clinical, and practicum courses.

Course Prerequisites and Corequisites

Some course prerequisites and corequisites are specified in the statewide Combined Course Library (CCL); others are specified as local (Sandhills Community College) requirements. Students who have not completed the specified courses may satisfy prerequisites and corequisites prior to course enrollment by following one of the following procedures described in the "Academic Policies and Procedures" section of this *Catalog*: Credit by examination, credit for military training, advanced placement (AP) courses,

academic petition/course substitution, credit for college tech prep students, course requisites waiver, or credit for experiential learning.

BSP, ENG, and MAT Prerequisites	
To enroll in the courses in Column 1, you must also complete, have transfer credit for, or place out of the BSP, ENG, and MAT courses in Column 2 in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."	
ACC-120, 131	ENG-002 or BSP-4002 and MAT-003 or BSP-4003
ANT-210, 220, 221, 240	ENG-002 or BSP-4002
ARC-230	MAT-121 or MAT-171
ART-111, 114, 115	ENG-002 or BSP-4002
AST-111, 111A	ENG-002 or BSP-4002 and MAT-003 or BSP-4003
BIO 094	ENG-002 or BSP-4002 is a corequisite
BIO-110, 111, 140, 140A, 155, 163, 165	ENG-002 or BSP-4002
BPA-210, 220, 250	ENG-002 or BSP-4002
BUS-110, 115, 125, 137, 139, 153, 230, 255	ENG-002 or BSP-4002
BUS-121	ENG-002 or BSP-4002 and MAT-003 or BSP-4003
BUS-228	ENG-002 or BSP-4002 and MAT-143
BUS-260	ENG-111
CEG-211	MAT-121, MAT-171, MAT-003 or BSP-4003
CHM-151	MAT-003 w/P2, BSP-4003 w/P2, MAT-021, MAT-043, MAT-052, or MAT-071
CIS-115	MAT-003, BSP-4003, MAT-121, or MAT-171
COM-150	ENG-111
COS-111, 112	ENG-002 or BSP-4002
CSC-134, 139, 151, 153	MAT-003 or BSP-4003
CST-241	MAT-121 or MAT-171
CUL-120, 140, 160, 170	MAT-003 or BSP-4003
CUL-214, 240, 260	ENG-002 or BSP-4002
ECM-210	ENG-002 or BSP-4002
ECO-151, 251, 252	ENG-002 or BSP-4002 and MAT-003 or BSP-4003
EDU-250	ENG-111; MAT-143, MAT-152, or MAT-171
ENG-011	ENG-111 is a corequisite
ENG-111	ENG-002 w/P2 or BSP-4002 w/P2; ENG-011 is a corequisite
ENG-112, 114, 125	ENG-111
ENG-126	ENG-125
ENG-131	ENG-111; ENG-112 or ENG-114 is a corequisite.
ENG-231, 232, 241, 242, 261, 262, 273	ENG-112 or ENG-114
GEO-111	ENG-002 or BSP-4002
HFS-110, 111, 116, 218	ENG-002 or BSP-4002

BSP, ENG, and MAT Prerequisites	
To enroll in the courses in Column 1, you must also complete, have transfer credit for, or place out of the BSP, ENG, and MAT courses in Column 2 in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."	
HIS-111, 112, 121, 122, 131, 132, 151, 221, 236	ENG-002 or BSP-4002
HOR-112, 114, 166	MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
HRM-220, 245	ENG-002 or BSP-4002
HUM-110, 115, 122, 130, 150, 170	ENG-002 or BSP-4002
HUM-160, 211, 212, 220, 230	ENG-111
MAT-010	MAT-110 is a corequisite
MAT-021	MAT-121 is a corequisite
MAT-043	MAT-143 is a corequisite
MAT-052	MAT-152 is a corequisite
MAT-071	MAT-171 is a corequisite
MAT-110	MAT-003 or BSP-4003; MAT-010 is a corequisite
MAT-121	MAT-003 w/P2 or BSP-4003 w/P2; MAT-021 is a corequisite
MAT-143	MAT-003 or BSP-4003 and ENG-002 or BSP-4002; MAT-043 is a corequisite
MAT-152	MAT-003 or BSP-4003 and ENG-002 or BSP-4002; MAT-052 is a corequisite
MAT-171	MAT-003 w/P2, BSP-4003 w/P2 or MAT-121, minimum grade C; MAT-071 is a corequisite
MAT-172, 263	MAT-171, minimum grade C
MAT-271	MAT-172, minimum grade C
MAT-272	MAT-271, minimum grade C
MAT-273, 285	MAT-272, minimum grade C
MED-121	ENG-002 or BSP-4002
MKT-120	ENG-002 or BSP-4002
NAS-101, 102	ENG-002 or BSP-4002
NUR-111	ENG-002 w/P2, BSP-4002 w/P2 or ENG-011; MAT-003 w/P2, MAT-021, MAT-043, MAT-052 or MAT-071; ENG-111 is a corequisite
NUR-112, 211	ENG-111, minimum grade C
NUR-113, 114, 212, 213	ENG-111, ENG-112 or ENG-114, minimum grade C
NUR-214	ENG-111; ENG-112 or 114 is corequisite
OST-136, 137, 149, 164, 184	ENG-111
OST-155	ENG-002 or BSP-4002
OST-286, 289	ENG-112 or ENG-114
PHI-215, 240	ENG-111
PHY-110, 110A	MAT-003 or BSP-4003
PHY-131	MAT-121 or MAT-171
PHY-151	MAT-171 or MAT-271

BSP, ENG, and MAT Prerequisites	
To enroll in the courses in Column 1, you must also complete, have transfer credit for, or place out of the BSP, ENG, and MAT courses in Column 2 in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."	
PHY-251	MAT-271
PHY-252	MAT-272
POL-110, 120, 210, 220	ENG-002 or BSP-4002
PSY-118, 141, 150	ENG-002 or BSP-4002
SOC-213, 220, 225, 230, 234, 240, 242	ENG-002 or BSP-4002
SRV-110	MAT-003, BSP-4003, MAT-121 or MAT-171 is a corequisite
TRF-110	MAT-110, 121, 143, 152, or 171
TRF-230	ENG 112 or 114; MAT-110, 121, 143, 152, or 171
TRF-260	ENG 112 or 114
WBL-111, 115 CJC	ENG-002 or BSP-4002
WBL-111 TRF	ENG-111
WBL-111 LSG	MAT-110, MAT-121, MAT-143, MAT-152 or MAT-171
WBL-121 TRF	ENG-114

COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX

ACA Academic Related

- *Most A.A.S. degree-seeking students are required to enroll in ACA-115. Please see the individual program curriculum requirements for exceptions. Individual sections are designed for students in specific programs of study. Refer to the online schedule of courses to determine the appropriate section.*
- *A.A., A.A. Teacher Preparation, A.E., A.F.A., A.G.E.-Nursing, A.S., and A.S. Teacher Preparation degree-seeking students are required to enroll in ACA-122. Individual sections are designed for students in specific programs of study. Refer to the online schedule of courses to determine the appropriate section.*

ACA-090 Student Success Strategies 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course is intended to provide students with skills and strategies to promote success in college, career, and life. Topics include the College's physical, academic, and social environment, promotes personal development, and cultivates learning strategies essential for student success. Upon completion, students should be able to manage their learning experiences to meet educational and life goals. *(2014 FA)*

ACA-115 Success & Study Skills 1 (0-2) FS SS
Prerequisites: None
Corequisites: None
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. *(1997 SU)*

ACA-122 College Transfer Success 1 (0-2) FS SS
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *(2021 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or elective course for A.A., A.A. Teacher Preparation, A.E., A.F.A., A.G.E.-Nursing, A.S., and A.S. Teacher Preparation.*

ACC Accounting

ACC-115 College Accounting 4 (3-2) AND
Prerequisites: None
Corequisites: None
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. *(2003 FA)*

ACC-120 Prin of Financial Accounting 4 (3-2) FS SS
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *(2003 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ACC-121 Prin of Managerial Accounting 4 (3-2) FS SS
Prerequisites: ACC-120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *(2003 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course or A.A. and A.S.*

ACC-131 Federal Income Taxes 3 (2-2) F
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations. *(2003 FA)*

ACC-140 Payroll Accounting 2 (1-3) FS SS
Prerequisites: ACC-115 or ACC-120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion,

students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. *(2018 FA)*

ACC-149 Intro to Acc Spreadsheets 2 (1-3) FS SS
Prerequisites: ACC-115 or ACC-120
Corequisites: None
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. *(2018 FA)*

ACC-150 Accounting Software Appl 2 (1-3) FS SS
Prerequisites: ACC-115 or ACC-120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. *These concepts are taught using QuickBooks and hands-on training that will provide students with practical experience to take into the workplace. (2018 FA)*

ACC-151 Acct Spreadsheet Appl 2 (1-3) S
Prerequisites: ACC-149
Corequisites: None
This course is designed to facilitate the use of spreadsheet technology as applied to accounting principles. Emphasis is placed on using spreadsheet software as a problem-solving and decision-making tool. 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. *(2018 FA)*

ACC-180 Practices in Bookkeeping 3 (3-0) FS SS
Prerequisites: ACC-120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small business. *(2003 FA)*

ACC-220 Intermediate Accounting I 4 (3-2) F
Prerequisites: ACC-120, ACC-121
Corequisites: None
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. *(2006 SP)*

AER Aerospace and Flight Training

AER-110 Air Navigation 3 (2-2) F
Prerequisites: None
Corequisites: None
This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles. *(1997 SU)*

AER-111 Aviation Meteorology 3 (3-0) F
Prerequisites: None
Corequisites: None
This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying. *(1997 SU)*

AER-112 Aviation Laws and FARs 2 (2-0) S
Prerequisites: None
Corequisites: None
This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations. *(1997 SU)*

AER-113 History of Aviation 2 (2-0) S
Prerequisites: None
Corequisites: None
This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation. *(1997 SU)*

AER-114 Aviation Management 3 (3-0) FS
Prerequisites: BUS-137
Corequisites: None
This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break-even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis. *(1997 SU)*

AER-119 Aircraft Structures 2 (2-0) AND
Prerequisites: None
Corequisites: None
This course introduces aircraft airframes and associated appliances. Emphasis is placed on strength of materials, aircraft standards, type certificate data sheets, basic airframe construction, and weight and balance fundamentals. Upon completion, students should be able to analyze strength of materials data and apply their analysis to semi-monocoque, full-cantilever, and truss-type airframes. *(1997 SU)*

AER-150 Private Pilot Flt Theory 3 (2-2) F
Prerequisites: None
Corequisites: None
This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate. *(1997 SU)*

AER-151 Flight-Private Pilot 1 (0-3) FS
Prerequisites: None
Corequisites: None
This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate. Topics include flight maneuvers (ground procedures, take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate. *(1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.*

AER-160 Instrument Flight Theory 3 (2-2) FS
Prerequisites: AER-150
Corequisites: None
This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating. *(1997 SU)*

AER-161 Flight-Instrument Pilot 2 (0-6) FS
Prerequisites: AER-151
Corequisites: None
This course covers instruction and training in instrument flight planning including IFR navigation, VOR, ILS, ADF, and compliance with ATC procedures. Emphasis is placed on approach and navigation procedures, including holding and missed approaches, and development of skill in executing en route and approach procedures. Upon completion, students should be able to plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam. *(1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.*

AER-170 Commercial Flight Theory 3 (3-0) F
Prerequisites: AER-160
Corequisites: None
This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination. *(1997 SU)*

AER-171 Flight-Commercial Pilot 3 (0-6) FS
Prerequisites: AER-151
Corequisites: None
This course provides the hands-on training needed to qualify for a Federal Aviation Administration commercial pilot certificate. Topics include flight instruction in advanced precision maneuvers, maximum performance take-off and landings, emergency procedures, operation of complex aircraft, aircraft performance, and range and fuel planning. Upon completion, students should be able to demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate. *(2017 FA) Instructional flight hours are accomplished through partnerships with the local flight schools.*

AER-210 Flight Dynamics 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers basic and advanced principles of aerodynamic phenomena and fluid flow. Topics include airflow phenomena; lift/weight/thrust/drag; aircraft configuration characteristics, stability, and control; subsonic, transonic, and supersonic flight; critical Mach numbers; and the V-g Diagram. Upon completion, students should be able to explain the elements of applied aerodynamics and aeronautical engineering which relate directly to the problems of flight operations. *(1997 SU)*

AER-211 Air Traffic Control 2 (2-0) F
Prerequisites: None
Corequisites: None
This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control. *(1997 SU)*

AER-212 Air Transport Pilot 3 (3-0) AND
Prerequisites: AER-160, AER-170
Corequisites: None
This course provides advanced study for the professional pilot. Topics include an in-depth study of B-727/737 weight and balance, high altitude weather, Part 121 FARs, and performance considerations of large aircraft. Upon completion, students should be able to calculate weight and balance of large aircraft, determine performance data, and apply high altitude weather principles. *(1997 SU)*

AER-213 Avionics 2 (2-0) AND
Prerequisites: None
Corequisites: None
This course covers standard navigational and communications equipment and theory. Emphasis is placed on aviation radio spectrum, VHF omnirange, ILS, ADF, transponders, weather radar, flight directors, and autopilots. Upon completion, students should be able to utilize VOR, ADF, ILS, GPS, flight directors, HSI's, and autopilots in the flight environment. *(1997 SU)*

AER-215 Flight Safety 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety. *(1997 SU)*

AER-216 Engines & Systems 3 (2-2) F
Prerequisites: None
Corequisites: PHY-110
This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems operation. *(1997 SU)*

AER-217 Air Transportation 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development. *(1997 SU)*

AER-218 Human Factors in Aviation 2 (2-0) F
Prerequisites: None
Corequisites: None
This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit. *(1997 SU)*

AER-220 Airport Management 2 (2-0) AND
Prerequisites: None
Corequisites: None
This course examines the major functions of airport management and the concepts underlying airport planning and construction. Topics include forecasting volumes and airport size and design, including master planning, location requirements, site selection, runway configuration, zoning laws, and other considerations. Upon completion, students should be able to demonstrate basic airport management skills including an understanding of the socioeconomic effect of airports on the community. *(1997 SU)*

AER-280 Instructor Pilot Flt Theory 3 (3-0) S
Prerequisites: AER-170
Corequisites: None
This course covers flight instruction and the skills and knowledge necessary to work effectively as a flight instructor. Topics include fundamentals of instruction, lesson planning, instructor regulations and endorsements, and related aeronautical knowledge. Upon completion, students should be able to demonstrate competence necessary for the Federal Aviation Administration Fundamentals of Instructing Test and the appropriate instructor written examination. *(1997 SU)*

AER-281 Flight-CFI 1 (0-3) AND
Prerequisites: AER-171
Corequisites: None
This course provides experience in preparation for the flight instructor practical test. Emphasis is placed on the ability to transition to right seat flight while teaching performance maneuvers including operation of a complex aircraft. Upon completion, students should be able to demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards. *(1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.*

AER-285 Flight-Multi-Engine 1 (0-3) AND
Prerequisites: AER-171
Corequisites: None
This course provides the flight training required to obtain a multi-engine rating. Topics include multi-engine safety procedures, single-engine operations and performance, Vmc, instrument approaches (single- and multi-engine), and emergency procedures. Upon completion, students should be able to demonstrate the competencies required for the flight test practical examination for a multi-engine rating. *(1997 SU) Instructional flight hours are accomplished through partnerships with the local flight schools.*

ANT Anthropology

ANT-210 General Anthropology 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ANT-220 Cultural Anthropology 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ANT-221 Comparative Cultures 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ANT-240 Archaeology 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ARC Architecture

ARC-111 Intro to Arch Technology 3 (1-6) F
Prerequisites: None
Corequisites: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. Students will also learn to use the HP48 calculator. *(1997 SU)*

ARC-112 Constr Matls & Methods 4 (3-2) F
Prerequisites: None
Corequisites: ARC-111
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. *(2013 FA)*

ARC-113 Residential Arch Tech 3 (1-6) F
Prerequisites: ARC-111, ARC-112
Corequisites: None
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards. *(1997 SU)*

ARC-114 Architectural CAD 2 (1-3) S
Prerequisites: None
Corequisites: None
This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. *(1998 FA)*

ARC-213 Design Project 4 (2-6) S
Prerequisites: ARC-111, ARC-112, ARC-114
Corequisites: None
This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents. *(1998 FA)*

ARC-230 Environmental Systems 4 (3-3) S
Prerequisites: ARC-111; MAT 121 or MAT-171
Corequisites: None
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical

systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations. *(2014 FA)*

ART Art

ART-111 Art Appreciation 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A., and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-114 Art History Survey I 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-115 Art History Survey II 3 (3-0) S
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A., and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-121 Two-Dimensional Design 3 (0-6) F
Prerequisites: None
Corequisites: None
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. *(2012 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-122 Three-Dimensional Design 3 (0-6) S
Prerequisites: None
Corequisites: None
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. *(2012 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S.*

ART-131 Drawing I 3 (0-6) FS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A., A.F.A. (visual arts), and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-132 Drawing II 3 (0-6) FS
Prerequisites: ART-131
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-135 Figure Drawing I 3 (0-6) AND
Prerequisites: ART-131
Corequisites: None
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. *(1999 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-171 Digital Design I 3 (0-6) FS
Prerequisites: None
Corequisites: None
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. *(2019 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-214 Portfolio and Résumé 1 (0-2) S
Prerequisites: None
Corequisites: None
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. *(2018 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-231 Printmaking I 3 (0-6) S
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-232 Printmaking II 3 (0-6) S
Prerequisites: ART-231
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-240 Painting I 3 (0-6) FS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-241 Painting II 3 (0-6) FS
Prerequisites: ART-240
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ART-264 Digital Photography I 3 (1-4) F
Prerequisites: None
Corequisites: None
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. *(2016 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-281 Sculpture I 3 (0-6) S
Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *(1999 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ART-283 Ceramics I 3 (0-6) FS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

AST Astronomy

AST-111 Descriptive Astronomy 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
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. Emphasis will be on the fundamental physics concepts underlying topics

studied; students can expect to use computers and the Internet for study and research. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.F.A.*
- *Natural Science Gen. Ed. course for A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

AST-111A Descriptive Astronomy Lab 1 (0-2) AND
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: AST-111
The 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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.F.A.*
- *Natural Science Gen. Ed. course for A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

AUB Automotive Body Repair

AUB-111 Painting & Refinishing I 4 (2-6) F
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

AUB-112 Painting & Refinishing II 4 (2-6) S
Prerequisites: AUB-111
Corequisites: None
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. *(1997 SU)*

AUB-114 Special Finishes 2 (1-2) SS
Prerequisites: AUB-111
Corequisites: None
This course introduces multistage 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. *(1997 SU)*

AUB-121 Non-Structural Damage I 3 (1-4) F
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

AUB-122 Non-Structural Damage II 4 (2-6) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

AUB-131 Structural Damage I 4 (2-4) S
Prerequisites: None
Corequisites: None
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 which has received light/moderate structural damage. *(1997 SU)*

AUB-132 Structural Damage II 4 (2-6) SS
Prerequisites: AUB-131
Corequisites: None
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. *(1997 SU)*

AUB-136 Plastics & Adhesives 3 (1-4) SS
Prerequisites: None
Corequisites: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. *(1997 SU)*

AUB-162 Autobody Estimating 2 (1-2) F
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

AUC Automotive Customizing

AUC-112 Auto Custom Fabrication 4 (2-4) F
Prerequisites: None
Corequisites: None
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. *(2006 FA)*

AUC-114 Custom Fiberglass Skills 4 (2-4) F
Prerequisites: None
Corequisites: None
This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components. *(2006 FA)*

AUM Automotive Management

AUM-111 Managing Automotive Org 3 (3-0) S
Prerequisites: None
Corequisites: None
This course will cover the principles and procedures involved in managing an automotive facility. Emphasis is placed on record maintenance, facility layout, technical service training, personnel management, parts management, and computer-based shop management systems. Upon completion, students should be able to demonstrate procedures used in the day-to-day operations of an automotive facility. *(2007 FA)*

AUT Automotive

AUT-113 Automotive Servicing I 2 (0-6) AND
Prerequisites: TRN-110
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment. *(2007 FA)*

AUT-116 Engine Repair 3 (2-3) F
Prerequisites: TRN-110
Corequisites: AUT-116A
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. *(2007 FA)*

AUT-116A Engine Repair Lab 1 (0-3) F
Prerequisites: TRN-110
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. *(2007 FA)*

AUT-141 Suspension & Steering Sys 3 (2-3) F SS
Prerequisites: None
Corequisites: AUT-141A
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. *(2007 FA)*

AUT-141A Suspension & Steering Lab 1 (0-3) F SS
Prerequisites: None
Corequisites: AUT-141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. *(2007 FA)*

AUT-151 Brake Systems 3 (2-3) S
Prerequisites: TRN-110
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. *(2007 FA)*

AUT-151A Brakes Systems Lab 1 (0-3) S
Prerequisites: TRN-110
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. *(2007 FA)*

AUT-163 Adv Auto Electricity 3 (2-3) FS
Prerequisites: TRN-120
Corequisites: None
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. *(2013 FA)*

AUT-181 Engine Performance 1 3 (2-3) FS
Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. *(2007 FA)*

AUT-183 Engine Performance 2 4 (2-6) FS
Prerequisites: AUT-181
Corequisites: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. *(2007 FA)*

AUT-221 Auto Transm/Transaxles 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. *(2007 FA)*

AUT-231 Man Trans/Axles/Drtrains 3 (2-3) S
Prerequisites: TRN-110
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. *(2008 SP)*

BAF Banking and Finance

BAF-110 Principles of Banking 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(2015 FA)*

BAS Business Analytics

BAS-120 Intro to Analytics 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business. *(2015 FA)*

BAS-121 Data Visualization 3 (2-3) S
Prerequisites: BAS-120
Corequisites: None
This course introduces key concepts in data visualization and reporting. Topics include concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data. *(2015 FA)*

BAS-150 Intro to Analytical Program 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces statistical software for analytics. Topics include utilization of analytical and statistical software packages for data management, data visualization, and exploratory data analysis. Upon completion, students should be able to use statistical programming tools to conduct descriptive analytics. *(2015 FA)*

BAS-220 Appl Analytical Program 3 (2-3) S
Prerequisites: BAS-150
Corequisites: None
This course covers applications of statistical software for data management and reporting. Topics include data management, data preprocessing, and modeling including linear and logistic regression analysis using programming tools. Upon completion, students should be able to process data and generate reports that support business decision-making. *(2015 FA)*

BIO Biology

Initial student placement in foundation courses is based on individual college placement testing policies and procedures. Students should begin foundation course work at the appropriate level indicated by the college's placement test.

