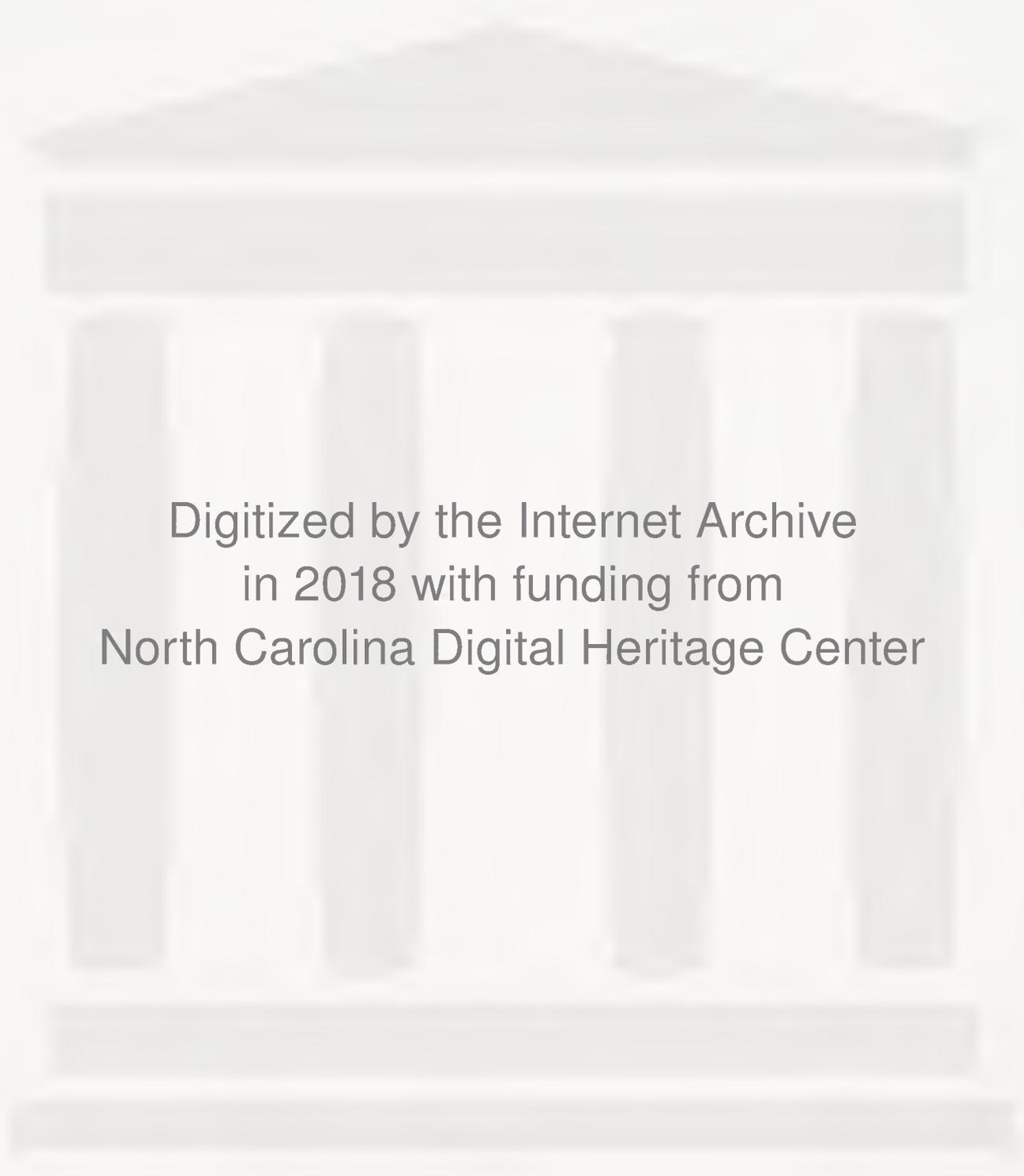


Sandhills **Community College**

2012-13

CATALOG





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General Catalog

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SANDHILLS COMMUNITY COLLEGE

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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 College website. 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 is published online at www.sandhills.edu, along with the academic calendar. A complete telephone directory of faculty and staff is also available online at www.sandhills.edu.

General Information	910-692-6185/800-338-3944
Admissions.....	695-3725/3738
Business	695-3721/3951
Continuing Education.....	695-3766
Financial Aid.....	695-3743
Dean of Instruction.....	695-3708
Library.....	695-3819
Records and Registration	695-3740/3741/3734/3739
Director of Student Life	695-3858
Dean of Student Services	695-3900

Accreditation

Sandhills Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the 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, use the library, and attend various public college functions. See the Campus Map on page 4. 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 is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or disability. The College 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.



President John R. Dempsey

Welcome to Sandhills Community College. This academic catalog contains much of the information you will need as you proceed with your education at Sandhills.