BIO-094 Concepts of Human Biology 4 (3-2) FS
Prerequisites: None
Corequisites: ENG-002 or BSP-4002
This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses. *(2020 FA)*

BIO-110 Principles of Biology 4 (3-3) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.F.A., and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-111 General Biology I 4 (3-3) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.F.A., and A.S.*
- *Other Gen. Ed. and Premajor Elective Hour course for A.E.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-112 General Biology II 4 (3-3) S
Prerequisites: BIO-111, minimum grade C
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*
- *Natural Science Gen. Ed. course for A.A.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-120 Introductory Botany 4 (3-3) AND
Prerequisites: BIO-110 or BIO-111, minimum grade C
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-130 Introductory Zoology 4 (3-3) AND
Prerequisites: BIO-110 or BIO-111, minimum grade C
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-140 Environmental Biology 3 (3-0) FS
Prerequisites: ENG-002 or BSP-4002
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-140A Environmental Biology Lab 1 (0-3) FS
Prerequisites: ENG-002 or BSP-4002
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

BIO-155 Nutrition 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

BIO-163 Basic Anat & Physiology 5 (4-2) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course is designed for allied health curricula. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

BIO-165 Anatomy and Physiology I 4 (3-3) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course is designed for allied health and college transfer curricula. To ensure the coverage of all topics of anatomy and physiology, BIO-165 and BIO-166 must be taken at the same institution. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

BIO-166 Anatomy and Physiology II 4 (3-3) FS SS
Prerequisites: BIO-165, minimum grade C
Corequisites: None
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. This course is designed for allied health and college transfer curricula. To ensure the coverage of all topics of anatomy and physiology, BIO-165 and BIO-166 must be taken at the same institution. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

BIO-175 General Microbiology 3 (2-2) S
Prerequisites: BIO-110, BIO-111, BIO-163, or BIO-165; minimum grade C
Corequisites: None
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. *(2004 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

BIO-271 Pathophysiology 3 (3-0) SS
Prerequisites: BIO-163 or BIO-166; minimum grade C
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.G.E.*

BIO-275 Microbiology 4 (3-3) FS SS
Prerequisites: BIO-110, BIO-111, BIO-163, or BIO-165, minimum grade C
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *(2010 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.G.E.*

BPA Baking and Pastry Arts

BPA-120 Petit Fours & Pastries 3 (1-4) F
Prerequisites: CUL-110, CUL-160
Corequisites: None
This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings. *(2011 FA)*

BPA-130 European Cakes and Tortes 3 (1-4) SS
Prerequisites: CUL-110, CUL-160
Corequisites: None
This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher. *(2011 FA)*

BPA-150 Artisan & Specialty Bread 4 (1-6) S
Prerequisites: CUL-110, CUL-160
Corequisites: None
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics. *(2003 FA)*

BPA-165 Hot and Cold Desserts 3 (1-4) S
Prerequisites: CUL-110, CUL-160
Corequisites: None
This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold soufflés. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes. *(2011 FA)*

BPA-210 Cake Design & Decorating 3 (1-4) F
Prerequisites: BPA-130, CUL-110, CUL-160; ENG-002 or BSP-4002
Corequisites: None
This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes. *(2011 FA)*

BPA-220 Confection Artistry 4 (1-6) S
Prerequisites: CUL-110, CUL-160; ENG-002 or BSP-4002
Corequisites: None
This course introduces the principles and techniques of decorative sugar work and confectionery candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations. *(2003 FA)*

BPA-250 Dessert/Bread Production 5 (1-8) F
Prerequisites: BPA-150; ENG-002 or BSP-4002
Corequisites: None
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices. *(2012 SU)*

BPA-260 Pastry & Baking Marketing 3 (2-2) S
Prerequisites: BPA-150, BPA-210
Corequisites: BPA-250
This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience. *(2011 FA)*

BPR Blueprint Reading

BPR-111 Print Reading 2 (1-2) S
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

BPR-115 Elc/Fluid Power Diagrams 2 (1-2) S
Prerequisites: None
Corequisites: None
This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry. *(1997 SU)*

BPR-130 Print Reading-Construction 3 (3-0) F
Prerequisites: None
Corequisites: ARC-111 or EGR-115
This course covers the interpretation of interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. *(2013 FA)*

BUS Business

BUS-110 Introduction to Business 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *(2015 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

BUS-115 Business Law I 3 (3-0) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(2015 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

BUS-116 Business Law II 3 (3-0) AND
Prerequisites: BUS-115
Corequisites: None
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *(2015 FA)*

BUS-121 Business Math 3 (2-2) FS
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. *(1997 SU)*

BUS-125 Personal Finance 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. *(1997 SU)*

BUS-137 Principles of Management 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *(2015 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

BUS-139 Entrepreneurship I 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(2008 FA)*

BUS-147 Business Insurance 3 (3-0) S
Prerequisites: None
Corequisites: None
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage. *(1997 SU)*

BUS-148 Survey of Real Estate 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces real estate principles and practices. Topics include real estate finance, real estate law, brokerage, land use planning, property management, and valuation. Upon completion, students should be able to explain basic procedures involved in the lease, purchase, and sale of real property. *(1997 SU)*

BUS-151 People Skills 3 (3-0) S
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy,

self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. *(1997 SU)*

BUS-153 Human Resource Management 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(1997 SU)*

BUS-225 Business Finance 3 (2-2) S
Prerequisites: ACC-120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. *(1997 SU)*

BUS-228 Business Statistics 3 (2-2) AND
Prerequisites: ENG-002 or BSP-4002; MAT-143
Corequisites: None
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. *(2014 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

BUS-230 Small Business Management 3 (3-0) S
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(1997 SU)*

BUS-255 Org Behavior in Business 3 (3-0) S
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action. *(1997 SU)*

BUS-260 Business Communication 3 (3-0) S
Prerequisites: ENG-111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. *(2014 SP)*

CEG Civil Engineering and Geomatics

CEG-111 Intro to GIS and GNSS 4 (2-4) S
Prerequisites: None
Corequisites: None
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps. *(2013 FA)*

CEG-115 Intro to Tech & Sustainability 3 (2-3) F
Prerequisites: None
Corequisites: CEG-115A
This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development. *(2013 FA)*

CEG-115A Tech & Sustainability Lab 1 (0-3) F
Prerequisites: None
Corequisites: CEG-115
This course provides a lab experience that requires students to apply principles of sustainable development and engineering computations, measurement, and drawing to hands-on activities and in actual settings. Emphasis is placed on basic engineering technology and sustainable development topics. Upon completion, students should be able to recognize appropriate technologies for particular projects and scenarios. *(2013 FA)*

CEG-210 Construction Mtls & Methods 3 (2-3) F
Prerequisites: None
Corequisites: EGR-115 or CEG-115
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications. *(2013 FA)*

CEG-211 Hydrology & Erosion Control 3 (2-3) F
Prerequisites: MAT-121, MAT-171, MAT-003, or BSP-4003
Corequisites: None
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan. *(2020 FA)*

CEG-212 Intro to Environmental Tech 3 (2-3) S
Prerequisites: EGR-251
Corequisites: None
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations. *(2013 FA)*

CEG-230 Subdivision Planning & Design 3 (1-6) S
Prerequisites: EGR-120, CEG-211, SRV-111
Corequisites: None
This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans. *(2013 FA)*

CEG-235 Project Management/Estimating 3 (2-3) S
Prerequisites: CEG-115, CIS-110, CIS-111, EGR-115, or EGR-125
Corequisites: None
This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules. *(2014 SU)*

CET Computer Engineering Technology

CET-111 Computer Upgrade/Repair I 3 (2-3) FS SS
Prerequisites: None
Corequisites: None
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. *(2007 FA)*

CET-211 Computer Upgrade/Repair II 3 (2-3) S
Prerequisites: CET-111
Corequisites: None
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance. *(2007 FA)*

CHM Chemistry

CHM-130 Gen, Org, & Biochemistry 3 (3-0) F
Prerequisites: None
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. Course is suitable for placement in the ADN program. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

CHM-130A Gen, Org, & Biochem Lab 1 (0-2) F
Prerequisites: None
Corequisites: CHM-130
This course is a laboratory for CHM-130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM-130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM-130. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Sciences Gen. Ed. course for A.A.S. and A.G.E.*

CHM-151 General Chemistry I 4 (3-3) FS SS
Prerequisites: MAT-003 w/P2, BSP-4003 w/P2, MAT-021, MAT-043, MAT-052, or MAT-071
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM-152. The laboratory work emphasizes quantitative determinations utilizing volumeric, gravimetric, and instrumental analysis. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

CHM-152 General Chemistry II 4 (3-3) FS SS
Prerequisites: CHM-151, minimum grade C
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. The laboratory work emphasizes quantitative determinations utilizing volumetric, gravimetric, and instrumental analysis. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*
- *Other Gen. Ed. and Premajor Elective course for A.E.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

CHM-251 Organic Chemistry I 4 (3-3) F
Prerequisites: CHM-152, minimum grade C
Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM-252. The laboratory work is designed to develop basic laboratory techniques of synthesis, purification and identification with an emphasis upon spectroscopy and chromatography. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.G.E.*

CHM-252 Organic Chemistry II 4 (3-3) S
Prerequisites: CHM-251, minimum grade C
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. The laboratory work is designed to develop basic laboratory techniques of synthesis, purification and identification with an emphasis upon spectroscopy and chromatography. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Natural Science Gen. Ed. course for A.G.E.*

CIS Information Systems

CIS-110 Introduction to Computers 3 (2-2) FS SS
Prerequisites: None
Corequisites: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *(2006 SP) This course has been approved to satisfy the following requirement(s):*

- *Mathematics Gen. Ed. course for A.A. and A.S.*

CIS-111 Basic PC Literacy 2 (1-2) FS SS
Prerequisites: None
Corequisites: None
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *(2006 SP)*

CIS-115 Intro to Prog & Logic 3 (2-3) FS SS
Prerequisites: MAT-003, BSP-4003, MAT-121, or MAT-171
Corequisites: None
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. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *Mathematics Gen. Ed. course for A.A. and A.S.*

CIV Civil Engineering

CIV-111 Soils and Foundations 4 (2-4) F
Prerequisites: EGR-251
Corequisites: None
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil. *(2013 FA)*

CIV-221 Steel and Timber Design 3 (2-3) F
Prerequisites: EGR-251
Corequisites: None
This course introduces the basic elements of steel and timber structures. Topics include strength of materials applications, the analysis and design of steel and timber beams, columns, and connections and concepts of structural detailing. Upon completion, students should be able to analyze, design, and draw simple plans using Computer Aided Drafting and Design software (CADD). *(2013 FA)*

CIV-222 Reinforced Concrete 3 (2-3) S
Prerequisites: EGR-251
Corequisites: None
This course introduces the basic elements of reinforced concrete structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and draw simple plans using Computer Aided Drafting and Design software (CADD). *(2013 FA)*

CJC Criminal Justice

Admission to the BLET program is required before enrolling in CJC-110. Students with credit for CJC-110 should consult with the program coordinator about credits for some CJC course offerings as noted in the program catalog entry.

CJC-110 Basic Law Enforcement BLET 20 (10-30) FS SS
Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. *This is a certificate-level course. (2019 FA)*

CJC-111 Intro to Criminal Justice 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

CJC-112 Criminology 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. *(1997 SU)*

CJC-113 Juvenile Justice 3 (3-0) FS
Prerequisites: None
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *Students who have successfully completed CJC-110, Basic Law Enforcement, may receive credit for CJC-113. (1997 SU)*

CJC-115 Crime Scene Photography 3 (2-3) S
Prerequisites: None
Corequisites: None
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence. *(2016 FA)*

CJC-120 Interviews/Interrogations 2 (1-2) FS
Prerequisites: None
Corequisites: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. *Students who have successfully completed CJC-110, Basic Law Enforcement, may receive credit for CJC-120. (1997 SU)*

CJC-121 Law Enforcement Operations 3 (3-0) FS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

CJC-131 Criminal Law 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other

related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. *Students who have successfully completed CJC-110, Basic Law Enforcement, may receive credit for CJC-131. (1997 SU)*

CJC-132 Court Procedure & Evidence 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. *Students who have successfully completed CJC-110, Basic Law Enforcement, may receive credit for CJC-132. (1997 SU)*

CJC-141 Corrections 3 (3-0) FS
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *(1997 SU)*
This course has been approved to satisfy the following requirement(s):
- *Premajor and/or Elective course for A.A. and A.S.*

CJC-144 Crime Scene Processing 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. *(2000 SP)*

CJC-146 Trace Evidence 3 (2-3) F
Prerequisites: None
Corequisites: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. *(2000 SP)*

CJC-212 Ethics & Comm Relations 3 (3-0) S SS
Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. *(1997 SU)*

CJC-221 Investigative Principles 4 (3-2) FS
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. *Students who have successfully completed CJC-110, Basic Law Enforcement, may receive credit for CJC-221. (1997 SU)*

CJC-222 Criminalistics 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

CJC-225 Crisis Intervention 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/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. *(1997 SU)*

CJC-231 Constitutional Law 3 (3-0) F
Prerequisites: None
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. *Students who have successfully*

completed CJC-110, Basic Law Enforcement, may receive credit for CJC-231. (1997 SU)

CJC-232 Civil Liability 3 (3-0) F SS
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

CJC-241 Community-Based Corrections 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. *(1997 SU)*

CJC-244 Footwear and Tire Imprint 3 (2-3) S
Prerequisites: None
Corequisites: None
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints. *(2000 SP)*

CJC-245 Friction Ridge Analysis 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. *(2000 SP)*

CJC-246 Adv. Friction Ridge Analy 3 (2-3) S
Prerequisites: CJC-245
Corequisites: None
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. *(2000 SP)*

COM Communication

COM-110 Introduction to Communication 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Communications Gen. Ed. course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective Hours course for A.E.*
- *Communication course for A.A.S. and A.G.E.*

COM-120 Intro Interpersonal Com 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *(2007 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.S.*
- *Communication course for A.A.S. and A.G.E.*

COM-140 Intro Intercultural Com 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *(2009 SP) This course has been approved to satisfy the following requirement(s):*

- *Communications Gen. Ed. course for A.A. and A.S.*
- *Communication course for A.A.S. and A.G.E.*

COM-150 Intro to Mass Comm 3 (3-0) AND
Prerequisites: ENG-111
Corequisites: None
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-

industrial society. *(2010 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

COM-231 Public Speaking 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Communication course for A.A.S. and A.G.E.*

COS Cosmetology

COS-111 Cosmetology Concepts I 4 (4-0) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: COS-112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. *(1997 SU)*

COS-112 Salon I 8 (0-24) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: COS-111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. *(1997 SU)*

COS-113 Cosmetology Concepts II 4 (4-0) FS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. *(2016 FA)*

COS-114 Salon II 8 (0-24) FS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics.

Upon completion, students should be able to safely and competently demonstrate these salon services. *(2016 FA)*

COS-115 Cosmetology Concepts III 4 (4-0) SS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. *(2016 FA)*

COS-116 Salon III 4 (0-12) SS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. *(2016 FA)*

COS-117 Cosmetology Concepts IV 2 (2-0) FS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. *(2016 FA)*

COS-118 Salon IV 7 (0-21) FS
Prerequisites: COS-111 (minimum grade C) and COS-112
Corequisites: COS-117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. *(2016 FA)*

COS-223 Contemp Hair Coloring 2 (1-3) FS
Prerequisites: COS-111 and COS-112
Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. (*1998 FA*)

COS-224 Trichology & Chemistry 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair. (1998 FA)

COS-240 Contemporary Design 2 (1-3) AND
Prerequisites: COS-111 and COS-112
Corequisites: None
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. (1998 FA)

COS-250 Computerized Salon Ops 1 (1-0) AND
Prerequisites: None
Corequisites: None
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. (1998 FA)

COS-260 Design Applications 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts. (1998 FA)

CSC Computer Science

CSC-118 Swift Programming I 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces the development of iOS applications and Apple applications using Swift programming language. Emphasis is placed on syntax, object-oriented principles, memory management, and functional concepts of Swift programming. Upon completion, students should be able to develop fully functional iOS and Apple applications using Swift programming language. *(2018 SU)*

CSC-134 C++ Programming 3 (2-3) SS
Prerequisites: MAT-003 or BSP-4003
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be

able to design, code, test and debug at a beginning level. *(2006 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective Hours course for A.E.*

CSC-139 Visual BASIC Programming 3 (2-3) F
Prerequisites: MAT-003 or BSP-4003
Corequisites: None
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *(2006 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

CSC-151 JAVA Programming 3 (2-3) AND
Prerequisites: MAT-003 or BSP-4003
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *(2006 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective Hours course for A.E.*

CSC-153 C# Programming 3 (2-3) S
Prerequisites: MAT-003 or BSP-4003
Corequisites: None
This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level. *(2006 SP)*

CSC-218 Swift Programming II 3 (2-3) S
Prerequisites: CSC-118
Corequisites: None
This course introduces advanced iOS application development using the Swift programming language. Emphasis is placed on navigation, data manipulation, web services, prototyping, debugging, and project planning. Upon completion, students should be able to develop advanced multifunctional iOS and Apple applications using the Swift programming language. *(2018 SU)*

CSC-253 Advanced C# Programming 3 (2-3) F
Prerequisites: CSC-153
Corequisites: None
This course is a continuation of CSC-153 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. *(2006 SP)*

CSC-289 Programming Capstone Project 3 (1-4) S
Prerequisites: CTI-110, CTI-120, and CTS-115
Corequisites: None
This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation. *(2016 FA)*

CST Construction

CST-241 Planning/Estimating I 3 (2-2) S
Prerequisites: BPR-130 or MAT-121 or MAT-171
Corequisites: None
This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project. *(2014 FA)*

CTI Computer Tech Integration

CTI-110 Web, Pgm, & Db Foundation 3 (2-2) FS
Prerequisites: None
Corequisites: None
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (2009 FA)

CTI-120 Network & Sec Foundation 3 (2-2) FS
Prerequisites: None
Corequisites: None
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (2009 FA)

CTI-140 Virtualization Concepts 3 (1-4) AND
Prerequisites: None
Corequisites: None
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines. (2012 SU)

CTS Computer Information Technology

CTS-115 Info Sys Business Concepts 3 (3-0) F
Prerequisites: None
Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *(2006 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

CUL Culinary

CUL-110 Sanitation & Safety 2 (2-0) FS SS
Prerequisites: None
Corequisites: None
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. *(2011 FA)*

CUL-110A Sanitation & Safety Lab 1 (0-2) FS SS
Prerequisites: None
Corequisites: CUL-110
This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry. *(2011 FA)*

CUL-112 Nutrition for Foodservice 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques

and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection. *(2011 FA)*

CUL-120 Purchasing 2 (2-0) FS
Prerequisites: MAT-003 or BSP-4003
Corequisites: None
This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. *(2011 FA)*

CUL-130 Menu Design 2 (2-0) SS
Prerequisites: None
Corequisites: None
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings. *(2011 FA)*

CUL-135 Food & Beverage Service 2 (2-0) FS
Prerequisites: None
Corequisites: CUL-135A
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. *(2011 FA)*

CUL-135A Food & Beverage Serv Lab 1 (0-2) FS
Prerequisites: None
Corequisites: CUL-135
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages. *(2011 FA)*

CUL-140 Culinary Skills I 5 (2-6) FS
Prerequisites: MAT-003 or BSP-4003
Corequisites: CUL-110
This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. *(2011 FA)*

CUL-160 Baking I 3 (1-4) FS
Prerequisites: MAT-003 or BSP-4003
Corequisites: CUL-110
This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. *(2011 FA)*

CUL-170 Garde Manger I 3 (1-4) FS SS
Prerequisites: MAT-003 or BSP-4003
Corequisites: CUL-110
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. *(2011 FA)*

CUL-214 Wine Appreciation 2 (1-2) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. *(2011 FA)*

CUL-230 Global Cuisines 5 (1-8) F
Prerequisites: CUL-110, CUL-110A, CUL-140, CUL-160, CUL-240
Corequisites: None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. *(2011 FA)*

CUL-240 Culinary Skills II 5 (1-8) S
Prerequisites: CUL-110, CUL-110A, CUL-140; ENG-002 or BSP-4002
Corequisites: None
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. *(2017 FA)*

CUL-260 Baking II 3 (1-4) F
Prerequisites: CUL-110, CUL-110A, CUL-160; ENG-002 or BSP-4002
Corequisites: None
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (*2011 FA)*

CUL-283 Farm-To-Table 5 (2-6) S
Prerequisites: CUL-110, CUL-140
Corequisites: None
This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine. *(2011 FA)*

DBA Database Management Technology

DBA-110 Database Concepts 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. *(2006 SP)*

DBA-120 Database Programming I 3 (2-2) F
Prerequisites: None
Corequisites: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports. *(2006 SP)*

DBA-221 SQL Server DB Prog II 3 (2-2) S
Prerequisites: DBA-120
Corequisites: None
This course is designed to enhance programming skills developed in DBA-120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation. *(2006 SP)*

DFT Drafting

DFT-119 Basic CAD 2 (1-2) AND
Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings *(1997 SU)*

DFT-170 Engineering Graphics 3 (2-2) AND
Prerequisites: None
Corequisites: None
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *(2005 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective Hours course for A.E.*

DME Digital Media Technology

DME-110 Intro to Digital Media 3 (2-2) F
Prerequisites: None
Corequisites: None
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. *(2004 FA)*

DME-115 Graphic Design Tools 3 (2-2) SS
Prerequisites: None
Corequisites: None
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. *(2004 FA)*

DME-120 Intro to Multimedia Appl 3 (2-2) SS
Prerequisites: None
Corequisites: None
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications. *(2019 FA)*

DME-130 Digital Animation I 3 (2-2) F
Prerequisites: DME-110
Corequisites: None
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations. *(2004 FA)*

DME-215 Adv Graphic Design Tools 3 (2-2) AND
Prerequisites: DME-115
Corequisites: None
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and topography and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles. *(2011 SU)*

DME-285 Systems Projects 3 (2-2) S
Prerequisites: DME-120, DME-130
Corequisites: None
This course provides an opportunity to complete a significant digital media project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete, maintain and implement a digital media project. *(2004 FA)*

DRA Drama/Theatre

DRA-111 Theatre Appreciation 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

DRA-120 Voice for Performance 3 (3-0) AND
Prerequisites: None
Corequisites: None
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 vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *(1997 SU)*

DRA-126 Storytelling 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

DRA-128 Children's Theatre 3 (3-0) AND
Prerequisites: DRA-130
Corequisites: None
This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. *(1997 SU)*

DRA-130 Acting I 3 (0-6) F
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

DRA-131 Acting II 3 (0-6) AND
Prerequisites: DRA-130
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

DRA-135 Acting for the Camera I 3 (1-4) S
Prerequisites: DRA-130
Corequisites: None
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. *(1997 SU)*

DRA-140 Stagecraft I 3 (0-6) F
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

DRA-141 Stagecraft II 3 (0-6) S
Prerequisites: DRA-140
Corequisites: None
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 or avocational roles in technical theatre. *(1997 SU)*

DRA-145 Stage Make-up 2 (1-2) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

DRA-170 Play Production I 3 (0-9) S
Prerequisites: None
Corequisites: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *(1997 SU)*

DRA-171 Play Production II 3 (0-9) AND
Prerequisites: DRA-170
Corequisites: None
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *(1997 SU)*

DRA-211 Theatre History I 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

DRA-212 Theatre History II 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

DRA-240 Lighting for Theatre 3 (2-2) AND
Prerequisites: None
Corequisites: None
This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment. *(1997 SU)*

ECM Electronic Commerce

ECM-210 Intro. to E-Commerce 3 (2-2) S
Prerequisites: ENG-002 or BSP-4002; CIS-110 or CIS-111
Corequisites: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site. *(2003 FA)*

ECO Economics

ECO-151 Survey of Economics 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course, for those who have not received credit for ECO-251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ECO-251 Prin of Microeconomics 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion,

students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

ECO-252 Prin of Macroeconomics 3 (3-0) FS
Prerequisites: ENG-002 or BSP-4002, MAT-003 or BSP-4003
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective course for A.E.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

EDU Education

EDU-114 Intro to Family Childcare 3 (3-0) S
Prerequisites: None
Corequisites: None
This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment. *(2020 FA)*

EDU-119 Intro to Early Child Educ 4 (4-0) F
Prerequisites: None
Corequisites: None
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. *(2015 FA)*

EDU-131 Child, Family, & Community 3 (3-0) F
Prerequisites: None
Corequisites: None
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of

evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *(2020 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

EDU-144 Child Development I 3 (3-0) F
Prerequisites: None
Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *(2020 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

EDU-145 Child Development II 3 (3-0) S
Prerequisites: None
Corequisites: None
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *(2020 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

EDU-146 Child Guidance 3 (3-0) S
Prerequisites: None
Corequisites: None
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the

relationship between children's social, emotional and cognitive development. *(2020 FA)*

EDU-151 Creative Activities 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(2020 FA)*

EDU-153 Health, Safety & Nutrition 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. *(2020 FA)*

EDU-157 Active Play 3 (2-2) F
Prerequisites: None
Corequisites: None
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. *(2020 FA)*

EDU-184 Early Child Intro Pract 2 (1-3) AND
Prerequisites: EDU-119
Corequisites: None
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children 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. *(2020 FA)*

EDU-187 Teaching and Learning for All 4 (3-3) F
Prerequisites: None
Corequisites: None
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, 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. *(2020 FA)*

EDU-216 Foundations of Education 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *(2020 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

EDU-221 Children with Exceptionalities 3 (3-0) S
Prerequisites: EDU-144, EDU-145
Corequisites: None
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *(2020 FA)*

- *Premajor and/or Elective course for A.A. and A.S.*

EDU-234 Infants, Toddlers, & Twos 3 (3-0) S
Prerequisites: EDU-119
Corequisites: None
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to

demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. *(2020 FA)*

EDU-235 School-Age Develop and Programs 3 (3-0) F
Prerequisites: None
Corequisites: None
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities. *(2020 FA)*

EDU-250 Teacher Licensure Preparation 3 (3-0) S
Prerequisites: ENG-111; MAT-143, MAT-152, or MAT-171
Corequisites: None
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher 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. *(2018 FA)*

EDU-251 Exploration Activities 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2020 FA)*

EDU-259 Curriculum Planning 3 (3-0) F
Prerequisites: EDU-119
Corequisites: None
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. *(2020 FA)*

EDU-261 Early Childhood Admin I 3 (3-0) SS
Prerequisites: None
Corequisites: 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. *(2020 FA)*

EDU-262 Early Childhood Admin II 3 (3-0) SS
Prerequisites: EDU-119, EDU-261
Corequisites: None
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. *(2020 FA)*

EDU-271 Educational Technology 3 (2-2) AND
Prerequisites: None
Corequisites: None
This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. *(2020 FA)*

EDU-275 Effective Teach Train 2 (2-0) AND
Prerequisites: None
Corequisites: None
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task. *(2020 FA)*

EDU-279 Literacy Develop and Instruct 4 (3-3) S
Prerequisites: None
Corequisites: None
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive

instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. *(2020 FA)*

EDU-280 Language/Literacy Experiences 3 (3-0) F
Prerequisites: None
Corequisites: None
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. *(2020FA)*

EDU-284 Early Child Capstone Prac 4 (1-9) S
Prerequisites: EDU-119, EDU-144, EDU-145, EDU-146, EDU-151
Corequisites: None
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. *(2020 FA)*

EGR Engineering

EGR-110 Intro to Engineering Tech 2 (1-2) FS
Prerequisites: None
Corequisites: None
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. *(2005 SP)*

EGR-115 Intro to Technology 3 (2-3) F
Prerequisites: None
Corequisites: 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. *(2005 SP)*

EGR-115A Intro to Technology Lab 1 (0-3) F
Prerequisites: None
Corequisites: EGR-115
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. *(2005 SP)*

EGR-120 Eng and Design Graphics 3 (2-2) S
Prerequisites: None
Corequisites: None
This course introduces the graphical tools for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features or two-dimensional and three-dimensional objects using the proper tools and methods. *(2013 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

EGR-125 Appl Software for Tech 2 (1-2) AND
Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats. *(2005 SP)*

EGR-150 Intro to Engineering 2 (1-2) F
Prerequisites: None
Corequisites: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *(2005 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Required Hours course for A.E.*

EGR-220 Engineering Statics 3 (3-0) AND
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. *(1997 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective course for A.E.*

EGR-251 Statics 3 (2-2) SS
Prerequisites: ARC-111, CEG-115 or EGR-115
Corequisites: MAT-121 or MAT-171
This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures. *(2013 FA)*

ELC Electrical

ELC-113 Residential Wiring 4 (2-6) AND
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. *(2013 FA)*

ELC-114 Commercial Wiring 4 (2-6) AND
Prerequisites: None
Corequisites: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations. *(2013 FA)*

ELC-115 Industrial Wiring 4 (2-6) AND
Prerequisites: None
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. *(2013 FA)*

ELC-117 Motors and Controls 4 (2-6) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. *(2013 FA)*

ELC-131 Circuit Analysis I 4 (3-3) F
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

ELN Electronics

ELN-131 Analog Electronics I 4 (3-3) S
Prerequisites: None
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. *(2013 FA)*

ELN-133 Digital Electronics 4 (3-3) SS
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, Medium Scale Integration (MSI) and Large Scale Integration (LSI) 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. *(2013 FA)*

ELN-232 Intro to Microprocessors 4 (3-3) S
Prerequisites: None
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. *(1997 SU)*

EMS Emergency Medical Science

EMS-110 EMT 9 (6-6-3) FS
Prerequisites: None
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification. *(2019 SP)*

EMS-115 Defense Tactics for EMS 2 (1-3-0) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

EMS-120 Advanced EMT 6 (4-6-0) AND
Prerequisites: EMS-110
Corequisites: 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. *(2019 SP)*

EMS-121 AEMT Clinical Practicum 2 (0-0-6) AND
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. *(2019 SP)*

EMS-122 EMS Clinical Practicum I 1 (0-0-3) S
Prerequisites: EMS-110
Corequisites: None
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills. *(2019 SP)*

EMS-125 EMS Instructor Methodology 3 (2-2-0) AND
Prerequisites: None
Corequisites: None
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. *(2019 SP)*

EMS-130 Pharmacology 4 (3-3-0) S
Prerequisites: EMS-110
Corequisites: None
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. *(2019 SP)*

EMS-131 Advanced Airway Management 2 (1-2-0) S
Prerequisites: EMS-110
Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. *(2019 SP)*

EMS-140 Rescue Scene Management 2 (1-3-0) S
Prerequisites: None
Corequisites: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment. *(2014 SP)*

EMS-150 Emergency Vehicles & EMS Comm 2 (1-3-0) AND
Prerequisites: None
Corequisites: None
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs. *(2014 SP)*

EMS-160 Cardiology I 3 (2-3-0) S
Prerequisites: EMS-110
Corequisites: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms. *(2019 SP)*

EMS-210 Adv. Patient Assessment 2 (1-3-0) SS
Prerequisites: EMS-110
Corequisites: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data. *(2019 SP)*

EMS-220 Cardiology II 3 (2-3-0) SS
Prerequisites: EMS-122, EMS-130, and EMS-160
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient. *(2019 SP)*

EMS-221 EMS Clinical Practicum II 2 (0-0-6) SS
Prerequisites: EMS-121 or EMS-122
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. *(2019 SP)*

EMS-231 EMS Clinical Pract III 3 (0-0-9) F
Prerequisites: EMS-130 and EMS-221
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. *(2014 SP)*

EMS-235 EMS Management 2 (2-0-0) AND
Prerequisites: None
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. *(1997 SU)*

EMS-240 Patients W/ Special Challenges 2 (1-2-0) F
Prerequisites: EMS-122 and EMS-130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally

challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges. *(2014 SP)*

EMS-241 EMS Clinical Practicum IV 4 (0-0-12) S
Prerequisites: EMS-130 and EMS-231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic *(2014 SP)*

EMS-243 Wilderness EMT 2 (1-2-0) AND
Prerequisites: EMS-110
Corequisites: None
This course provides an overview of emergency care when separated from definitive care by distance, time, or circumstance. Topics include principles of long-term patient care, wilderness patient assessment system, medical and environmental emergencies, medication administration, modified CPR, and spine management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to gain Wilderness-EMT certification. *(2012 SP)*

EMS-250 Advanced Medical Emergencies 4 (3-3-0) F
Prerequisites: EMS-122 and EMS-130
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment. *(2014 SP)*

EMS-260 Trauma Emergencies 2 (1-3-0) SS
Prerequisites: EMS-122 and EMS-130
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care. *(2014 SP)*

EMS-270 Life Span Emergencies 3 (2-3-0) F
Prerequisites: EMS-122 and EMS-130
Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric

emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies. *(2014 SP)*

EMS-280 EMS Bridging Course 3 (2-2-0) AND
Prerequisites: None
Corequisites: None
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. *(2019 SP)*

EMS-285 EMS Capstone 2 (1-3-0) S
Prerequisites: EMS-220, EMS-250, EMS-260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. *(1997 SU)*

ENG English

Initial student placement in foundation courses is based on individual college placement policies and procedures. Students should begin foundation course work at the appropriate level indicated by that college's placement.

ENG-002 Transition English 3 (0-6) FS SS
Prerequisites: None
Corequisites: ACA-090
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. (2018 FA)

ENG-011 Writing and Inquiry Support 2 (1-2) FS SS
Prerequisites: None
Corequisites: ENG-111
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. (2018 FA)

ENG-111 Writing and Inquiry 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: 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. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *English Composition Gen. Ed. course for A.A.S. and A.G.E.*

ENG-112 Writing/Research in the Disc 3 (3-0) FS SS
Prerequisites: ENG-111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines *(2014 FA). This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *English Composition Gen. Ed. course for A.A.S. and A.G.E.*

ENG-114 Prof Research & Reporting 3 (3-0) FS SS
Prerequisites: ENG-111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Additional Gen. Ed. course for A.A. and A.S.*
- *English Composition Gen. Ed. course for A.A.S. and A.G.E.*

ENG-125 Creative Writing I 3 (3-0) F
Prerequisites: ENG-111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *(2001 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ENG-126 Creative Writing II 3 (3-0) AND
Prerequisites: ENG-125
Corequisites: None
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ENG-131 Introduction to Literature 3 (3-0) AND
Prerequisites: ENG-111
Corequisites: ENG-112 or ENG-114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-231 American Literature I 3 (3-0) FS SS
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-232 American Literature II 3 (3-0) FS SS
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-241 British Literature I 3 (3-0) F
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-242 British Literature II 3 (3-0) S
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-261 World Literature I 3 (3-0) AND
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-262 World Literature II 3 (3-0) AND
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical 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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

ENG-273 African-American Literature 3 (3-0) AND
Prerequisites: ENG-112 or ENG-114
Corequisites: None
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

ENV Environmental Science

ENV-226 Environmental Law 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality. *(2013 FA)*

EPT Emergency Preparedness

EPT-140 Emergency Management 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP Fire Protection

FIP-120 Intro to Fire Protection 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-124 Fire Prevention & Public Ed 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include 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. *(2014 FA)*

FIP-132 Building Construction 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-136 Inspections & Codes 3 (3-0) F
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-152 Fire Protection Law 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-220 Fire Fighting Strategies 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-224 Fire Instructor I & II 4 (4-0) F
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-228 Local Govt Finance 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-230 Chem of Hazardous Mat I 5 (5-0) F
Prerequisites: None
Corequisites: None
This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials. *(2014 FA)*

FIP-232 Hydraulics & Water Dist 3 (2-2) F
Prerequisites: None
Corequisites: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference 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. *(2014 FA)*

FIP-240 Fire Service Supervision 3 (3-0) S
Prerequisites: None
Corequisites: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021. *(2014 FA)*

FIP-256 Munic Public Relations 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FIP-276 Managing Fire Services 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(2014 FA)*

FRE French

FRE-111 Elementary French I 3 (3-0) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*

FRE-112 Elementary French II 3 (3-0) AND
Prerequisites: FRE-111
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*

FRE-211 Intermediate French I 3 (3-0) AND
Prerequisites: FRE-112
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

FRE-212 Intermediate French II 3 (3-0) AND
Prerequisites: FRE-211
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

GEL Geology

GEL-111 Geology 4 (3-2) AND
Prerequisites: None
Corequisites: None
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. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.F.A., and A.S.*
- *Natural Science Gen. Ed. course for A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

GEO Geography

GEO-111 World Regional Geography 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

GRA Graphic Arts

GRA-151 Computer Graphics I 2 (1-3) F
Prerequisites: None
Corequisites: None
This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. *(1997 SU)*

GRD Graphic Design

GRD-167 Photographic Imaging I 3 (1-4) S
Prerequisites: None
Corequisites: None
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. *(2006 SU)*

HEA Health

HEA-112 First Aid & CPR 2 (1-2) FS SS
Prerequisites: None
Corequisites: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

HFS Health and Fitness Science

HFS-110 Exercise Science 4 (4-0) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise. *(2017 FA)*

HFS-111 Fitness & Exer Testing I 4 (3-2) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment. *(2017 FA)*

HFS-116 Pvnt & Care Exer Injuries 3 (2-2) S
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries. *(2017 FA)*

HFS-118 Fitness Facility Mgmt 4 (4-0) S
Prerequisites: None
Corequisites: None
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility. *(2017 FA)*

HFS-120 Group Exer Instruction 3 (2-2) S
Prerequisites: HFS-110
Corequisites: None
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity. *(2017 FA)*

HFS-210 Personal Training 3 (2-2) S
Prerequisites: HFS-110, HFS-111
Corequisites: None
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same. *(2017 FA)*

HFS-212 Exercise Programming 3 (2-2) F
Prerequisites: HFS-110
Corequisites: None
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner. *(2017 FA)*

HFS-214 Health and Fitness Law 3 (3-0) S
Prerequisites: None
Corequisites: None
This course is designed to build a greater awareness and understanding of laws and legal issues encountered in the health and fitness industry. Topics include federal/state regulations, historical/current practices, risk management, torts, employment, discrimination, contracts, waivers, health/fitness screening, client confidentiality, facility safety, equipment liability, and emergency procedures. Upon completion, students should be able to demonstrate an understanding of the legal system to prevent or minimize liability in a fitness setting. *(2017 FA)*

HFS-218 Lifestyle Chng & Wellness 4 (3-2) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting. *(2017 FA)*

HIS History

HIS-111 World Civilizations I 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-112 World Civilizations II 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-121 Western Civilization I 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-122 Western Civilization II 3 (3-0) AND
Prerequisite: ENG-002 or BSP-4002
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-131 American History I 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-132 American History II 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-151 Hispanic Civilization 3 (3-0) AND
Prerequisite: ENG-002 or BSP-4002
Corequisites: None
This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-221 African-American History 3 (3-0) AND
Prerequisite: ENG-002 or BSP-4002
Corequisites: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HIS-236 North Carolina History 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

HOR Horticulture

HOR-112 Landscape Design I 3 (2-3) F
Prerequisites: HOR-160; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: None
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, plan, and draft a landscape design according to sustainable practices. *(2013 FA)*

HOR-114 Landscape Construction 3 (2-2) SS
Prerequisites: MAT-110, MAT-121, MAT-143, MAT-152 or MAT-171
Corequisites: None
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. *(1997 SU)*

HOR-134 Greenhouse Operations 3 (2-2) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

HOR-142 Fruit & Vegetable Prod 2 (1-2) SS
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

HOR-160 Plant Materials I 3 (2-2) F
Prerequisites: None
Corequisites: None
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. (2013 FA)

HOR-161 Plant Materials II 3 (2-2) S
Prerequisites: HOR-160
Corequisites: None
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. *(2015 FA)*

HOR-164 Hort Pest Management 3 (2-2) SS
Prerequisites: TRF-110; HOR-160 or TRF-130
Corequisites: None
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. *Prerequisites and corequisites are applicable to Landscape Gardening program students. (2013 FA)*

HOR-166 Soils & Fertilizers 3 (2-2) S
Prerequisites: MAT-110, MAT-121, MAT-143, MAT-152 or MAT-171
Corequisites: None
This course covers the physical and chemical properties of soil 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 — *specifically as these relate to a golf course putting green. (2013 FA)*

HOR-168 Plant Propagation 3 (2-2) F
Prerequisites: HOR-160, LSG-111
Corequisites: None
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. *(1997 SU)*

HOR-213 Landscape Design II 3 (2-2) S
Prerequisites: HOR-112, HOR-114, HOR-161
Corequisites: None
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. *(1997 SU)*

HOR-215 Landscape Irrigation 3 (2-2) F
Prerequisites: HOR-160, LSG-111; MAT-110, MAT-121, MAT-143, MAT-152 or MAT-171
Corequisites: None
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. *(1997 SU)*

HOR-225 Nursery Production 3 (2-2) S
Prerequisites: HOR-161, HOR-164
Corequisites: None
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. *(2009 SP)*

HOR-235 Greenhouse Production 3 (2-2) F
Prerequisites: HOR-134
Corequisites: None
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. *(1997 SU)*

HOR-257 Arboriculture Practices 2 (1-3) S
Prerequisites: HOR-160
Corequisites: None
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. *(2013 SU)*

HOR-265 Advanced Plant Materials 2 (1-2) SS
Prerequisites: HOR-161
Corequisites: None
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. *(2001 FA)*

HRM Hotel and Restaurant Management

HRM-220 Cost Control-Food & Bev 3 (3-0) S
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving. *(2011 FA)*

HRM-230 Club & Resort Management 3 (3-0) S
Prerequisites: None
Corequisites: None
This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management. *(2011 FA)*

HRM-245 Human Resource Mgmt-Hospitality 3 (3-0) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. *(2011 FA)*

HRM-275 Leadership-Hospitality 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments. *(2011 FA)*

HUM Humanities

HUM-110 Technology and Society 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should

be able to critically evaluate the implications of technology. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective course for A.E.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-115 Critical Thinking 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-120 Cultural Studies 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-122 Southern Culture 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-130 Myth in Human Culture 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-150 American Womens Studies 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-160 Introduction to Film 3 (2-2) FS SS
Prerequisites: ENG-111
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. A major emphasis of the course will be discussions and reports that analyze plot and conflict, narrative styles, character development, and theme. *(1999 FA) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-161 Advanced Film Studies 3 (2-2) AND
Prerequisites: HUM-160
Corequisites: None
This course provides an advanced study of film art and production, building on skills learned in HUM-160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production. *(2002 SP) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-170 The Holocaust 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-180 Internat Cultural Explor 3 (2-3) AND
Prerequisites: None
Corequisites: None
This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *(2009 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

HUM-211 Humanities I 3 (3-0) AND
Prerequisites: ENG-111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-212 Humanities II 3 (3-0) AND
Prerequisites: ENG-111
Corequisites: None
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-220 Human Values and Meaning 3 (3-0) AND
Prerequisites: ENG-111
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HUM-230 Leadership Development 3 (3-0) FS
Prerequisites: ENG-111
Corequisites: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

HYD Hydraulics

HYD-110 Hydraulics/Pneumatics I 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. *(2013 FA)*

ISC Industrial Science

ISC-121 Envir Health & Safety 3 (3-0) F
Prerequisites: None
Corequisites: None
This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety. *(2005 SP)*

ISC-130 Intro to Quality Control 3 (3-0) F
Prerequisites: None
Corequisites: None
This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management. *(1997 FA)*

ISC-243 Prod & Oper Management I 3 (2-3) S
Prerequisites: None
Corequisites: None
This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems. *(2005 SP)*

LDD Light Duty Diesel

LDD-112 Intro Light-Duty Diesel 3 (2-2) AND
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

LDD-181 Ldd Fuel Systems 4 (2-6) AND
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

LSG Landscape Gardening

Admission to the Landscape Gardening or Turfgrass Management Program is required before enrolling in LSG-121.

LSG-111 Basic Landscape Technique 2 (2-0) F
Prerequisites: None
Corequisites: None
This course introduces basic principles essential to landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform sustainable gardening techniques essential to maintaining a sustainable landscape. *(2013 FA)*

LSG-121 Fall Gardening Lab 2 (0-6) F
Prerequisites: None
Corequisites: LSG-111
This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape. *(2001 FA)*

LSG-122 Spring Gardening Lab 2 (0-6) S
Prerequisites: LSG-121
Corequisites: None
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf

maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season. *(2001 FA)*

LSG-123 Summer Gardening Lab 2 (0-6) SS
Prerequisites: LSG-122
Corequisites: None
This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape. *(2001 FA)*

LSG-231 Landscape Supervision 4 (2-6) F
Prerequisites: LSG-123 and HOR-161
Corequisites: None
This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs. *(2014 FA)*

LSG-244 Advanced Issues/LSG 2 (2-0) S
Prerequisites: None
Corequisites: None
This course covers advanced topics and issues in landscape gardening. Emphasis is placed on current issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to demonstrate an understanding of advanced topics and critically analyze issues in landscape gardening. *(2008 SP)*

MAC Machining

MAC-111 Machining Technology I 6 (2-12) S
Prerequisites: None
Corequisites: None
This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. *(1997 SU)*

MAC-112 Machining Technology II 6 (2-12) S
Prerequisites: None
Corequisites: None
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. *(2011 FA)*

MAC-121 Intro to CNC 2 (2-0) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

MAC-122 CNC Turning 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. *(1997 SU)*

MAT Mathematics

Initial student placement in foundation courses is based on individual college placement policies and procedures. Students should begin foundation course work at the appropriate level indicated by that college's placement.

MAT-003 Transition Math 3 (0-6) FS
Prerequisites: None
Corequisites: ACA-090
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. *(2018 FA)*

MAT-010 Math Measurement & Literacy Support 1 (0-2) F
Prerequisites: None
Corequisites: MAT-110
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. *(2018 FA)*

MAT-021 Algebra/Trigonometry I Support 2 (1-2) S
Prerequisites: None
Corequisites: MAT-121
This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry 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 Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. *(2018 FA)*

MAT-043 Quantitative Literacy Support 2 (1-2) FS
Prerequisites: None
Corequisites: MAT-143
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. *(2018 FA)*

MAT-052 Statistical Methods I Support 2 (1-2) FS
Prerequisites: None
Corequisites: MAT-152
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. *(2018 FA)*

MAT-071 Precalculus Algebra Support 2 (0-4) FS
Prerequisites: None
Corequisites: MAT-171
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. *(2018 FA)*

MAT-110 Math Measurement & Literacy 3 (2-2) F
Prerequisites: MAT-003 or BSP 4003
Corequisites: 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. *(2020 FA)*

MAT-121 Algebra/Trigonometry I 3 (2-2) S SS
Prerequisites: MAT-003, minimum grade P2 or BSP-4003, minimum grade P2
Corequisites: MAT-021
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in

problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *Mathematics Gen. Ed. course for A.A.S. and A.G.E.*

MAT-143 Quantitative Literacy 3 (2-2) FS SS
Prerequisites: MAT-003 or BSP-4003; ENG-002 or BSP-4002
Corequisites: 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 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. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.F.A*
- *Mathematics Gen. Ed. course for A.S.*
- *Mathematics Gen. Ed. course for A.A.S. and A.G.E.*

MAT-152 Statistical Methods I 4 (3-2) FS SS
Prerequisites: MAT-003 or BSP-4003; ENG-002 or BSP-4002
Corequisites: 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. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.F.A. (visual arts)*
- *Mathematics Gen. Ed. course for A.S.*
- *Mathematics Gen. Ed. course for A.A.S. and A.G.E.*

MAT-171 Precalculus Algebra 4 (3-2) FS SS
Prerequisites: MAT-003, minimum grade P2, BSP-4003, minimum grade P2, or MAT-121, minimum grade C
Corequisites: MAT-071
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without

technology. *(2020 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.F.A., and A.S.*
- *Mathematics Gen. Ed. course for A.A.S. and A.G.E.*

MAT-172 Precalculus Trigonometry 4 (3-2) FS SS
Prerequisites: MAT-171, minimum grade C
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*

MAT-263 Brief Calculus 4 (3-2) FS SS
Prerequisites: MAT-171, minimum grade C
Corequisites: None
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*
- *Mathematics Gen. Ed. course for A.A.*

MAT-271 Calculus I 4 (3-2) FS SS
Prerequisites: MAT-172, minimum grade C
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *(2014 FA)*
This course has been approved to satisfy the following requirement(s):

- *UGETC course for A.E., A.F.A. (visual arts), and A.S.*
- *Mathematics Gen. Ed. course for A.A.*

A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years:
1. A score of 2 or higher on the AP Calculus AB Exam.
2. A grade of C or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
3. A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
4. A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test.

5. A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
6. A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent coure from another state.
7. A score of 24 or higher on the ACT Math and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
8. A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.
9. Local diagnostic exam or challenge exam which demonstrates proficiency in Pre-Calculus course(s) competencies.
10. An unweighted HS GPA of 3.5 or higher and a grade of C or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.

MAT-272 Calculus II 4 (3-2) FS
Prerequisites: MAT-271, minimum grade C
Corequisites: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.E., A.F.A. (visual arts), and A.S.*
- *Mathematics Gen. Ed. course for A.A.*

MAT-273 Calculus III 4 (3-2) S
Prerequisites: MAT-272, minimum grade C
Corequisites: None
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *Mathematics Gen. Ed. course for A.A., A.E., and A.S.*

MAT-285 Differential Equations 3 (2-2) S
Prerequisites: MAT-272, minimum grade C
Corequisites: None
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems

with and without technology. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective Hour course for A.E.*

MED Medical Assisting

MED-120 Survey of Med Terminology 2 (2-0) FS SS
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

MED-121 Medical Terminology I 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(1997 SU)*

MED-122 Medical Terminology II 3 (3-0) S
Prerequisites: MED-121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *(1997 SU)*

MKT Marketing and Retailing

MKT-120 Principles of Marketing 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. *(2015 FA)*

MKT-223 Customer Service 3 (3-0) S
Prerequisites: None
Corequisites: None
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. *(1997 SU)*

MLT Medical Laboratory Technology

Admission to the Medical Laboratory Technology program is required in order to enroll in MLT courses.

MLT-110 Intro to MLT 3 (2-3-0) F
Prerequisites: None
Corequisites: None
This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills. *(1997 SU)*

MLT-111 Urinalysis & Body Fluids 2 (1-3-0) SS
Prerequisites: None
Corequisites: None
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests. *(1997 SU)*

MLT-120 Hematology/Hemostasis I 4 (3-3-0) S
Prerequisites: None
Corequisites: None
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders. *(1997 SU)*

MLT-126 Immunology and Serology 2 (1-2-0) F
Prerequisites: None
Corequisites: None
This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures. *(1997 SU)*

MLT-127 Transfusion Medicine 3 (2-3-0) SS
Prerequisites: None
Corequisites: None
This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems. *(1997 SU)*

MLT-130 Clinical Chemistry I 4 (3-3-0) S
Prerequisites: None
Corequisites: None
This course introduces the Quantitative Literacy of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders. *(1997 SU)*

MLT-140 Intro to Microbiology 3 (2-3-0) F
Prerequisites: None
Corequisites: None
This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures. *(1997 SU)*

MLT-215 Professional Issues 1 (1-0-0) S
Prerequisites: None
Corequisites: None
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination. *(1997 SU)*

MLT-240 Special Clin Microbiology 3 (2-3-0) S
Prerequisites: MLT-140
Corequisites: None
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. *(1997 SU)*

MLT-252 MLT Practicum I 2 (0-0-6) F SS
Prerequisites: None
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. *(1997 SU)*

MLT-255 MLT Practicum I 5 (0-0-15) FS
Prerequisites: None
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. *(1997 SU)*

MLT-265 MLT Practicum II 5 (0-0-15) FS
Prerequisites: None
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. *(1997 SU)*

MLT-275 MLT Practicum III 5 (0-0-15) FS
Prerequisites: None
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. *(1997 SU)*

MLT-288 MLT Practicum IV 5 (0-0-15) FS
Prerequisites: None
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. *(2000 SP)*

MNT Maintenance

MNT-110 Intro to Maint Procedures 2 (1-3) S
Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. *(2013 FA)*

MNT-130 Control Systems 4 (2-4) AND
Prerequisites: None
Corequisites: None
This course introduces industrial control systems which include devices such as motor controls, programmable logic controllers (PLCs), and other control components. Topics include schematics and ladder logic structures, related to PLCs, I/O identification, equipment interface, motor controls, and other electrical control devices. Upon completion, students should be able to safely install, maintain, troubleshoot and repair electrical control systems. *(2002 FA)*

MNT-165 Mechanical Industrial Systems 2 (1-3) F
Prerequisites: None
Corequisites: None
This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment. *(2005 SP)*

MNT-230 Pumps & Piping Systems 2 (1-3) F
Prerequisites: None
Corequisites: None
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures. *(1997 SU)*

MNT-240 Indust Equip Troubleshoot 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment. *(2002 FA)*

MTH Therapeutic Massage

Admission to the Therapeutic Massage program is required before enrolling in MTH courses.

MTH-110 Fundamentals of Massage 10 (6-9-3) F
Prerequisites: None
Corequisites: BIO-163 or BIO-165, MED-120, PSY-150
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills. *(2008 SP)*

MTH-120 Ther Massage Applications 10 (6-9-3) S
Prerequisites: BIO-163 or BIO-165, MED-120, MTH-110, PSY-150
Corequisites: BIO-166 (unless student completed BIO-163), ENG-111
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations. *(2008 SP)*

MTH-125 Ethics of Massage 2 (2-0) SS
Prerequisites: MTH-110
Corequisites: BIO-271 and MTH-130
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. *(2005 FA)*

MTH-130 Therapeutic Massage Mgmt 2 (2-0) SS
Prerequisites: MTH-110
Corequisites: BIO-271 and MTH-125
This course introduces the basic responsibilities in the development of a professional massage practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice. *(2012 FA)*

MTH 210 Adv Skills of Massage 8 (4-9-3) F
Prerequisites: MTH-120
Corequisites: None
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered. *(2008 SP)*

MTH 220 Outcome-Based Massage 7 (4-6-3) S
Prerequisites: MTH-120
Corequisites: WBL-111
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered. *(2008 SP)*

MUS Music

Students who wish to enroll in the Associate in Fine Arts in Music (A10700) program must demonstrate the appropriate level of vocal or instrument proficiency. Non-music majors may be allowed to enroll in music theory and performance classes only after demonstrating the appropriate level of proficiency prior to registering for MUS-121, 131, 133, 135, 137, 141, and 161. Students with little or no music background should enroll in MUS-111 and MUS-151.

MUS-110 Music Appreciation 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-111 Fundamentals of Music 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *(1999 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective Course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-112 Introduction to Jazz 3 (3-0) FS
Prerequisites: None
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-121 Music Theory I 3 (3-0) F
Prerequisites: None
Corequisites: MUS-125
This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *(2018 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-122 Music Theory II 3 (3-0) S
Prerequisites: MUS-121
Corequisites: MUS-126
This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *(2018 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-125 Aural Skills I 1 (0-2) F
Prerequisites: None
Corequisites: MUS-121
This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *(2018 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-126 Aural Skills II 1 (0-2) S
Prerequisites: MUS-125
Corequisites: MUS-122
This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *(2018 FA) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-131 Chorus I 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-132 Chorus II 1 (0-2) FS
Prerequisites: MUS-131
Corequisites: None
This course provides a continuation of studies begun in MUS-131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-133 Band I 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the

study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-134 Band II 1 (0-2) FS
Prerequisites: MUS-133
Corequisites: None
This course is a continuation of MUS-133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-135 Jazz Ensemble I 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-136 Jazz Ensemble II 1 (0-2) FS
Prerequisites: MUS-135
Corequisites: None
This course is a continuation of MUS-135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-137 Orchestra I 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-138 Orchestra II 1 (0-2) FS
Prerequisites: MUS-137
Corequisites: None
This course is a continuation of MUS-137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-141 Ensemble I 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-142 Ensemble II 1 (0-2) FS
Prerequisites: MUS-141
Corequisites: None
This course is a continuation of MUS-141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-151 Class Music I 1 (0-2) FS
Prerequisites: None
Corequisites: None
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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-152 Class Music II 1 (0-2) FS
Prerequisites: MUS-151
Corequisites: None
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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-161 Applied Music I 2 (1-2) FS
Prerequisites: None
Corequisites: MUS-121
This course provides individual instruction in the skills and techniques of the particular instrument or voice. 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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1999 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-162 Applied Music II 2 (1-2) FS
Prerequisites: MUS-161
Corequisites: None
This course is a continuation of MUS-161. 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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1999 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-210 History of Rock Music 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *(2003 FA) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

MUS-221 Music Theory III 3 (3-0) F
Prerequisites: MUS-122
Corequisites: MUS-225
This course provides a comprehensive study of chromatic harmony. Emphasis is placed on advanced voice leading tasks, part writing, and analysis of chord progressions,

modulations, and large-scale forms. Upon completion, students should be able to identify, notate, and analyze an array of chromatic chords, recognize the function and movement of chromatic harmonies, identify modulatory procedures, analyze formal structures including, but not limited to, binary, ternary, sonata, and rondo. *(2018 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-222 Music Theory IV 3 (3-0) S
Prerequisites: MUS-221
Corequisites: MUS-226
This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *(2018 FA) This course has been approved to satisfy the following requirements:*
Premajor and/or Elective course for A.A. and A.S.

MUS-225 Aural Skills III 1 (0-2) F
Prerequisites: MUS-126
Corequisites: MUS 221
This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *(2018 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-226 Aural Skills IV 1 (0-2) S
Prerequisites: MUS-225
Corequisites: MUS 222
This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. *(2018 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-231 Chorus III 1 (0-2) FS
Prerequisites: MUS-132
Corequisites: None
This course is a continuation of MUS-132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-232 Chorus IV 1 (0-2) FS
Prerequisites: MUS-231
Corequisites: None
This course is a continuation of MUS-231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance *(1997 SU). This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-233 Band III 1 (0-2) FS
Prerequisites: MUS-134
Corequisites: None
This course is a continuation of MUS-134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-234 Band IV 1 (0-2) FS
Prerequisites: MUS-233
Corequisites: None
This course is a continuation of MUS-233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-235 Jazz Ensemble III 1 (0-2) FS
Prerequisites: MUS-136
Corequisites: None
This course is a continuation of MUS-136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-236 Jazz Ensemble IV 1 (0-2) FS
Prerequisites: MUS-235
Corequisites: None
This course is a continuation of MUS-235. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-237 Orchestra III 1 (0-2) FS
Prerequisites: MUS-138
Corequisites: None
This course is a continuation of MUS-138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-238 Orchestra IV 1 (0-2) FS
Prerequisites: MUS-237
Corequisites: None
This course is a continuation of MUS-237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-241 Ensemble III 1 (0-2) FS
Prerequisites: MUS-142
Corequisites: None
This course is a continuation of MUS-142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-242 Ensemble IV 1 (0-2) FS
Prerequisites: MUS-241
Corequisites: None
This course is a continuation of MUS-241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-251 Class Music III 1 (0-2) FS
Prerequisites: MUS-152
Corequisites: None
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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, L-Baritone/Tuba, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-252 Class Music IV 1 (0-2) FS
Prerequisites: MUS-251
Corequisites: None
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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-261 Applied Music III 2 (1-2) FS
Prerequisites: MUS-162
Corequisites: None
This course is a continuation of MUS-162. 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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, C-Organ, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, L-Baritone/Tuba, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1999 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-262 Applied Music IV 2 (1-2) FS
Prerequisites: MUS-261
Corequisites: None
This course is a continuation of MUS-261. 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. The following letter suffixes designate a specific instrument or voice: A-Voice, B-Piano, D-Flute, E-Oboe/Bassoon, F-Clarinet, G-Saxophone, H-Trumpet, J-French Horn, K-Trombone, M-Violin, N-Viola, P-Cello, R-Double Bass, S-Percussion, T-Guitar, U-Bass Guitar, V-Baritone/Tuba. *(1999 FA) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-271 Music History I 3 (3-0) F
Prerequisites: MUS-122
Corequisites: None
This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

MUS-272 Music History II 3 (3-0) S
Prerequisites: MUS-271
Corequisites: None
This course is the second of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from the Classical Period to the present. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *(1997 SU) This course has been approved to satisfy the following requirements:*

- *Premajor and/or Elective course for A.A. and A.S.*

NAS Nursing Assistant

Admission to the Nurse Aide Program is required before enrolling in NAS courses.

NAS-101 Nurse Aide I 6 (3-4-3) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *This is a certificate-level course. (2015 SP)*

NAS-102 Nurse Aide II 6 (3-2-6) FS
Prerequisites: NAS-101; ENG-002 or BSP-4002
Corequisites: None
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. *This is a certificate-level course. (2015 SP)*

NET Networking Technology

NET-125 Introduction to Networks 3 (1-4) FS
Prerequisites: None
Corequisites: None
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. *(2016 FA)*

NET-126 Routing Basics 3 (1-4) FS SS
Prerequisites: None
Corequisites: None
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. *(2016 FA)*

NET-225 Routing & Switching I 3 (1-4) FS
Prerequisites: None
Corequisites: None
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. *(2016 FA)*

NOS Network Operating System

NOS-120 Linux/UNIX Single User 3 (2-2) S SS
Prerequisites: None
Corequisites: None
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. *(2016 FA)*

NOS-130 Windows Single User 3 (2-2) FS SS
Prerequisites: None
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to

perform operating systems functions at the support level in a single-user environment. *(2016 FA)*

NOS-230 Windows Administration I 3 (2-2) SS
Prerequisites: None
Corequisites: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system. *(2014 FA)*

NUR Nursing

Admission to the Associate Degree Nursing program is required before enrolling in NUR-111.

NUR-111 Intro to Health Concepts 8 (4-6-6) F
Prerequisites: ENG-002 w/P2, BSP-4002 W/P2, or ENG-011; MAT-003 W/P2, BSP-4003 w/P2, MAT-021, MAT-043, MAT-052, or MAT-071
Corequisites: BIO-165, PSY-150, ENG-111
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. *(2009 FA)*

NUR-112 Health-Illness Concepts 5 (3-0-6) S
Prerequisites: NUR-111; BIO-165, PSY-150, ENG-111; all min. grade C
Corequisites: BIO-166, ENG-112 or ENG-114
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. *(2009 FA)*

NUR-113 Family Health Concepts 5 (3-0-6) F
Prerequisites: NUR-111, NUR-112, NUR-114, NUR-211, BIO-165, BIO-166, PSY-150, PSY-241, ENG-111, ENG-112 or ENG-114; all min. grade C
Corequisites: BIO-275, SOC-210
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. *(2009 FA)*

NUR-114 Holistic Health Concepts 5 (3-0-6) SS
Prerequisites: NUR-111, NUR-112, NUR-211, BIO-165, BIO-166, PSY-150, ENG-111, ENG-112 or ENG-114; all min. grade C
Corequisites: 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. *(2009 FA)*

NUR-211 Health Care Concepts 5 (3-0-6) S
Prerequisites: NUR-111, NUR-112, BIO-165, PSY-150, ENG-111; all min. grade C
Corequisites: BIO-166, ENG-112 or ENG-114
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. *(2009 FA)*

NUR-212 Health System Concepts 5 (3-0-6) F
Prerequisites: NUR-111, NUR-112, NUR-114, NUR-211, BIO-165, BIO-166, PSY-150, PSY-241, ENG-111, ENG-112 or ENG-114; all min. grade C
Corequisites: BIO-275, SOC-210
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. *(2009 FA)*

NUR-213 Complex Health Concepts 10 (4-3-15) S
Prerequisites: NUR-111, NUR-112, NUR-113, NUR-114, NUR-211, NUR-212, BIO-165, BIO-166, PSY-150, PSY, 241, ENG-111, ENG-112 or ENG-114, BIO-275, SOC-210; all min. grade C
Corequisites: ART-111, ART-114, ART-115, MUS-110, MUS-112, HUM-115, PHI-215, or PHI-240
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. *(2011 FA)*

NUR-214 Nsg Transition Concepts 4 (3-0-3) S
Prerequisites: ENG-111, BIO-165, PSY-150
Corequisites: BIO-166, ENG-112 or 114
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. *(2009 SU)*

OPH Opticianry

OPH-113 Intro to Diseases of Eye 2 (2-0-0) F
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course introduces common external and internal diseases of the eye and orbital region. Topics include common patient complaints, ocular emergencies, triage procedures and common ocular conditions and disorders. Upon completion, the student should be able to identify most common ocular diseases and determine appropriate emergency management of acute ocular problems *(2018 FA)*

OPH-114 Basic Ophthalmic Pharma 2 (2-0-0) S
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course introduces and compares drug delivery systems. Topics include the use of diagnostic agents and various classes of drugs commonly used in ophthalmic practices. Upon completion, the students should administer and record topical and oral medications at the physician's direction. *(2018 FA)*

OPH-115 Ophthalmic Clin Proc I 2 (1-2-0) F
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course introduces basic clinical procedures for the ophthalmic practice. Topics include telephone triage and basic procedures commonly used in the preliminary examination of patients. Topics include basic procedures commonly used in the preliminary examination of patients. Upon completion, the student should be able to perform basic administrative tasks and perform basic procedures commonly used in patient examinations. *(2018 FA)*

OPH-116 Ophtha Med Assist Pract I 6 (0-0-18) F
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course introduces ophthalmic patient care procedures. Topics include interpersonal skills with patients, work and legal ethics, confidentiality, clinical appearance and performance. Upon completion, the student will be able to demonstrate competence and efficiency in basic clinical skills. *(2018 FA)*

OPH-117 Ophthalmic Clin Proc II 2 (1-2-0) S
Prerequisites: OPH-115
Corequisites: None
This course introduces more intermediate clinical procedures for the ophthalmic practice. Topics include coding and testing associated with the treatment of glaucoma, cataracts and refractive errors. Upon completion, the student should understand coding for ophthalmic procedures and perform more intermediate clinical procedures. *(2018 FA)*

OPH-118 Ophthalmic Patient Care 2 (2-0-0) S
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course is an overview of the care of the ophthalmic patient. Topics include systemic diseases in the eye, review of first aid, emergency equipment and supplies, infection control, identification and sterilization of minor surgical equipment, and aseptic technique. Upon completion, the students should be able to apply these principles in their interactions with patients. *(2018 FA)*

OPH-119 Ophtha Optics & Basic Refract 2 (2-0-0) F
Prerequisites: OPH-150, OPH-151
Corequisites: None
This course introduces basic theoretical and clinical optics. Topics include interaction of light and lenses, refractive states of the eye, and principles of retinoscopy and refractometry. Upon completion, the student will demonstrate physical and geometric optics, and basic refractometry techniques. *(2018 FA)*

OPH-120 Ophtha Med Assist Pract II 6 (0-0-18) S
Prerequisites: OPH-116
Corequisites: None
This course provides additional clinical experience in ophthalmic patient care procedures. Topics include interpersonal skills with patients, work and legal ethics, confidentiality, appearance and performance. Upon completion, the student will be able to perform basic and intermediate clinical skills, working towards competence and efficiency. *(2018 FA)*

OPH-150 Intro to Ophth Med Assist 2 (2-0-0) SS
Prerequisites: None
Corequisites: OPH-151
This course introduces the role, scope, and duties of the ophthalmic assistant. Topics include medical ethics, duties of assistant, medical history, basic medical terminology, and an overview of human anatomy and physiology. Upon completion, students should be able to demonstrate knowledge of medical history taking and show an understanding of the role of ophthalmic medical personnel in patient care. *(2018 FA)*

OPH-151 Ocular Anat & Physiology 2 (2-0-0) SS
Prerequisites: None
Corequisites: OPH-150
This course studies the normal anatomy and physiology of eye and orbit. Topics include structures of the eye, functioning process of the eye and correct medical terminology of the structures and functions of the eye. Upon completion, the student

should demonstrate a basic understanding and fundamental principles of anatomy and physiology of the eye. *(1999 FA)*

OST Office Systems Technology

OST-080 Keyboarding Literacy 2 (1-2) FS
Prerequisites: None
Corequisites: None
This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding. *(1998 SP)*

OST-131 Keyboarding 2 (1-2) FS
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. *(1997 SU)*

OST-134 Text Entry & Formatting 3 (2-2) S
Prerequisites: OST-131, minimum grade B
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. *(2008 FA)*

OST-136 Word Processing 3 (2-2) SS
Prerequisites: None
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *(2008 FA)*

OST-137 Office Applications I 3 (2-2) SS
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. *(2017 FA)*

OST-138 Office Applications II 3 (2-2) F
Prerequisites: OST-137
Corequisites: None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills

required to design documents that can be customized using the latest software applications. *(2017 FA)*

OST-148 Med Ins & Billing 3 (3-0) S
Prerequisites: None
Corequisites: MED-121
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. *(2017 FA)*

OST-149 Medical Legal Issues 3 (3-0) F
Prerequisites: ENG-111, OST-131
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *(1999 FA)*

OST-155 Legal Terminology 3 (3-0) F
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
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. *(2008 FA)*

OST-156 Legal Office Procedures 3 (2-2) F
Prerequisites: OST-134
Corequisites: None
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *(1997 SU)*

OST-164 Office Editing 3 (3-0) S
Prerequisites: OST-131
Corequisites: None
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. *(2017 FA)*

OST-184 Records Management 3 (2-2) S
Prerequisites: OST-131
Corequisites: None
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. *(2008 FA)*

OST-233 Office Publications Design 3 (2-2) F
Prerequisites: OST-136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications. *(1997 SU)*

OST-236 Adv Word Processing 3 (2-2) F
Prerequisites: OST-136
Corequisites: None
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. *(2017 FA)*

OST-243 Med Office Simulation 3 (2-2) F
Prerequisites: OST-148
Corequisites: None
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. *(1998 FA)*

OST-247 Procedure Coding 3 (2-2) F
Prerequisites: MED-121 or OST-141, OST-148
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. *(2017 FA)*

OST-248 Diagnostic Coding 3 (2-2) F
Prerequisites: MED-121 or OST-141, OST-148
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility. *(2017 FA)*

OST-249 Med Coding Certification 3 (2-3) S
Prerequisites: OST-247, OST-248
Corequisites: None
This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. *(2017 FA)*

OST-250 Long-Term Care Coding 3 (2-2) S
Prerequisites: MED-121 or OST-141
Corequisites: None
This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services. *(2017 FA)*

OST-284 Emerging Technologies 2 (1-2) F
Prerequisites: OST-134, OST-136
Corequisites: None
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional. *(1999 FA)*

OST-286 Professional Development 3 (3-0) S
Prerequisites: ENG-112 or ENG-114, OST-134
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. *(1999 FA)*

OST-289 Office Admin Capstone 3 (2-2) S
Prerequisites: ENG-112 or ENG-114; OST-134 or OST-136; OST-164
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. *(2017 FA)*

PED Physical Education

PED-110 Fit and Well for Life 2 (1-2) FS SS
Prerequisites: None
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and

consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Other Gen. Ed. and Premajor Elective course for A.E.*

PED-111 Physical Fitness I 1 (0-3) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-112 Physical Fitness II 1 (0-3) AND
Prerequisites: PED-111
Corequisites: None
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-113 Aerobics I 1 (0-3) FS
Prerequisites: None
Corequisites: None
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement an aerobic exercise program. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-117 Weight Training I 1 (0-3) FS SS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-118 Weight Training II 1 (0-3) FS
Prerequisites: PED-117
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-119 Circuit Training 1 (0-3) AND
Prerequisites: None
Corequisites: None
This course covers the skills necessary to participate in a developed 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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-120 Walking for Fitness 1 (0-3) FS SS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-121 Walk, Jog, Run 1 (0-3) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-122 Yoga I 1 (0-2) FS SS
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-123 Yoga II 1 (0-2) AND
Prerequisites: PED-122
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-125 Self-Defense, Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques or a physical and non-physical nature. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-128 Golf-Beginning 1 (0-2) F
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-129 Golf-Intermediate 1 (0-2) F
Prerequisites: PED-128
Corequisites: None
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-130 Tennis-Beginning 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-131 Tennis-Intermediate 1 (0-2) AND
Prerequisites: PED-130
Corequisites: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-135 Fencing-Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of fencing. Emphasis is placed on grip, stance, and establishment of good techniques for attacks and parries. Upon completion, students should be able to perform elementary foil techniques and demonstrate the basic skills of fencing. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-137 Badminton 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-138 Archery 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-142 Lifetime Sports 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-143 Volleyball-Beginning 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-145 Basketball-Beginning 1 (0-2) FS
Prerequisites: None
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-147 Soccer 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-149 Flag Football 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-152 Swimming-Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-153 Swimming-Intermediate 1 (0-2) AND
Prerequisites: PED-152
Corequisites: None
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-154 Swimming for Fitness 1 (0-3) AND
Prerequisites: None
Corequisites: None
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. *(2007 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-160 Canoeing-Basic 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. *(2007 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-161 Canoeing-Rivers 1 (0-2) AND
Prerequisites: PED-160
Corequisites: None
This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-162 Angling 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion, students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-163 Kayaking-Basic 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices. *(2007 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-169 Orienteering 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the various types of orienteering and proper orienteering techniques. Emphasis is placed on defining various types of orienteering and recognizing and drawing topographic map symbols. Upon completion, students should be able to draw topographic map symbols and negotiate a 3-5 km cross-country orienteering course in a specified time period. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-170 Backpacking 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-173 Rock Climbing 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-174 Wilderness Pursuits 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely participate in overnight wilderness pack trips. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-181 Snow Skiing-Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-186 Dancing for Fitness 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-187 Social Dance-Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-212 Snowboarding-Beginning 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course is designed to develop the basic knowledge and skills of snowboard. Topics include equipment, conditioning exercises, terminology, safety, rules, fundamental skills, and the use of lifts. Upon completion, students should be able to snowboard downhill, enter and exit a ski lift, and perform basic maneuvers on a snowboard. *(2002 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-217 Pilates I 1 (0-2) AND
Prerequisites: None
Corequisites: None
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 the 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. *(2005 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-218 Pilates II 1 (0-2) AND
Prerequisites: PED-217
Corequisites: None
This course provides continued instruction in 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. *(2005 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-219 Disc Golf 1 (0-2) AND
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *(2009 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PED-254 Coaching Basketball 2 (1-2) AND
Prerequisites: None
Corequisites: None
This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to demonstrate competent coaching skills in basketball. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PHI Philosophy

PHI-215 Philosophical Issues 3 (3-0) FS SS
Prerequisites: ENG-111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

PHI-240 Introduction to Ethics 3 (3-0) FS SS
Prerequisites: ENG-111
Corequisites: None
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. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

PHY Physics

PHY-110 Conceptual Physics 3 (3-0) FS
Prerequisites: MAT-003 or BSP-4003
Corequisites: PHY-110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.F.A., and A.S.*
- *Natural Science Gen. Ed. course for A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

PHY-110A Conceptual Physics Lab 1 (0-2) FS
Prerequisites: MAT-003 or BSP-4003
Corequisites: PHY-110
This course is a laboratory for PHY-110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY-110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY-110. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A. and A.F.A*
- *Natural Science Gen. Ed. course for A.S.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

PHY-131 Physics-Mechanics 4 (3-2) SS
Prerequisites: MAT-121 or MAT-171
Corequisites: None
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. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

PHY-151 College Physics I 4 (3-2) F SS
Prerequisites: MAT-171 or MAT-271
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *(2018 SP) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*
- *Natural Science Gen. Ed. course for A.A.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

PHY-152 College Physics II 4 (3-2) S
Prerequisites: PHY-151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.S.*
- *Natural Science Gen. Ed. course for A.A.*
- *Natural Science Gen. Ed. course for A.A.S. and A.G.E.*

PHY-251 General Physics I 4 (3-3) F
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.E. and A.S.*
- *Natural Science Gen. Ed. course for A.A.*

PHY-252 General Physics II 4 (3-3) S
Prerequisites: MAT-272 and PHY-251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.E. and A.S.*
- *Natural Science Gen. Ed. course for A.A.*

PKG Packaging

PKG-110 Pkg Machinery I 3 (1-4) S
Prerequisites: None
Corequisites: None
This course covers the PMM I self-study module for packaging machinery mechanics. Topics include an overview of electricity, fluid power, mechanics, and packaging machinery components. Upon completion, students should be able to demonstrate the knowledge necessary for successful completion of the PMM I self-study module. *(1997 SU)*

POL Political Science

POL-110 Intro to Political Science 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

POL-120 American Government 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *(2014 FA) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E*

POL-210 Comparative Government 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

POL-220 International Relations 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY Psychology

PSY-118 Interpersonal Psychology 3 (3-0) FS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-150 General Psychology 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-230 Biological Psychology 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course provides an exploration of the anatomy and functions of the human nervous system as it relates to human behavior. Topics include neural communication, key brain and nervous system anatomy and functions, brain and behavior relationships, sensory systems (key anatomy and functions), and neurological/psychological disorders. Upon completion, students should be able to describe how new scientific knowledge is created, identify methods to study psychological phenomena, identify key nervous system structures and functions, explain basic psychological phenomena and identify associated brain structures, and describe characteristics of selected

neurological/psychological disorders. *(2019 SP) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-231 Forensic Psychology 3 (3-0) S
Prerequisites: PSY-150
Corequisites: None
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. *(2004 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

PSY-237 Social Psychology 3 (3-0) AND
Prerequisites: PSY-150 or SOC-210
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-239 Psychology of Personality 3 (3-0) F
Prerequisites: PSY-150
Corequisites: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-241 Developmental Psych 3 (3-0) FS SS
Prerequisites: PSY-150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*

- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-243 Child Psychology 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-249 Psychology of Aging 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-259 Human Sexuality 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-263 Educational Psychology 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-271 Sports Psychology 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course provides an overview of the field of sports and exercise psychology. Topic include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate knowledge of psychological factors involved in sport and exercise. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-275 Health Psychology 3 (3-0) AND
Prerequisites: PSY-150
Corequisites: None
This course covers the biopsychosocial dynamics of stress and the maintenance of good health. Topic include enhancing health and well-being, stress management, lifestyle choices and attitudes, the mind-body relationship, nutrition, exercise, and fitness. Upon completion, students should be able to demonstrate an understanding of psychological factors related to health and well-being. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

PSY-281 Abnormal Psychology 3 (3-0) FS SS
Prerequisites: PSY-150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

RAD Radiography

Admission to the Radiography program is required before enrolling in RAD courses.

RAD-110 Rad Intro & Patient Care 3 (2-3-0) F
Prerequisites: None
Corequisites: RAD-111 and RAD-151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. *(1997 SU)*

RAD-111 RAD Procedures I 4 (3-3-0) F
Prerequisites: None
Corequisites: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas. *(2017 FA)*

RAD-112 RAD Procedures II 4 (3-3-0) S
Prerequisites: RAD-110, RAD-111, RAD-151
Corequisites: None
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. *(2017 FA)*

RAD-121 Image Production I 3 (2-3-0) S
Prerequisites: RAD-110, RAD-111, RAD-151
Corequisites: None
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production. *(2017 FA)*

RAD-122 Image Production II 2 (1-3-0) SS
Prerequisites: RAD-112, RAD-121, RAD-161
Corequisites: None
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production. *(2017 FA)*

RAD-141 Radiation Safety 2 (2-0-0) SS
Prerequisites: RAD-112, RAD-121, RAD-161
Corequisites: None
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. *(2017 FA)*

RAD-151 RAD Clinical Ed I 2 (0-0-6) F
Prerequisites: None
Corequisites: RAD-110 and RAD-111
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. *(1997 SU)*

RAD-161 RAD Clinical Ed II 5 (0-0-15) S
Prerequisites: RAD-110, RAD-111, RAD-151
Corequisites: RAD-112 and RAD-121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. *(1997 SU)*

RAD-171 RAD Clinical Ed III 3 (0-0-9) SS
Prerequisites: RAD-112, RAD-121, RAD-161
Corequisites: None
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. *(2017 FA)*

RAD-211 RAD Procedures III 3 (2-3-0) F
Prerequisites: RAD-122, RAD-141, and RAD-171
Corequisites: None
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas. *(2017 FA)*

RAD-231 Image Production III 2 (1-3-0) F
Prerequisites: RAD-122, RAD-141, RAD-171
Corequisites: None
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs. *(2017 FA)*

RAD-251 RAD Clinical Ed IV 7 (0-0-21) F
Prerequisites: RAD-122, RAD-171
Corequisites: RAD-211, RAD-231
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. *(2017 FA)*

RAD-261 RAD Clinical Ed V 7 (0-0-21) S
Prerequisites: RAD-251
Corequisites: RAD-271
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations

and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. *(2017 FA)*

RAD-271 Radiography Capstone 3 (2-3-0) S
Prerequisites: RAD-211, RAD-231, RAD-251
Corequisites: None
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer. *(2017 FA)*

RCP Respiratory Care

Admission to the Respiratory Therapy is required before enrolling in RCP courses.

RCP-110 Intro to Respiratory Care 4 (3-3-0) F
Prerequisites: None
Corequisites: None
This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. *(2017FA)*

RCP-111 Therapeutics/Diagnostics 5 (4-3-0) S
Prerequisites: RCP-110
Corequisites: None
This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations. *(2017 FA)*

RCP-113 RCP Pharmacology 2 (2-0-0) S
Prerequisites: None
Corequisites: None
This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations. *(1997 SU)*

RCP-114 C-P Anatomy & Physiology 3 (3-0-0) F
Prerequisites: None
Corequisites: None
This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas

interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation. *(2008 SP)*

RCP-115 C-P Pathophysiology 2 (2-0-0) SS
Prerequisites: None
Corequisites: None
This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations. *(2017 FA)*

RCP-139 RCP Clinical Practice I 9 (0-0-27) F
Prerequisites: None
Corequisites: RCP-110
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *(1997 SU)*

RCP-149 RCP Clinical Practice II 9 (0-0-27) S
Prerequisites: RCP-110
Corequisites: RCP-111
This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations. *(1997 SU)*

RCP-210 Critical Care Concepts 4 (3-3-0) SS
Prerequisites: RCP-111
Corequisites: None
This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations. *(2017 FA)*

RCP-211 Adv Monitoring/Procedures 4 (3-3-0) F
Prerequisites: RCP-210
Corequisites: None
This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations. *(2017 FA)*

RCP-213 Neonatal/Ped's Concepts 2 (2-0-0) F
Prerequisites: RCP-111
Corequisites: None
This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written evaluations. *(2017 FA)*

RCP-215 Career Preparation 1 (0-3-0) S
Prerequisites: None
Corequisites: None
This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process. *(2017 FA)*

REL Religion

REL-110 World Religions 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

REL-211 Intro to Old Testament 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and the 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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

REL-212 Intro to New Testament 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural 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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

REL-221 Religion in America 3 (3-0) AND
Prerequisites: None
Corequisites: None
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. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

RLS Real Estate

RLS-220 Real Estate Invest Analysis 3 (3-0) S
Prerequisites: BUS-225
Corequisites: None
This course introduces techniques necessary to compare alternative real estate investments. Topics include analysis of positive and negative cash flows, risk and return, acquisition, ownership, disposition of real property, and tax considerations. Upon completion, students should be able to select from alternative investment opportunities. *(1997 SU)*

SCI Science

SCI-110 Principles of Science 4 (3-2) AND
Prerequisites: None
Corequisites: None
This course introduces basic principles of chemistry, physics, and biology. Emphasis is placed on chemical reactions, energy forms, and ecological studies. Upon completion, students should be able to demonstrate mastery of the scientific method of thought and a basic understanding of chemistry, physics, and biology. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Natural Science Gen. Ed. course for A.A.S.*

SEC Information Systems Security

SEC-110 Security Concepts 3 (2-2) FS
Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. *(2013 SP)*

SEC-160 Security Administration I 3 (2-2) S
Prerequisites: None
Corequisites: None
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. *(2016 FA)*

SEC-210 Intrusion Detection 3 (2-2) F
Prerequisites: None
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems. *(2016 FA)*

SGD Simulation and Game Development

SGD-112 SGD Design 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. *(2006 SP)*

SGD-113 SGD Programming 3 (2-3) F
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. *(2006 SP)*

SGD-114 3D Modeling 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools. *(2006 SP)*

SGD-162 SG 3D Animation 3 (2-3) S
Prerequisites: SGD-214
Corequisites: None
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation process and 3D animation techniques. Upon completion,

students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards. *(2006 SP)*

SGD-174 SG Level Design 3 (2-3) SS
Prerequisites: None
Corequisites: None
This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools. *(2006 SP)*

SGD-212 SGD Design II 3 (2-3) F
Prerequisites: SGD-112
Corequisites: None
The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game. *(2006 SP)*

SGD-214 3D Modeling II 3 (2-3) F
Prerequisites: SGD-114
Corequisites: None
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. *(2006 SP)*

SGD-289 SGD Project 3 (2-3) S
Prerequisites: SGD-212, SGD-213, SGD-214, or SGD-285
Corequisites: None
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game. *(2009 FA)*

SOC Sociology

SOC-210 Introduction to Sociology 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *UGETC course for A.A., A.E., A.F.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-213 Sociology of the Family 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-220 Social Problems 3 (3-0) FS SS
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-225 Social Diversity 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-230 Race and Ethnic Relations 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-234 Sociology of Gender 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-240 Social Psychology 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002, SOC-210
Corequisites: None
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Social/Behavioral Science Gen. Ed. course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SOC-242 Sociology of Deviance 3 (3-0) AND
Prerequisites: ENG-002 or BSP-4002
Corequisites: None
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*
- *Social/Behavioral Science Gen. Ed. course for A.A.S. and A.G.E.*

SPA Spanish

SPA-111 Elementary Spanish I 3 (3-0) FS SS
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*

SPA-112 Elementary Spanish II 3 (3-0) FS SS
Prerequisites: SPA-111
Corequisites: None
This course is a continuation of SPA-111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*

SPA-120 Spanish for the Workplace 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. *(1997 SU)*

SPA-161 Cultural Immersion 3 (2-3) AND
Prerequisites: SPA-111
Corequisites: None
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. *(2014 SU) This course has been approved to satisfy the following requirement(s):*

- *Premajor and/or Elective course for A.A. and A.S.*

SPA-211 Intermediate Spanish I 3 (3-0) AND
Prerequisites: SPA-112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

SPA-212 Intermediate Spanish II 3 (3-0) AND
Prerequisites: SPA-211
Corequisites: None
This course provides a continuation of SPA-211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing

complexity and sophistication. *(1997 SU) This course has been approved to satisfy the following requirement(s):*

- *Humanities/Fine Arts Gen. Ed. course for A.A. and A.S.*
- *Humanities/Fine Arts Gen. Ed. course for A.A.S. and A.G.E.*

SRV Surveying

SRV-110 Surveying I 4 (2-6) SS
Prerequisites: ARC-111 or EGR-115
Corequisites: MAT-003, BSP-4003, MAT-121 or MAT-171
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map. *(2020 FA)*

SRV-111 Surveying II 4 (2-6) F
Prerequisites: SRV-110
Corequisites: None
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking. *(1997 SU)*

SRV-210 Surveying III 4 (2-6) S
Prerequisites: SRV-110
Corequisites: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary. *(1997 SU)*

SRV-220 Surveying Law 3 (2-2) F
Prerequisites: SRV-110
Corequisites: None
This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying. *(1997 SU)*

SRV-240 Topo/Site Surveying 4 (2-6) S
Prerequisites: SRV-110
Corequisites: None
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects. *The course also includes an introduction to photogrammetry. (1997 SU)*

SST Sustainability Technologies

SST-140 Green Bldg & Design Concepts 3 (3-0) F
Prerequisites: None
Corequisites: None
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. *(2013 FA)*

SUR Surgery

Admission to the Surgical Technology program is required before enrolling in SUR courses.

SUR-110 Intro to Surg Tech 3 (3-0-0) F
Prerequisites: None
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. *(2012 SP)*

SUR-111 Periop Patient Care 7 (5-6-0) F
Prerequisites: None
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. *(2012 SP)*

SUR-122 Surgical Procedures I 6 (5-3-0) S
Prerequisites: SUR-110, 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. *(2016 SP)*

SUR-123 Sur Clinical Practice I 7 (0-0-21) S
Prerequisites: SUR-110, 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. *(1997 SU)*

SUR-134 Surgical Procedures II 5 (5-0-0) SS
Prerequisites: SUR-123
Corequisites: None
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. *(2016 SP)*

SUR-135 SUR Clinical Practice II 4 (0-0-12) SS
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. *(2010 FA)*

SUR-137 Professional Success Prep 1 (1-0-0) SS
Prerequisites: None
Corequisites: None
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. *(2016 SU)*

SUR-210 Adv SUR Clinical Practice 2 (0-0-6) S
Prerequisites: None
Corequisites: None
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. *(2010 FA)*

SUR-211 Adv Theoretical Concepts 2 (2-0-0) F
Prerequisites: None
Corequisites: None
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. *(2010 FA)*

TRF Turfgrass Management

TRF-110 Intro Turfgrass Cult & ID 4 (3-2) S
Prerequisites: LSG-111, LSG-121; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: None
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. *(2013 FA)*

TRF-152 Landscape Maintenance 3 (2-2) F
Prerequisites: HOR-160, LSG-111, LSG-123, TRF-110; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: None
This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule. *(1997 SU)*

TRF-210 Turfgrass Eqmt Mgmt 3 (1-4) S
Prerequisites: HOR-160, LSG-111, LSG-123, TRF-110; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: None
This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment. *(1997 SU)*

TRF-220 Turfgrass Calculations 2 (2-0) F
Prerequisites: HOR-160, LSG-111, LSG-123, TRF-110; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: None
This course introduces the specific math concepts and calculations necessary in the turfgrass industry. Emphasis is placed on calibration of equipment used in the application of fertilizers and pesticides and calculation of solid materials used in construction. Upon completion, students should be able to correctly perform basic calculations and calibrations and estimate materials needed in specific professional turfgrass management situations. *(1997 SU)*

TRF-230 Turfgrass Mgmt Apps 2 (1-2) F
Prerequisites: ENG-112 or ENG-114; HOR-166; MAT-110, MAT-121, MAT-143, MAT-152, or MAT-171
Corequisites: WBL-131
This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play. *Major emphasis will be placed on golf courses. (1997 SU)*

TRF-260 Adv Turfgrass Mgmt 4 (3-2) F
Prerequisites: ENG-112 or ENG-114; TRF-110
Corequisites: None
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. *(1997 SU)*

TRN Transportation Technology

TRN-110 Intro to Transport Tech 2 (1-2) FS
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. *(2013 FA)*

TRN-120 Basic Transp Electricity 5 (4-3) FS
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. *(2013 FA)*

TRN-140 Transp Climate Control 2 (1-2) S SS
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

TRN-140A Transp Climate Cont Lab 2 (1-2) S SS
Prerequisites: None
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. *(2013 FA)*

TRN-180 Basic Welding for Transp 3 (1-4) AND
Prerequisites: None
Corequisites: None
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. *(2013 FA)*

UAS Unmanned Aircraft Systems

UAS-110 Intro to UAS Operations 3 (3-0) AND
Prerequisites: None
Corequisites: None
This course provides an introduction to the history, various technologies, and capabilities of unmanned aircraft systems (UAS). Topics include UAS history, operational design and capabilities, popular applications, and the science of flight. Upon completion, students should be able to identify and explain common aspects of unmanned aircraft systems including their historical development, commonly utilized technologies, applications, and unit flight capabilities. *(2015 FA)*

UAS-115 Small UAS Certification 2 (2-0) AND
Prerequisites: None
Corequisites: None
This course prepares learners for small Unmanned Aircraft Systems (UAS) flight certification to promote compliance with the requirements of Title 14 of the Code of Federal Regulations (14 CFR). Topics include FAA Title 14 CFR Part 107 study guide and NCDOT UAS flight standards to provide guidance in the areas of remote pilot certification, aircraft registration and marking, aircraft airworthiness, basic piloting skills, and the operation of small UAS. Upon completion, students should be able to meet requirements for small UAS certification through the NCDOT and perform basic small UAS piloting in accordance with FAA Title 14 CFR Part 107 regulations. *(2018 SU)*

WBL Work-Based Learning

WBL-110 TRF World of Work 1 (1-0) F
Prerequisites: None
Corequisites: None
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work *(2014 FA)*

WBL-111 ARC Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 BPA Work-Based Learning I 1 (0-10) F
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 BUS Work-Based Learning I 1 (0-10) F
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 CET Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 CIV Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on

integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 CJC Work-Based Learning I 1 (0-10) SS
Prerequisites: ENG-002 or BSP-4002; CJC-241, CJC-132, CJC-141, or CJC-121
Corequisites: WBL-115
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *Students should plan their prerequisite course based upon where they plan to complete their co-op work*: *CJC-132, Courthouse; CJC-141, Department of Corrections; CJC-121, Law Enforcement Agency; CJC-241, Community Corrections. (2014 FA)*

WBL-111 CUL Work-Based Learning I 1 (0-10) FS SS
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 FIP Work-Based Learning I 1 (0-10) F
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 GEO Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 HFS Work-Based Learning I 1 (0-10) F
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion,

students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 ITS Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 LSG Work-Based Learning I 1 (0-10) S
Prerequisites: LSG-111 and LSG-121; MAT-110, MAT-121, MAT-143, MAT-152 or MAT-171
Corequisites: HOR-134, LSG-122, TRF-110
This course provides work experience at Sandhills Horticultural Gardens under the supervision of the SCC faculty in areas 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. Students will be assigned projects in college greenhouses and on campus property. *(2014 FA)*

WBL-111 MTH Work-Based Learning I 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-111 TRF Work-Based Learning I 1 (0-10) S
Prerequisites: ENG-111, LSG-121
Corequisites: HOR-166
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. *(2014 FA)*

WBL-112 ARC Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 AUT Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 CET Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 CIV Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 CUL Work-Based Learning I 2 (0-20) S
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 GEO Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-112 ITS Work-Based Learning I 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion,

students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-113 ARC Work-Based Learning I 3 (0-30) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-113 CET Work-Based Learning I 3 (0-30) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-113 CIV Work-Based Learning I 3 (0-30) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-113 GEO Work-Based Learning I 3 (0-30) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-113 ITS Work-Based Learning I 3 (0-30) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-115 CJC Work-Based Learning Seminar I 1 (1-0) SS
Prerequisites: ENG-002 or BSP-4002; CJC-241, CJC-132 CJC-141, or CJC-121
Corequisites: WBL-111
This course will provide the student with an opportunity to evaluate practical experiences in the criminal justice field. Students will discuss with their faculty their co-op work in the criminal justice setting. *Students should plan their prerequisite course based upon where they plan to complete their co-op work*: *CJC-132, Courthouse; CJC-141, Department of Corrections; CJC-121, Law Enforcement Agency; CJC-241, Community Corrections. (2014 FA)*

WBL-115 HFS Work-Based Learning Seminar I 1 (1-0) F
Prerequisites: None
Corequisites: WBL-111
This course provides an opportunity to report work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, employability skills and work-related competencies. *(2014 FA)*

WBL-115 ITS Work-Based Learning Seminar I 1 (1-0) AND
Prerequisites: None
Corequisites: WBL-111
This course provides an opportunity to report work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, employability skills and work-related competencies. *(2014 FA)*

WBL-121 ARC Work-Based Learning II 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 CET Work-Based Learning II 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 CIV Work-Based Learning II 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 CUL Work-Based Learning II 1 (0-10) S
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 FIP Work-Based Learning II 1 (0-10) S
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 GEO Work-Based Learning II 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 HFS Work-Based Learning II 1 (0-10) S
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 ITS Work-Based Learning II 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion,

students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-121 LSG Work-Based Learning II 1 (0-10) F
Prerequisites: WBL-111
Corequisites: LSG-123
This course provides work experience at Sandhills Horticultural Gardens under the supervision of the SCC faculty in areas 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. Students will be assigned projects in college greenhouses and on campus property. *(2014 FA)*

WBL-121 TRF Work-Based Learning II 1 (0-10) SS
Prerequisites: WBL-111, ENG-114
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. *(2014 FA)*

WBL-122 ARC Work-Based Learning II 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-122 CET Work-Based Learning II 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-122 CIV Work-Based Learning II 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-122 GEO Work-Based Learning II 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-122 ITS Work-Based Learning II 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-131 BPA Work-Based Learning III 1 (0-10) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-131 TRF Work-Based Learning III 1 (0-10) F
Prerequisites: WBL-121
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. *(2014 FA)*

WBL-132 BPA Work-Based Learning III 2 (0-20) AND
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-212 LSG Work-Based Learning IV 2 (0-20) SS
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on

integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WBL-212 TRF Work-Based Learning IV 2 (0-20) SS
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *(2014 FA)*

WEB Web Technologies

WEB-115 Web Markup and Scripting 3 (2-2) S SS
Prerequisites: None
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded Web pages using current markup standards. *(2008 FA)*

WEB-140 Web Development Tools 3 (2-3) F
Prerequisites: None
Corequisites: None
This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server. *(2020 FA)*

WEB-151 Mobile Application Dev I 3 (2-2) SS
Prerequisites: None
Corequisites: None
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. *(2011 FA)*

WEB-182 PHP Programming 3 (2-2) AND
Prerequisites: None
Corequisites: None
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. *(2016 FA)*

WEB-210 Web Design 3 (2-2) F
Prerequisites: None
Corequisites: None
This course introduces intermediate to advanced Web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of Web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional Web sites. *(2008 FA)*

WEB-214 Social Media 3 (2-2) S
Prerequisites: None
Corequisites: None
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools. *(2011 FA)*

WEB-225 Content Management Sys 3 (2-2) S
Prerequisites: None
Corequisites: None
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. ***(****2016 FA****)***

WLD Welding

WLD-111 Oxy-Fuel Welding 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions. *(1997 SU)*

WLD-112 Basic Welding Processes 2 (1-3) AND
Prerequisites: None
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. *(1997 SU)*

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Tammy Stewart ..... *Associate Dean of Learning Resources & Head Librarian*
Alfreda Stroman ..... *Dean of Campus Diversity and Cultural Programs*

Office of the Vice President of Continuing Education and Workforce Development

Andi Korte ..... *Vice President of Continuing Education and Workforce Development*
Michelle Bauer ..... *Dean, CE and Workforce Development Programs*
Kimberly Blue ..... *Senior Director, Continuing Education Compliance & Accountability*
Danaka Bunch ..... *Director, Center for Creative Living and Lifelong Learning Institute*
Denise Cameron ..... *Senior Director, CE Public Safety Programs*
Maria Campbell ..... *Director, WIOA Education Navigator*
Lori Degre ..... *Senior Director, Careet Training*
Rhonda Gamble ..... *Dean, CE and Workforce Development Operations*
Jason Levister ..... *Director, WCE-CCP Programs, Student Success, and Data Support*
Ronnie Patton ..... *Senior Director, Customized Training & Advanced Manufacturing*
Sandy Perry ..... *Director, Career Training Allied Health*
Teresa Reynolds ..... *Director, Small Business Center and Dedman Center for Business Leadership*
Jenny Troyer ..... *Director, CE Business Operations and Registrar*
Nicole Worley ..... *Director, College and Career Readiness*

Office of the Vice President of Institutional Advancement

Germaine B. Elkins ..... *Vice President of Institutional Advancement*
Cassidy Asbury ..... *Associate Director of Foundation Outreach*
Jennifer Dail ..... *Director of Development*

Office of the Vice President of Student Services

Kellie Shoemake ..... *Vice President of Student Services*
Dr. DJ Farmer ..... *Associate Vice President of Student Services*
Jenny Fields ..... *Administrative Assistant to the VP and AVP of Student Services*
Karen Manning ..... *Director of Marketing and Public Relations*
Brandi Phillips ..... *Director of Student Life*
Gwen Russell ..... *Director of Career Development Services*
Shenika Ward ..... *Director of Financial Aid*

Department Chairs

Cosmetology ..... *Tonya S. Parks*
Culinary and Pastry Arts ..... *Erin Durkee*
Engineering, Construction, and Computer Technologies ..... *F. Edwin Spitler, Jr.*
English and Humanities ..... *Susan S. Grine*
Fine Arts ..... *Dr. Andrew Ryan Book*
Health Sciences ..... *Susan Senior*
Management and Business Technologies ..... *Dr. D. Kirk Lynch*
Mathematics ..... *John Williamson*
Nursing ..... *Dr. Lynne Phifer*
Public Service ..... *Susan Wright*
Science ..... *Michelle Hatley*
Social and Behavioral Sciences ..... *Ginny Gaweda*
Transportation Services ..... *Brian Garner*

Faculty

Please note: *Faculty names marked with an asterisk are retired professors employed as adjunct instructors.*

Allen, Abbe ..... *Humanities, History, Political Science, Fine Arts*
B.A., Miami University; M.S.S., Ohio University; M.A., The Ohio State University.

Allen, Samantha B. ..... *Program Coordinator, Therapeutic Massage*
B.S., Eastern Kentucky University; M.A. Oriental Medicine, Southwest Acupuncture College

Allred, Allison B. ..... *Biology*
B.S., University of North Carolina at Pembroke; M.A. Ed., Western Carolina University

Altergott, Hannah ..... *Nursing*
B.S.N., M.S.N., South Dakota State University

Ash, Madie ..... *Sociology*
B.A., NC Central; M.S., North Carolina A & T University

Babb, Jackie M. ..... *Program Coordinator, IT - Digital Media Production*
A.A.S., Sandhills Community College; B.A., St. Andrews Presbyterian College

Basinger, Shelby Q. ..... *Program Coordinator, Health and Fitness Science*
B.A., University of North Carolina at Chapel Hill; M.Ed., The University of Virginia

Blevins, Hilarie B. ..... *Program Coordinator, Landscape Gardening*
A.A.S., Sandhills Community College

Book, A. Ryan, D.M.A. ..... *Chair, Fine Arts/Program Coordinator, Music*
B.S., M.A., Radford University; D.M.A., Shenandoah Conservatory

Boreliz, Jacqueline ..... *Program Coordinator, Business Administration-Hospitality Mgmt*
B.S., University of North Carolina at Wilmington; M.B.A., University of North Carolina at Pembroke

Bradley, Pamela C.* ..... *Psychology*
B.A., University of West Florida; M.A., University of North Carolina at Pembroke

Brannan, Patricia W.* ..... *English*
A.S., A.A.S., Sandhills Community College; B.S., M.A.Ed., University of North Carolina at Pembroke

Braun-Kane, Marta ..... *Nurse Aide*
B.S.N., Indiana University of Pennsylvania; M.A.Ed., Regis University

Brown, Brennan ..... *Science*
B.S., Louisiana Tech University

Brown, Julia* ..... *Nursing*
B.S.N., East Carolina; M.A.Ed., North Carolina State University

Brunner, Martin, CEPC, CHE ..... *Program Coordinator, Baking and Pastry Arts*
A.A.S., Sandhills Community College; A.A.S., Johnson & Wales University; B.S., University of North Carolina at Pembroke

Bumgarner, Sarah J. ..... *Program Coordinator, Entrepreneurship*
B.A., University of North Carolina at Asheville; M.B.A. Appalachian State University

Chandler, Linda A. ..... *Mathematics*
B.S., Christopher Newport University; M.S., North Carolina State University

Chapin, Donna ..... *Nursing*
B.S.N., University of North Carolina at Wilmington; M.S.N., Duke University School of Nursing

Clark, Karen R.* ..... *English*
B.S., M.S.A., Fayetteville State University; M.Ed., North Carolina Central University

Collins, Victoria. ..... *Program Coordinator, Medical Office and Office Administration*
B.A., North Carolina State University; J.D., Georgia State University; M.B.A., University of North Carolina at Pembroke

Cox, Heather D. ..... *Nursing*
A.D.N., Sandhills Community College; B.S.N., M.S.N., University of North Carolina at Greensboro

Currier, Christopher R., CEC, CHE, CIC, CICE ..... *Culinary Arts*
A.O.S., Culinary Institute of America

Davies, Keith .. *Program Coordinator, Aviation Management and Career Pilot Technology*
A.T.P., Commercial Helo/FW; B.S., United States Naval Academy; M.S.A., North Carolina State University

Dempsey, John R., Ph.D. ..... *Political Science*
B.A., University of Notre Dame; M.A., College of William and Mary; Ph.D., University of Massachusetts at Amherst

Dial, Matthew ..... *Biology*
B.S., M.A., University of North Carolina at Pembroke

Dousharm, Margaret ..... *Nurse Aide*
Diploma, Milwaukee County Medical Complex School of Nursing

Durkee, Erin ..... *Chair, Culinary and Pastry Arts/Program Coordinator, Culinary Arts*
A.A.S., Sandhills Community College; B.A., St. Andrews Presbyterian

Dykeman, Patricia K.* ..... *Nursing*
B.S.N., State University of New York at Albany; M.S.N., East Carolina

Eatmon, Holly ..... *Nursing*
A.D.N., Sandhills Community College; B.S.N., M.S.N., University of North Carolina at Wilmington

Elick, Karen ..... *Nursing*
B.S.N., Marian College of Fond du Lac; M.S.N., University of Southern Indiana

Emmons, Tracey T. ..... *Science*
A.D.N., Sandhills Community College; B.S., M.A.E., Austin Peay University

Enloe, Karen ..... *Cosmetology*
A.A.S., Sandhills Community College

Fields, Kallie ..... *Biology*
B.S., University of North Carolina at Chapel Hill; M.S., University of North Carolina at Pembroke

Garty, Pamela W.* ..... *Nursing*
A.D.N., Sandhills Community College; B.S, University of North Carolina at Chapel Hill; M.S.N., Duke University

Garner, David Brian ..... *Chair, Transportation Services*
..... *Program Coordinator, Collision Repair and Refinishing Technology*
A.A.S., Sandhills Community College

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A.A.S. Sandhills Community College; B.A., Ashford University; M.S.A.H., East Tennessee State

Gaweda, Ginny L. ..... *Chair, Social and Behavioral Sciences*
.. *General Education Coordinator, Anthropology, History, Political Science and Sociology*
A.A., Fayetteville Technical Community College; B.A., M.A., University of North Carolina at Wilmington

Golden, Peter J. ..... *Chemistry*
A.A., Broward Community College; B.S., University of Florida; M.S., University of Houston

Grine, Susan S. .. *Chair, English and Humanities/General Education Coordinator, English*
B.A., Wake Forest University; M.A.T., The Citadel; M.Ed., North Carolina State University

Hackett, Tarshima M., Ed.D. ..... *English*
B.S., M.A., North Carolina Central University; Ed.D., Argosy University

Hairr, Joe ..... *Philosophy, Religion*
B.A., Campbell University; M. Div., Southeastern Baptist Theological

Haley, Timothy R.* ..... *Music*
B.M., Lawrence University; M.M., East Carolina University

Harris, Patricia L. ..... *Psychology*
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Hassell, Laura.....*Nursing*
A.A.S., Sandhills Community College; B.S., M.S., University of North Carolina at Wilmington

Hatley, Michelle L. ..... *Chair, Science/General Education Coordinator, Chemistry*
B.S., Appalachian State University; M.S. Texas A & M University

Hawkins, Ronda R. .....*Early Childhood Education*
A.S., Corning Community College; B.S., St. John Fisher College; M.A., Concordia University

Hedgpeth, Amanda. .....*Nursing*
A.A.A., Sandhills Community College; B.S., Queens University of Charlotte; M.S., Capella University

Henckel, Kristina, D.M.A.....*Music*
M.A., Academey of Performing Arts; D.M.A., University of Oklahoma

Herring, Maulin C., Ph.D. .....*Sociology*
B.A., M.A., North Carolina Central University; M.A., University of Knoxville, Tennessee; M.A., Capella University; M.A., Ph.D., Apex School of Theology

Hill, Laura D., Ed.D. .....*General Education Coordinator, Psychology*
A.A., Peace College; B.A., University of North Carolina at Chapel Hill; M.Ed., Ed.D., North Carolina State University

Hooker, Rick ..... *Program Coordinator, CET - Networking*
A.A.S., Sandhills Community College; B.S., Guilford College

Huling, Luke..... *Visual Arts*
B.F.A., Edinboro University; M.F.A., Indiana University

Ingham, Stephen L. ..... *Automotive Systems Technology*
A.A.S., Catonsville Community College; GM ASEP, GM Motor Corporation

Innes, Diane L. ..... *Program Coordinator, IT - Computer Programming & Development*
A.A.S., Sandhills Community College; B.S. Ed., Western Carolina University; M.B.A., M.S., University of North Carolina at Pembroke

Jenkins, Tina .....*Nursing*
B.S.N., University of North Carolina at Pembroke; M.S.N., East Carolina University

Johnson, Johnnerlyn.....*Coordinator, Student Success Strategies; English*
B.A., University of South Carolina; M.S., Capella University

Johnson, Xavier ..... *Mathematics*
B.S., North Carolina State University; M.A., Wake Forest University

Jones, Kevin Layton ..... *Collision Repair and Refinishing Technology*
A.A.S., Sandhills Community College

Kauffman, Wendy A. ..... *Computer Technologies*
B.A., Marietta College; M.Ed., Ohio University

Kehoe, Robert ..... *Director of BLET*
B.S., University of Dayton; M.S., St. Joseph's University

Kenzel, Jeannine W., CST ..... *Program Coordinator, Surgical Technology*
A.A.S., Sandhills Community College; B.A., St. Andrews Presbyterian College; M.S., Troy State University

Kruska, Cathleen ..... *General Education Coordinator, Communication*
B.A., California State University; M.A., California State University

Kulka, Joanne M., DNP ..... *Nursing*
A.D.N. Sandhills Community College; B.S.N., Oakland University; M.S.N. Wayne State University; D.N.P., Duke University

Layne, Ronald L. ..... *Communication, English, Humanities*
B.A., M.A., Winthrop University; Communication Studies, University of North Carolina at Greensboro

Livingston, Felita ..... *Medical Office Administration, Office Administration*
B.S., M.Ed., Strayer University

Lorion, Lori ..... *Program Coordinator, Visual Arts*
B.A., Carrol College; M.F.A., University of North Carolina at Greensboro

Lynch, D. Kirk, Ed.D ..... *Chair, Management & Business Technologies*
..... *Program Coordinator, Accounting and Finance*
B.S., Colorado State University; M.S., M.B.A. University of Colorado; Ed.D., North Carolina State University

Martinez, Kathy M., Ph.D. ..... *English*
A.A., Davidson County Community College; B.A., University of North Carolina at Greensboro; M.A., North Carolina A&T State University; Ph.D., Indiana University of Pennsylvania

May, Janna B.S.R.S., R.T. (R.)(C.T.) ..... *Radiography*
A.A.S., Sandhills Community College; B.S.R.S., University of North Carolina at Chapel Hill

McDow, Holly ..... *Mathematics*
B.S., Elon College; M.S., University of North Carolina at Chapel Hill

McManamon, Lindsay ..... *Program Coordinator, Architectural Technology*
B.S., Eastern Michigan University; M.S., Lawrence Technological University

McMillian, Celethia, Ph.D. ..... *Mathematics*
M.S., Fayetteville State University; Ph.D., North Carolina State University

McNeill, J. Lawrence, Jr., Ph.D.* ..... *English*
B.A., Davidson College; M.A., Ph.D., University of South Carolina

Mitchell, Arthenia F. ..... *Cosmetology*
A.A.S., Sandhills Community College

Morris Powell, Jenell ..... *Program Coordinator, Nurse Aide*
A.D.N., Sandhills Community College; B.S.N., University of North Carolina at Pembroke; M.S.N., University of Phoenix

Morse, Jeanne J., Ph.D. ..... *Physics*
B.A., Appalachian State University; M.S., Ph.D., North Carolina State University

Oelfke, Teddy D.* ..... *Business Administration-Hospitality Management*
A.S., Community College of the Air Force; B.S., Troy State University; M.S., Florida International University

Parker, Johna K. ..... *Computer Programming*
B.A., Campbell University

Parks, Tonya S. ..... *Chair, Cosmetology*
Certificate, Asheboro Beauty School; A.A.S., Sandhills Community College

Parsons, Kathryn ..... *Mathematics*
A.S., Sandhills Community College; B.S., North Carolina State University; M.S., University of North Carolina at Pembroke

Partin, Joseph ..... *English*
B.A., M.A., North Carolina State University

Patti, Alexander ..... *Communication, English*
B.A., Appalachian State University; M.A., University of North Carolina at Greensboro

Pettigrew, TyRonda, RCP, RRT.....*Clinical Coordinator, Respiratory Therapy*
A.A.S., Sandhills Community College; B.S., Austin Peay State University

Phillips, Jordan, CST .....*Clinical Coordinator, Surgical Technology*
A.A.S., Sandhills Community College

Pope, Glenda ..... *General Education Coordinator, Religion and Humanities*
A.A., Richmond Community College; B.A., University of North Carolina at Pembroke; M.Div. with Biblical Languages, Gardner Webb University

Pope, William .....*History*
B.A., Thomas Edison State College; M.A., Fayetteville State University

Proulx, Charles .....*Automotive Systems Technology*
A.A.S., Sandhills Community College

Purvis, Alberta ..... *Program Coordinator, Ophthalmic Medical Personnel*
L.P.N., Young Memorial Voc-Tech, LA

Query, Jayne* .....*Nursing*
B.S.N., West Virginia University; M.S.N., East Carolina University

Reece, R. David ..... *Program Coordinator, Criminal Justice Technology*
A.A.S., Central Texas College; A.A., Fayetteville Technical Community College; B.S., Methodist University; M.S.C.J., Boston University

Regalado, J. Daniel.....*Mathematics*
B.S., University of North Carolina at Greensboro; M.S., North Carolina State University

Riggan, Alicia H. *Program Coordinator, Physical Education; Coach, Women's Volleyball*
B.S., M.A., University of North Carolina at Pembroke

Robertson, Lewis C.* .....*Biology*
A.S., Sandhills Community College; B.S., Master of Life Science; M.S., North Carolina State University

Robinson, Scott R. ..... *Digital Media Technology, eLearning*
A.A.B., Northwest State Community College; A.O.S., Culinary Institute of America; A.F.A., A.A.S, A.A., Sandhills Community College

Roush, Rebecca S., Ph.D. .....*Biology*
B.A., Ohio Wesleyan University, Delaware, Ohio; M.S., Ph.D., University of Wisconsin, Madison

Schliep, Denise.....*Medical Laboratory Technology*
B.A., East Carolina University

Senior, Susan A. ..... *Chair, Health Sciences*
A.A.S., Niagara County Community College; B.S., M.S., State University of New York at Buffalo

Sheets, Susan.....*Coordinator, Teacher Preparation; Mathematics*
B.S., Radford University; M.S., Virginia Commonwealth University; M.Ed., Wake Forest University

Sheffield, Matthew T. .....*Program Coordinator, Civil & Environmental Engineering Tech*
A.A.S., Sandhills Community College; B.S., University of North Carolina at Charlotte; M.C.M., Western Carolina University

Skura, Catherine A. ..... *Coordinator, University Studies; Economics, Mathematics*
B.A., Brooklyn College of the City University of New York; M.E., North Carolina State University

Spitler, Edwin F. .....*Chair, Engineering, Construction and Computer Technologies*
.....*Program Coordinator, Geomatics*
A.A.S.E.E.T., Central Carolina Community College; A.A.S.C.E.T., A.A.S.S.T., Sandhills Community College; B.S.C.E.T., University of North Carolina at Charlotte; M.G.I.S.T., North Carolina State University

Stancil, Nancy .....*Nursing*
B.S., University of North Carolina at Chapel Hill; M.S., University of Phoenix

Steel, Paul C. .....*Program Coordinator, CET – IT Support and CET - Security*
A.S., A.A.S., Sandhills Community College

Stroman, Alfreda T. .....*English*
B.A., Claflin College; M.A., Fayetteville State University

Stromko, Stephen M. .....*Program Coordinator, IT – Gaming and Simulation*
A.A.S., Sandhills Community College; B.S., Western Governors University

Swanson, Richard, Ph.D.* .....*Science, Engineering Technologies*
B.S., US Air Force Academy; M.S., Ohio State University; Ph.D., University of New Mexico

Teal, Ryan L .....*Program Coordinator, Emergency Medical Science*
A.A.S., Montgomery Community College; B.S., Western Carolina University; M.P.A., University of North Carolina at Pembroke

Toney, Nevius.....*Program Coordinator, Business Administration*
B.S., North Carolina A & T University; M.S., Central Michigan University

Trevarrow, Heather S. .....*Psychology*
B.A., University of Michigan; M.A., Wayne State University

Turner, Laura. .....*Massage Therapy*
A.A., A.A.S., Sandhills Community College; B.S., University of North Carolina at Pembroke

Van Pelt, Craig, Ph.D. .....*Sociology*
B.A., University of Colorado; M.A., Ph.D., University of Oregon

Vanden Oever, Aimi. ..... *Program Coordinator, Medical Laboratory Technology*
B.S., University of Wisconsin- La Crosse; M.A., Saint Mary's University of Minnesota

Velázquez-Fraticelli, Yamil .....*Spanish*
B.A., Catholic University of Puerto Rico; M.S.A., Central Michigan University; Post Graduate Certificate, University of North Carolina at Wilmington

Ventola, Michael W. .....*Landscape Gardening*
B.S., Michigan State University; M.S., Rutgers, The State University of New Jersey

Voigt, Julie A. Ph.D. .....*Sociology*
A.A., Guilford Technical Community College; B.A., M.A., Ph.D., University of North Carolina at Greensboro

Wade, Kim M. .....*Cosmetology*
Certificate, Sandhills Community College; A.A.S., Sandhills Community College; B.A., St. Andrews Presbyterian College

Webb, Angela .....*Culinary Arts*
B.A., Florida Gulf Coast University

Westmen, James F. .....*Landscape Gardening*
A.A.S., A.F.A., Sandhills Community College

Westmen, Johanna. .....*Landscape Gardening*
A.A.S., Sandhills Community College; A.S., Sandhills Community College

Whitesell, Kristi M. .....*General Education Coordinator, Biology*
B.S., University of North Carolina at Pembroke; M.A., University of North Carolina at Pembroke

Whitmore, Sara Renée .....*English*
B.A., M.A.T. in English Education, University of North Carolina at Pembroke

Williams, Leslie E., R.C.P. ..... *Program Coordinator*, *Respiratory Therapy*
A.A.S., Sandhills Community College; B.S., Methodist College; M.S., Troy University

Williams, Stefanie..... *Clinical Coordinator, Emergency Medical Science*
A.A.S., Sandhills Community College

Williamson, John .....*Chair, Mathematics*
B.S., North Carolina Wesleyan College; M.A., East Carolina University

Wilson, Robert ..... *English*
A.A., Spartanburg Community College; B.A., Limestone College; M.A., Winthrop University

Wright, Dana H. ..... *Cosmetology*
A.A.S., Sandhills Community College

Wright, Susan M. .....*Chair, Public Service*
.....*Program Coordinator, Early Childhood Education*
B.S., University of Wisconsin; M.A., University of North Carolina at Pembroke

Xiong, Wei, Ph.D.....*Psychology*
A.S., Chengdu University; Ph.D., University of Tennessee

Zerbel, Heather.....*Nursing*
B.S., University of North Carolina at Chapel Hill; M.S., East Carolina University

Distinguished Professors Emeriti

Since its inception, Sandhills Community College has been blessed to secure the long-term commitment of caring and dedicated faculty. Among that group, these professors have achieved the rare distinction of serving the College in excess of thirty (30) years of full-time faculty service.

Such an achievement, and such a level of devotion to a single institution, is rare in any college or university, and Sandhills Community College has determined that such devotion should be recognized. Thus, the President of the College has bestowed upon the following faculty Distinguished Professor status in perpetuity. The professors are listed with their academic discipline.

Alex Cameron .....*Automotive*
Sandhills Community College, Western Carolina University, NC State University
Barbara Cole .....*English and Humanities*
UNC at Greensboro
Willie Gray Harris, Jr. ..... *Religion and Humanities*
High Point College, Southeastern Baptist Theological Seminary

Timothy Howle ..... *Architectural Engineering*
Sandhills Community College
Cynthia Kennedy ..... *Physical Fitness*
Appalachian State University, UNC Pembroke
Richard N. Lewis, Jr. ..... *English and Humanities*
UNC at Chapel Hill
John McInerney ..... *Mathematics*
Holy Cross College, UNC at Chapel Hill
Judy McInerney ..... *Mathematics*
University of Chattanooga, UNC at Chapel Hill
William Clifton Stuckey, III ..... *Fine Arts – Art*
East Carolina University
Frances Wilson ..... *Fine Arts - Music*
Lenoir-Rhyne College, Appalachian State University

Adjunct Faculty

Evan Adams ..... *English and Humanities*
Dr. Mamie Allen ..... *English and Humanities*
Dr. Thomas Allen ..... *English and Humanities*
Melissa Anderson ..... *Nursing*
Marsha Apke ..... *Mathematics*
Mehera Ardinger ..... *Public Services*
Dr. Oluwunmi Ariyo ..... *English and Humanities*
Adam Armstrong ..... *Public Services*
Dr. Robin Bairley ..... *Science*
Angela Ball ..... *Physical Education*
Jessica Ball ..... *Science*
Rosemary Barker ..... *Mathematics*
Indrayani Battle ..... *Social and Behavioral Sciences*
Julian Zapata Beltran ..... *English and Humanities*
Dr. Jennifer Bittner ..... *Social and Behavioral Sciences*
Christie Blue ..... *Social and Behavioral Sciences*
Grace Elizabeth Bockoven ..... *Science*
Thomas Brady ..... *Public Services*
Robert K. Brannum ..... *Transportation Services*
Jessica Broady ..... *Health Sciences*
Sierra Bullard ..... *Health Sciences*
Becky Cameron ..... *Public Services*
Dixie Canady ..... *Nursing*
Heidi Chalflinch ..... *Nursing*
Audrey Chambers ..... *Cosmetology*
Kelly Chance ..... *Social and Behavioral Sciences*
Rodney Coe ..... *English and Humanities*
Crystal Condy ..... *Nursing*
Stephen Connally ..... *Transportation Services*

Ronald Corrado ..... *Health Sciences*
Dr. Cathy Cowling ..... *Engineering, Construction, and Computer Technologies*
Susan Crandall ..... *Nursing*
Ronald Currie ..... *Health Sciences*
Thomas Cyr ..... *Transportaion Services*
Deborah Davies ..... *Culinary and Pastry Arts*
Patricia DeGraffenreidt ..... *Health Sciences*
Betty DeVanno ..... *Nursing*
Tricia Donadio ..... *Health Sciences, Nursing*
Dustin Donahue ..... *Nursing*
Maxwell Dosser ..... *English and Humanities*
Jack Douglas ..... *Engineering, Construction, and Computer Technologies*
Kim Drain ..... *English and Humanities*
Eric Duncanson ..... *Engineering, Construction, and Computer Technologies*
Brandon Dyer ..... *Social and Behavioral Sciences*
Lindsey Farmer ..... *English and Humanities*
Laura Farrell ..... *Mathematics*
Mary Fedele ..... *Management and Business Technologies*
Rebecca Few ..... *English and Humanities*
Dr. Mary Ann Fewkes ..... *Social and Behavioral Sciences*
Bill Flint ..... *Public Services*
Floyd Fritz ..... *Public Services*
Paul Gauthier ..... *Transportation Services*
Brittany Gilbert ..... *Fine Arts*
Caitlin Gironda ..... *Fine Arts*
Samantha Godsey ..... *Mathematics*
Christine Harner ..... *Nursing*
Carolyn Helms ..... *Nursing*
Jason Hendrickson ..... *Engineering, Construction, and Computer Technologies*
Aimie Hoover ..... *Public Services*
Dr. Anthony Hubert ..... *Social and Behavioral Sciences*
Dr. Lu Huntley ..... *English and Humanities*
Caroline Hudson ..... *English and Humanities*
Daniel Hunt ..... *Health Sciences*
Shawn Jackson ..... *Science*
Caitlin Jones-May ..... *Social and Behavioral Sciences*
Zachary Jones ..... *English and Humanities*
Dr. Andrew Jung ..... *English and Humanities*
Hannah Keller ..... *English and Humanities*
Leighann Kelso ..... *Nursing*
Kimberly Kiesewetter ..... *Social and Behavioral Sciences*
Eric Kopecky ..... *Fine Arts*
Dr. Richard Kruska ..... *Social and Behavioral Sciences*
Dr. Siew Kwoh ..... *Social and Behavioral Sciences*
Nadya Lally ..... *Nursing*
Raymond Lee ..... *Mathematics*

Chelsae Long ..... *Social and Behavioral Sciences*
Elizabeth Long ..... *English and Humanities*
Marciarose Long ..... *English and Humanities*
Dr. Denise Lowe ..... *English and Humanities*
Heather Lyons ..... *Social and Behavioral Sciences*
Dr. Patricia Lyons ..... *English and Humanities*
Jennifer MacDonald ..... *Health Sciences*
Dr. Kim Madrigal ..... *English and Humanities*
Scott Malta ..... *Transportation Services*
Joe Mancos ..... *Health Sciences*
Candice Martin ..... *Science*
Taylor Mashburn ..... *Physical Education*
Adam Matthews ..... *Physical Education*
Dr. Carmen McCann ..... *Fine Arts*
Taylor McCaskill ..... *Public Services*
Dorothy McFadden ..... *Nursing*
Kayla McGreevey ..... *Health Sciences*
Matthew McLane ..... *Public Services*
Dr. Rufus McLean ..... *Science*
Michael Melso ..... *Transportation Services*
Lindsay Miller ..... *English and Humanities*
Sarah Morrison ..... *Nursing*
Rita Oldham ..... *Management and Business Technologies*
Jean Ontiveros-Squier ..... *Mathematics*
Alison Parker ..... *English and Humanities*
Dr. Robert Patrick ..... *Social and Behavioral Sciences*
Jennifer Pearcy ..... *Nursing*
Kahleen Peck ..... *Transportation Services*
Kim Pennington ..... *Nursing*
Herb Pike ..... *Physical Education*
Leah Popoca ..... *Health Sciences*
Tramaine Pride ..... *Physical Education*
Melonie Pusser ..... *Nursing*
Dr. Cynthia Reeves ..... *Social and Behavioral Sciences*
John Regan ..... *Social and Behavioral Sciences*
Diane Reynolds ..... *Public Service*
Todd Richter ..... *Culinary and Pastry Arts*
Ryan Riggan ..... *Physical Education*
Michelle Roberson ..... *Health Sciences*
Dr. Rebecca Rodriguez ..... *Engineering, Construction, and Computer Technologies*
Robin Rourke ..... *Engineering, Construction, and Computer Technologies*
Susan Ryan ..... *English and Humanities*
Jacob Sanchez ..... *Engineering, Construction, and Computer Technologies*
Mercedes Saulsbury ..... *Physical Education*
Leslie Scott ..... *Transportation Services*
David Seiberling ..... *Fine Arts*

Cara Shipe ..... *English and Humanities*
Tenille Shriver ..... *Engineering, Construction, and Computer Technologies*
Amber Simpson ..... *English and Humanities*
Dr. Frances Sinclair ..... *Fine Arts*
Anna Slaughter ..... *Health Sciences*
Jordan Smith ..... *Public Services*
Michael E Smith ..... *Social and Behavioral Sciences*
Joseph Sobieski ..... *Social and Behavioral Sciences*
Chantel Stanfield ..... *Nursing*
Kathryn Stephens ..... *Science*
Mark Stevens ..... *Science*
Dr. Daniel Stewart ..... *English and Humanities*
Donna Sutton ..... *Nursing*
Dr. Karen Tharrington ..... *English and Humanities*
Robert Thome ..... *Social and Behavioral Sciences*
Paul Tillery ..... *Fine Arts*
Dr. David Townsend ..... *English and Humanities*
Paula Tugman ..... *Nursing*
Yovanna Vest ..... *Public Service*
Dr. Mirian Watts ..... *Science*
Alexa Walker ..... *Nursing*
Christy Weaver ..... *Physical Education*
Angela Webb ..... *Culinary and Pastry Arts*
Denetric Williams ..... *Public Services*
Tiffany Williams ..... *Public Services*
Faydra Womble ..... *English and Humanities*
Charles Wright ..... *Public Services*
Anna Yeatts ..... *Science*
Amy Ziebart ..... *Nursing*

Academic Support

Wendy Kauffman ..... *Dean of Academic Support*
Kadesia Durham ..... *eLearning Support Specialist*
Taylor McCaskill ..... *Director of Academic Support Initiatives*
Scott Robinson ..... *Assistant Director of eLearning and Online Accessibility*
Shalishah Russell ..... *Coordinator of Tutoring, Disability, and Volunteer Services*

Athletics

Michael Apple ..... *Athletic Director*
Alicia Riggan ..... *Assistant Athletic Director*
Ryan Riggan ..... *Assistant Athletic Director*

Audio Visual/Campus Services

Steve Melone ..... *Director of BPAC Operations*
Daniel Shea ..... *Printing Services Coordinator*
Chris Waldrop ..... *Audio Visual Technical Specialist*

Buildings and Grounds Maintenance

Douglas Smith ..... *Facilities Director*
Kenneth Dowdy ..... *Construction & Safety Coordinator*
Steven Garner ..... *Maintenance Supervisor*
Charla Matthews ..... *Administrative Assistant*
Ellen Spencer ..... *Office Coordinator*

DAY STAFF

Jeremy Beal ..... *Fleet Mechanic/Locksmith*
Jonathan Black ..... *General Maintenance*
George Bridschge ..... *General Maintenance*
Thomas Burns ..... *Grounds Maintenance*
David Clevenger ..... *Lead Maintenance Technician*
J.P. Easterly ..... *Mail/Shipping/Receiving Clerk*
Dennis Holder ..... *Grounds Supervisor*
Daniel Kennedy ..... *Grounds Maintenance*
Vernon Morrison ..... *Safety Coordinator*
Mark Pracht ..... *Grounds Maintenance*
Frederick Ray ..... *Custodian*
Jarvis Smith ..... *HVAC Technician*
Darren Taylor ..... *General Maintenance*
David Townsend ..... *Structural Maintenance*
Anthony Trolio ..... *HVAC Technician*
Phillip Williams ..... *Housekeeping Supervisor*

EVENING STAFF

Kenneth Collins ..... *Evening Housekeeping Supervisor*
David Horton ..... *Evening Housekeeping Supervisor*
Ricky Stephens ..... *Custodian*

Business Office and Finance

Elizabeth Thomas ..... *Associate Vice President for Finance and Chief Financial Officer*
Royilyn Derr ..... *Purchasing Specialist*
M. Katharine du Pont ..... *Controller*
Rachel T. Gagliardi ..... *Payroll Accountant*
Marla Goodwin ..... *Inventory Control Specialist*
Tara Jarrell ..... *Accounting Associate*
Stephanie Lang ..... *Director of Business Services*
Melissa Sherman ..... *Accounts Payable Specialist*
Pam Taylor ..... *Cash Receipts Specialist*

Campus Police and Public Safety

Dwight Threet ..... *Director of Police and Public Safety*
Rick Bickel ..... *Emergency Preparedness/Campus Police Officer*
Cindy White ..... *Campus Police Officer*

Continuing Education Division

Andi Korte ..... *Vice President, Continuing Education and Workforce Development*
Michelle Bauer ..... *Dean, CE and Workforce Development Programs*
Kimberly Blue ..... *Senior Director, Continuing Education Compliance & Accountability*
Danaka Bunch ..... *Director, Center for Creative Living and Lifelong Learning Institute*
Isabel Cain ..... *ELA Coordinator, College and Career Readiness*
Amy Caliri ..... *Coordinator, Continuing Education Program Support*
Denise Cameron ..... *Senior Director, CE Public Safety Programs*
Maria Campbell ..... *Director, WIOA Education Navigator*
Lori Degre ..... *Senior Director, Career Training*
Stephen Fisk ..... *Instructor, Advanced Manufacturing*
Rhonda Gamble ..... *Dean, CE and Workforce Development Operations*
Monika Jagiello-Arvello ..... *Registration and Program Support Specialist*
Rebecca Kimbrell ..... *Coordinator, College and Career Readiness, Moore*
Jason Levister ..... *Director, WCE-CCP Programs, Student Success, and Data Support*
Ronnie Patton ..... *Senior Director, Customized Training & Advanced Manufacturing*
Sandy Perry ..... *Director, Career Training Allied Health*
D. Yvonne Petersen ..... *LEIS Coordinator & Chief HSE Examiner*
Tess Regan ..... *Coordinator, Public Safety Fire Programs*
Teresa Reynolds ..... *Director, Small Business Center and*
..... *Dedman Center for Business Leadership*
Debra Sikes ..... *Coordinator, Career and College Readiness, Hoke Center*
Deneane Smith ..... *Coordinator, Advanced Manufacturing*
Jenny Troyer ..... *Director, CE Business Operations and Registrar*
Meg Wilkins ..... *Coordinator, College and Career Readiness Program Support*
Nicole Worley ..... *Director, College and Career Readiness*

Career and College Promise

Kimberly McMillan ..... *Associate Dean of Instruction*
Phyllis Dowdy ..... *Director of High School Relations for Moore County High Schools,*
..... *Out-of-County High Schools, Private High Schools & Home Schools*
TBA ..... *Career and College Promise Coordinator, Hoke County*

Hoke County Center

Dr. Twana McKnight ..... *Associate Vice President of the Hoke Center*
Obie Blue ..... *Maintenance/Grounds Technician*
Margaret Dousharm ..... *Instructor, Nursing Assistant Program*
Jessica Friede ..... *Campus Police Officer*

Rosa McAllister-McRae ...*Director of Student Services, Hoke Center/ Personal Counselor*
Kelly Peele.....*Program Associate*
Walter Rea ..... *Campus Police Officer*
Diane Reynolds .....*Program Coordinator*
Debra Sikes..... *Coordinator, Career and College Readiness, Hoke Center*
TBA.....*Career and College Promise Coordinator, Hoke County*

Human Resources

Wendy Dodson ..... *Associate Vice President of Human Resources*
Shaquanna Adams .....*Human Resources Specialist*
Marina Figueroa .....*Human Resources Specialist*

Information Technology Services

Roderick B. Brower .....*Chief Information Officer*
Billy Barber .....*Information Technology Analyst II*
Julian Carrington ..... *Information Technology Analyst I*
Donald Crump Karst ..... *Telecommunications Coordinator*
Danny Garcia..... *Information Technology Analyst I*
Bobby Henderson .....*Senior Network Administrator*
Brandon Hussey ..... *Information Technology Analyst I*
Jonathan McLeod ..... *Director of IT Infastructure*
Jose Perez..... *CIS System Administrator*
Debi Ring .....*Data Analyst*
Tara Taylor ..... *Receptionist/Switchboard Operator*
Charlotte Tomeski ..... *Receptionist/Switchboard Operator*
Suzanne Via ..... *Director of Technology Support*

Instructional Support

Traci Batson.....*Faculty Secretary*
Mary Lou Coffey.....*BLET Records Management Specialist*
Dana Cuellar .....*Faculty Secretary*
Virginia Ferguson.....*Faculty Secretary*
Nichole Holloway.....*Faculty Secretary*
Cathy McLean .....*Faculty Secretary*
TBA .....*Administrative Assistant for eLearning/Faculty Secretary*

Learning Resources
(Boyd Library and Learning Resources Computer Lab)

Windie Barnes .....*Technical Service Supervisor*
Carl Danis .....*Director of Library Resources*
Judy Hines .....*Learning Resources Computer Lab Supervisor*
Micky Konold ..... *Director of Student and Public Outreach*
Brenda Quick ..... *Circulation Services Supervisor*

Tammy Stewart ..... *Associate Dean of Learning Resources & Head Librarian*

Planning and Research

Lindsey Farmer ..... *Dean of Planning and Research/SACSCOC Liaison*
Rebecca Graham ..... *Data Management Analyst*
Stephanie Miller ..... *Research and Assessment Analyst*

Student Services Division

Kellie Shoemake ..... *Vice President of Student Services*
Kimberly Aliago ..... *Admissions Associate*
Jean Blue ..... *Director of Records and Registration*
Jami Dandridge ..... *Financial Aid Associate, Verification, Loans and Work-Study*
Dr. DJ Farmer ..... *Associate Vice President of Student Services*
Jennifer Fields ..... *Administrative Assistant to the VP and AVP of Student Services*
Laura Flynn ..... *Assistant Director of Records & Registration*
Linda Fowler ..... *Records and Registration Associate*
Sarah Frick ..... *Financial Aid Associate*
Jonathan Garrison ..... *Director of the Sandhills Promise and Scholarships*
Cary Greene ..... *Director of Admissions*
Tonelli Hackett ..... *Wellness Specialist*
Timothy Hunt ..... *Director of Center for Wellness*
April Ikner ..... *Admissions Associate*
Kathy Liles ..... *Student Success Specialist*
Karen Manning ..... *Director of Marketing and Public Relations*
Rosa McAllister-McRae ..... *Director of Student Services Operations — Hoke County*
Kelly Pfeister ..... *Marketing & Social Media Coordinator*
Brandi Phillips ..... *Director of Student Life*
Jeffrey Quick ..... *GEAR UP Success Coach*
Ryan Riggan ..... *Director of Recruiting*
Gwendolyn Russell ..... *Director of Career Development Services*
Dr. Davis Smith ..... *Director of Student Success*
Joseph Steppe ..... *Safety and Student Conduct Officer*
Teresa Taylor ..... *Veterans Affairs Coordinator*
Cynthia Thomas ..... *Assistant Director of Financial Aid*
Shenika Ward ..... *Director of Financial Aid*

COMPLIANCE STATEMENTS

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, sexual orientation, gender identity, or disability. While aware that the College bears a significant responsibility for aggressively pursuing an equal opportunity policy designed to ensure the employment of qualified men and women, Sandhills Community College is also firmly committed to day-by-day policies that ensure that students, faculty, and staff members of any race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law will receive fair, courteous, and congenial treatment commensurate with the atmosphere of the College as a whole. Denial of such treatment to any individual on the Sandhills campus will not be tolerated.

In terms of hiring practices, the College has established policies and procedures to ensure that no person who is qualified shall be excluded from employment on the basis of any race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. In addition, Sandhills has established a college-wide outcome that states, "The diversity of Sandhills faculty and staff will reflect the respective diversity in the college service areas of Moore and Hoke Counties." Employees should at least be equal to their proportionate representation in the relevant labor markets for faculty, administrative, and non-academic staff positions. This outcome has been approved by the Trustees of the College. The President of the College shall oversee and monitor the use of this outcome assessment through the Associate Vice President of Human Resources in cooperation with the faculty and staff.

Equal employment opportunity is viewed as an integral part of the mission and purpose of Sandhills Community College. The College is dedicated to the upward mobility and advancement of all people within its reach and seeks to comply with all federal, state, and local statutes, regulations, and orders, including those that promote equal protection and equal opportunity for students, employees, and applicants.

It shall be the policy of Sandhills Community College to comply with all federal and state statutes that are pertinent to the operation of institutions of higher learning. These statutes include but are not limited to those listed on the following pages.

Civil Rights Act of 1964

Sandhills Community College complies with the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, and gender identity in programs and activities.

Age Discrimination in Employment Act of 1967

Sandhills Community College complies with the Age Discrimination in Employment Act of 1967 (ADEA), which protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, and compensation; or in the terms, conditions, and privileges of employment.

Age Discrimination Act of 1975

Sandhills Community College complies with the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance. The Act, which applies to all ages, permits the use of certain age distinctions and factors other than age that meet the Act's requirements.

Occupational Safety and Health Act of 1970

Sandhills Community College complies with the Federal Occupational Safety and Health Act of 1970 (PL 91-596). The College shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to college policies developed for the purpose of implementation of the Act.

Hepatitis B Vaccine Policy

Sandhills Community College complies with OSHA regulations requiring that college employees who may encounter occupational exposure to Hepatitis B through contact with blood and/or other bodily fluids be provided – at no cost– the Hepatitis B vaccine.

Title IX of the Educational Amendments of 1972

Sandhills Community College complies with Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), in assuring that no student or employee shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity of the College. In accordance with the requirements of Title IX of the Educational Amendments of 1972, Sandhills Community College ensures equality of treatment and access for all students and employees, female or male. Complaints related to sex

discrimination or sexual harassment should be filed either online through our Incident Reporting Form (http://www.sandhills.edu/incident-reporting/) with the Associate Vice President of Human Resources or the Executive Vice President. The Associate Vice President of Human Resources, Wendy Dodson, located in Stone Hall, Office 110, is the designated Title IX Coordinator for Sandhills Community College. The department of Human Resources may be reach by email at scchr@sandhills.edu or by telephone at 910-246-2868.

Section 504 of the Rehabilitation Act of 1973

Sandhills Community College provides equality of treatment and access for disabled students as required by Section 504 of the Rehabilitation Act of 1973, which guarantees protection of disabled persons against discrimination. Employees and students are expected to assist disabled students in ways that will facilitate their participation in campus life and their access to programs and activities.

Pregnancy Discrimination Act of 1973

Amendment to Title VII of the Civil Rights Act of 1964 to prohibit sex discrimination on the basis of pregnancy (P.L. 95-555).

The Genetic Information Nondiscrimination Act of 2008 (GINA)

To prohibit discrimination on the basis of genetic information with respect to health insurance and employment.

Family Educational Rights and Privacy Act of 1974

Definition of the Law
The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy and accessibility rights of eligible students enrolled in a postsecondary institution in relation to their education records.

- "Eligible student" is defined as a student 18 years of age or older, or a student who enters a postsecondary institution at any age.
- "Education record" is defined as those records that contain information directly related to the student and that are maintained by the educational institution.

Specific FERPA Rights
The law provides eligible students with specific rights under FERPA:

- The right to inspect and review information contained in their education records within 45 days after the institution receives the request.

- The right to challenge the contents of their education records, which are believed to be inaccurate, misleading, or in violation of the student's privacy right under FERPA.
- The right to have a hearing if the outcome of the challenge is unsatisfactory.
- The right to submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable.
- The right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC, 20202) concerning alleged failures by the institution to comply with FERPA requirements.
- The right to provide written consent prior to the institution disclosing personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Limitations for Record Review
Students may not inspect and review the following:

- Education records of other students, even if they are contained within the same record of the student requesting the review
- Financial information, including parental records
- Confidential letters and recommendations associated with admission, employment, or academic honors

Directory Information
FERPA permits the release of some general student information known as "directory information" without written approval of students.

Sandhills Community College considers the following directory information:

- The student's name
- City and county of residence
- Photograph
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Grade level
- Degrees, honors, and awards received
- The most recent educational agency or institution attended by the student
- Student email address

Students who do not want any or all of this information released to the general public must sign a request form in the Office of Records and Registration no later than two (2) weeks after the first day of class each semester.

Third Parties Exempt from Consent Requirements

The College does not provide access to or disclose a student's education records to third parties without the student's written consent except in cases of:

- Authorized personnel within the institution, including administrators, faculty, and staff members with legitimate educational interest seeking to fulfill their job responsibilities.
- Authorized officials of other institutions in which student seeks to enroll.
- Persons or organizations providing the student financial aid.
- Accrediting agencies carrying out their accreditation function.
- Persons involved in an emergency situation in order to protect the health or safety of students or of other persons.
- Persons in compliance with a judicial order or lawfully issued subpoena.
- Federal, state and local authorities involved in the audit or evaluation of compliance with educational programs.
- Organizations conducting studies for or on behalf of the institution.
- Parents of a dependent student as defined by the IRS for tax purposes.
- Directory information being released
- An alleged victim of a violent crime or non-forcible sex offense, to whom the results of a disciplinary hearing may be disclosed.
- Parents of a student related to the student's violation of any Federal, State, local or institutional law or policy regarding the use or possession of alcohol or controlled substance if the student perpetrated a disciplinary violation, as determined by the institution, and the student is under that age of 21 years of age.

Personnel Contact Information

- The Director of Records and Registration directs the procedures for students interested in inspecting or reviewing their education records and for student who do not want their directory information released by the institution.
- The Administrative Assistant to the Vice President of Student Services has been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational records.
- The Administrative Assistant to the Vice President of Student Services oversees the process and maintains the records of FERPA release forms for eligible students.

Drug-Free Workplace Act and the Drug-Free Schools & Communities Act of 1988

In accordance with the Drug-Free Workplace Act of 1998 and the Drug-Free Schools and Communities Act of 1989 (Public Law 101–226), as well as the Underage Drinking Laws and the laws of the state of North Carolina, the College has endorsed the following drug and alcohol policy.

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions.

From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol uses may also result in damage to college property. Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

The specifics of this policy are as follows:

1. Sandhills Community College does not differentiate between drug users or sellers. Any employee* or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term “controlled substance” means any drug listed in 21 CFR PART-1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack.” They also include “legal drugs” that are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college-sponsored activity, the employee will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.

4. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted for violation of any federal, state, or local criminal drug statute wherein such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity. A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in any federal or state court. Students may lose federal student aid eligibility as a result of drug violations. The institution must provide notice describing the ways in which the student can regain eligibility.
5. Convictions of employees working under federal grants, for violating drug laws in the workplace, on college premises, or as part of any college-sponsored activity shall be reported to the appropriate federal agency. The Associate Vice President of Human Resources must notify the U. S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The College shall take appropriate disciplinary action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college-sponsored activity will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college-sponsored activity, they will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to complete successfully an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
8. The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the College, in writing, within five (5) days after they are convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.

*Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local

public agency, a private non-profit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

Educational Programs & Activities: The College provides a variety of opportunities for students to learn more about the dangers of alcohol and drug abuse.

1. Annual written notification during registration informing every student of the college policy concerning alcohol and substance abuse.
2. A variety of special events, speakers, workshops, and programs that address current issues as related to alcohol and substance abuse.
3. Academic courses in health, physical education, and wellness.
4. Academic courses in drug abuse prevention, chemical dependency, and family therapy.
5. Academic courses in student success.

Counseling Provisions: In addition to providing counseling for students with alcohol/drug-related problems by members of the counseling staff of the Student Services Division, the College also provides the following assistance to those with abuse issues.

- Referral resource for students requiring long-term counseling or hospitalization
- Schedules for area meetings of AA, NA, Al-Anon support groups
- Schedule AA meeting on campus upon request
- Materials for dissemination on related topics

Student Right-to-Know, the Campus Crime and Security Act, and the Jeanne Clery Act

Sandhills Community College fully complies with the disclosure and reporting requirements of the Student Right-to-Know, the Campus Crime and Security Act of 1990, and the Jeanne Clery Act, 1990, amended 1992, 1998, and 2000. These requirements include graduation or completion rates, campus security policies and procedures, and statistical reports on security matters. The Jeanne Clery Act expands on the security requirements and affords victims of campus sexual assault certain basic rights. SCC stands in full compliance with this Act.

The SCC sexual assault policy is detailed in the Sandhills Community College *Catalog* and in the *Policy and Procedures Manual*. It is also published online at www.sandhills.edu. Further information or copies of this policy can be obtained by calling 910-692-6185.

The College endeavors to provide an environment that is safe for all students, faculty, staff, and visitors. Under the reporting provisions of the Student

Right-to-Know, the Campus Crime and Security Act, and the Clery Act, the College is required to provide information about serious crimes on campus, as defined by the Act, that have occurred within the last three years. A full copy of the college's annual report on this subject is available free of charge to all students, potential students, and other interested parties. Those interested are invited to call the College at 910-692-6185. The full annual security report is also published online at www.sandhills.edu.

Violence Against Women Act and the Sexual Violence Elimination (SaVE) Act

The College complies with the Violence Against Women Act (1994; Renewed 2013, reauthorized in 2021) and the SAVE Act in providing campus awareness of these acts. "SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement;
- Change academic, living, transportation, or working situations to avoid a hostile environment;
- Obtain or enforce a no contact directive or restraining order;
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions;
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community."

Students may reference information about sexual violence at http://www.sandhills.edu/safety-security/what-is-sexual-assault/.

IPEDS Graduation Rate

To determine its graduation rate, Sandhills Community College used the Federal cohort of students who entered fall 2017 as first-time diploma or degree-seeking full-time students and who graduated by August 2020. This graduation rate was 40%.

This rate is comparable with those of other community colleges. Students enrolled in community colleges often take several years to complete a degree as they balance studies with employment and other activities. Some choose to transfer instead of completing a degree.

Americans with Disabilities Act (ADA)

Sandhills Community College seeks to comply fully with the Americans with Disabilities Act (ADA), enacted July 26, 1991, as an extension of the Civil Rights Act of 1964 to the disabled and as amended in 2009 and 2011. The College is committed to removal of physical barriers, psychological barriers, and policies or procedures that hinder full access to enrollment or employment opportunities.

The Office of Disability Services also manages services for disabled students. Responsibilities of this office include advising the administration concerning academic barriers and the adequacy of policies and procedures for protecting and providing access for disabled students and prospective students, planning and developing training for ADA awareness concerning accommodations for the disabled, and providing suggestions for "reasonable accommodations" to faculty and staff members.

The College expects that all students and employees will be aware of, and sensitive to, the needs of persons with disabilities and that the administration and staff will make every effort to make those "reasonable accommodations" that permit disabled persons to participate in the various programs and services offered by the College.

Procedure for Complaints of Discrimination

In accordance with Federal and State Guidelines, any staff member or student who believes that a Sandhills Community College employee has discriminated against him/her on the basis of gender, gender identity, genetic information, or disability, thus violating Title IX of the Education Amendment Act of 1972 including the SaVE Act, which is an amendment to the Cleary Act regarding sexual assault and other intimate partner violence, Title VII of the 1964 Civil Rights Act (race, color, national origin, sexual orientation, and gender identity), The Pregnancy Discrimination Act, The Age Discrimination in Employment Act of 1967 (ADEA), Title I of the Americans with Disabilities Act of 1990 (ADA) , Sections 501 and 505 of the Rehabilitation Act of 1973 (disability), and The Genetic Information Nondiscrimination Act of 2008 (GINA) may file a complaint.

Complainants should be made through our online Incident Reporting Form (http://www.sandhills.edu/incident-reporting/) or to the Associate Vice President of Human Resources, who is the designated Title IX Coordinator, at (910)246-2868 or at scchr@sandhills.edu. The title IX policy and procedures are located at www.sandhills.edu/title-ix/.

Constitution and Citizenship Day

On September 17 of each year (or at the first opportunity should that date fall on a weekend), Sandhills Community College commemorates the September 17, 1787, signing of the United States Constitution by holding a variety of educational programs for students, faculty and staff. This Congressional initiative is authorized by Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, "Dec. 8, 2004."

Public Complaints

In accordance with its *Policies and Procedures Manual*, Sandhills Community College offers a range of policies and procedures to address both student and public complaints.

- The Student Grievance Policy.
- The Student Grievance Procedure,
- The Mission Statement commitment to public satisfaction with the practices of the institution, and
- The associated Public Complaint Policy.

Procedure for Responding to Public Complaints

Sandhills Community College recognizes its obligation as a tax-supported member of the North Carolina Community College System (NCCCS) to provide the public the opportunity to direct both informal and formal complaints related to its adherence to its core values and its mission. To that end, the College has established the following procedure for addressing such complaints:

1. When a member of the public wishes to address an informal or formal complaint, that person should contact the Associate Vice President of Human Resources, who will gather information as necessary and convene the appropriate dean or administrator from that area of the college to which the complaint is linked.
2. When possible, the Associate Vice President of Human Resources will convene the concerned parties to reach an informal resolution to the complaint. If an informal resolution cannot be reached, complainant will be apprised of his or her right to initiate a formal complaint.
3. The member of the public will draft and submit a letter to the Associate Vice President of Human Resources detailing the nature of the complaint. In instances in which the complaint is related to Human Resources, the letter should be submitted to the Executive Vice President.
4. The Associate Vice President of Human Resources will submit a written response to the complainant acknowledging receipt of that complaint and will provide a copy of the complaint and the written

response to the academic or administrative officer under whose purview the complaint is directed.

5. In such cases, the administrative officer will gather information and provide a written response to the complainant within one week of receiving the complaint, addressing the issue and, where applicable, offering reasonable resolution to the complaint.
6. If the complainant is not satisfied with the response, the complainant may file a written complaint with the President. In such cases, the President will gather information and provide a final written response to the complainant.

Individuals are strongly encouraged to make every attempt to resolve matters through the aforementioned administrative processes. However, when matters cannot be resolved through these, the student or member of the public has these avenues of further recourse:

- For complaints associated with the institution's compliance with academic program quality, fulfillment of its mission, or adherence to accrediting standards, individuals should complete the Student Complaint Form (NCCCS) found at www.sandhills.edu/about/general/ and send it to NCCCS per directions in the text of the form.
- For issues related to specific compliance with the *Principles of Accreditation*, individuals should compose written evidence that all remedies available at the institution have been exhausted and then submit that evidence with the *SACSCOC Complaint Form* to the Southern Association of Colleges and Schools Commission on Colleges as directed in the front of the college *Catalog* and online at www.sandhills.edu. The Commission should be contacted only if there is evidence that appears to support SCC's non-compliance with a SACSCOC requirement or standard.
- Residents outside the state of North Carolina enrolled in online courses from SCC who wish to resolve a grievance should first follow the college's student grievance procedure outlined in the college *Catalog*. If the complaint is still not satisfactorily resolved, the final step would be for the student to file a complaint with his or home state.

Each year, Sandhills Community College (Institution #199364) files an annual report via survey in accordance with the federal government's Equity in Athletic Disclosure Act (outlined below):

Equity in Athletics Disclosure Act (EADA) Survey

The *2014 Equity in Athletics Disclosure Act* is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution

of higher education that participates in a federal student aid program must prepare an EADA report by October 15. Institutions must also report data to the U.S. Department of Education via this online survey. This is a mandatory survey.

Data collected in this survey will be published by the Office of Postsecondary Education on the Equity in Athletics *Data Analysis Cutting Tool* website located at http://ope.ed.gov/athletics.

EADA and Title IX Compliance

The data collected in this survey are provided by institutions in accordance with the EADA and may not be the same as data used for determining compliance with other Federal or state laws, including Title IX of the Education Amendments of 1972.

The compiled data for the most recent academic term is posted on the SCC website so that students and the public have access to this information related to SCC compliance; it is updated prior to October 1st each year.

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA 38 U.S.C. 4301-4335)

The Uniformed Services Employment and Reemployment Rights Ace of 1994 was passed by U.S. Congress and signed into law bu U.S. President Bill Clinton on October 13, 1194 to protect the civilian employment of active and reserve military personnel in the United States called to active duty. USERRA is a federal statute that protects servicemembers' and veterans' civilian employment rights. Among other things, under certain conditions, USERRA requires employers to put individuals back to work in their civilian jobs after military service.

Immigration Reform and Control Act (IRCA) of 1986

The Immigration Reform and Control Act (IRCA) was passed by Congress in 1986 and signed into law by President Ronald Reagan (R) on November 6, 1986. The law made it illegal for employers to knowingly hire individuals unauthorized to work in the United States and established a system for verifying the legal status of employees.

State Authorization

Sandhills Community College has been approved by North Carolina to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts, and territories that establishes comparable national standards for interstate offering of postsecondary distance education. SCC is approved to

serve students in 49 states (all but California), the District of Columbia, Puerto Rico and the U.S. Virgin Islands (St. Thomas, St. Croix, and St. John).

Students who live in a state or pursue programs of study other than those for which we are approved will be admitted to SCC, but will not be allowed to register until authorization has been obtained. Students are encouraged to consult with their state prior to enrolling in programs that require licensure or certification.

Sandhills Community College determines a student's location for the purposes of state authorization at the time of a student's initial enrollment. If a student's location changes, a Change of Student Information Form is completed by the student and is processed by the Registrar's Office.

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