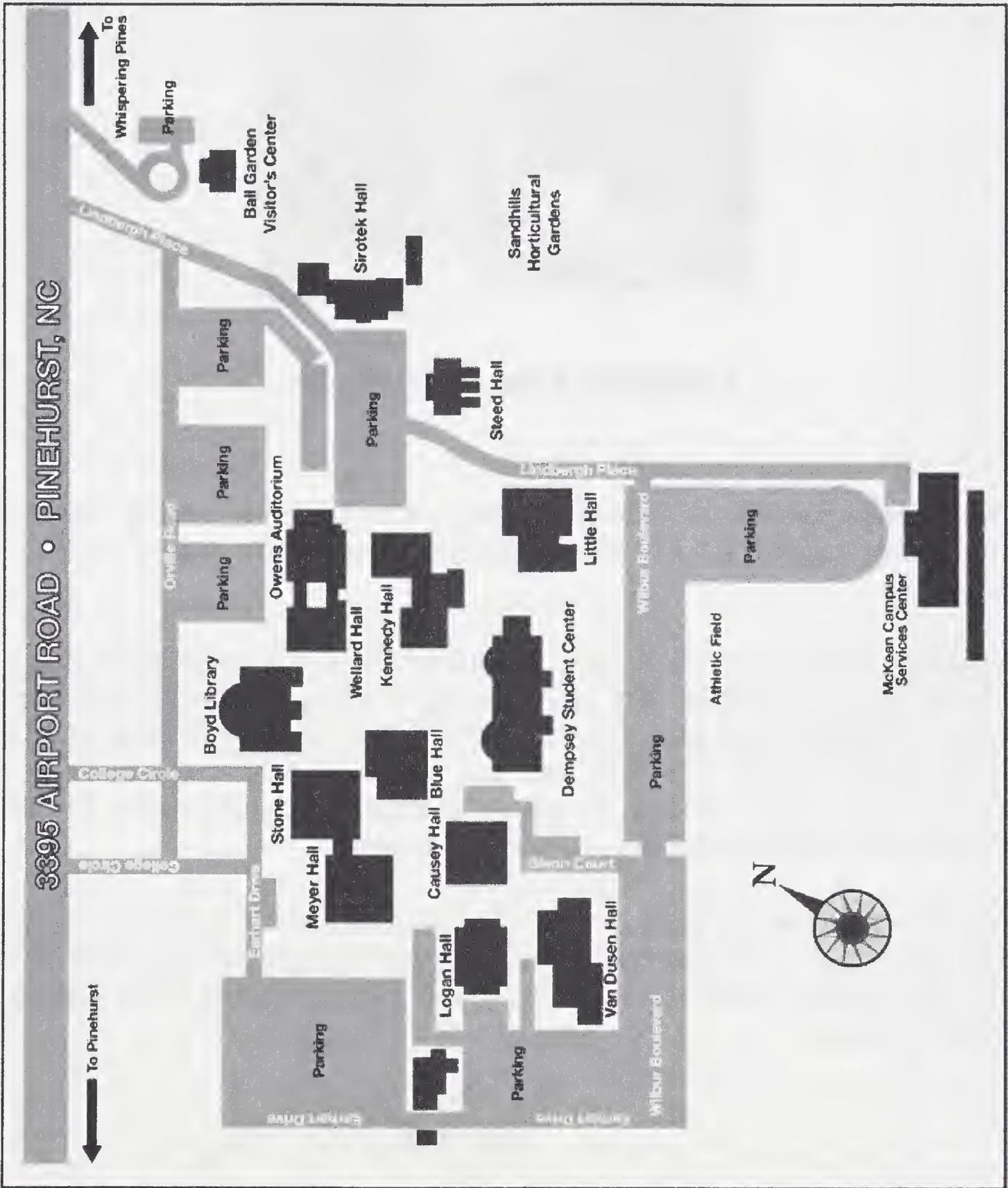
Catalogs, though, are pretty dry and formal. You can make this catalog “come alive” by visiting with your advisor or asking our faculty and staff here at Sandhills (including me) for help with your program. It is the people of Sandhills – those who teach here and who work here – who make it a special place. Don’t hesitate to ask us to amplify the information in this catalog or to explain anything you don’t understand.

We are here to help you succeed. We hope you will use this catalog to your best advantage. Your journey towards graduation begins today. Please call me (695-3700) or visit me in Stone Hall if I can help make that journey easier for you.

A handwritten signature in black ink, which appears to read "John R. Dempsey". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

John R. Dempsey

CAMPUS MAP



Ball Garden Visitor's Center**Blue Hall**

- Career Services
- Counseling Services
- BLET Classroom
- Fitness Program Classroom
- SandHoke ECHS Office
- Student Employment

Boyd Library

- Archives
- Barbara Cole Children's Reading Center
- Jeanne Hastings Gallery
- Learning Resource Computer Lab
- Library
- Teresa Wood Reading Room

Causey Hall

- Alumni Relations
- College Programs for High School
- Cosmetology
- Emergency Medical Science
- Grant Development
- SCC Foundation Office

Dempsey Student Center

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

Kennedy Hall

- Bracken Auditorium
- Fine Arts –Art
- Health Sciences
- Nursing
- Owens Wing
- St. Andrews Extension
- UNC Pembroke Extension

Little Hall

- Byerley Auditorium
- Computer Technologies
- Distance Learning
- Engineering Technologies
- Golf Course/Turfgrass Management
- Whole Harvest Kitchen
- Peggy Kirk Bell Center for Hospitality and the Culinary Arts

- Russell Dining Room
- Charles and Jane Wellard Technology Center

Logan Hall

- Developmental Education
- English and Humanities
- Mathematics
- Project Promise
- Tutoring Center

McKean Campus Services Center

- Grounds Maintenance
- Physical Plant Maintenance
- Print Shop
- Shipping/Receiving

Meyer Hall

- Directors Auditorium
- Sciences
- Therapeutic Massage

Owens Auditorium**Sirotek Hall**

- Transportation Technologies

Steed Hall

- Landscape Gardening

Stone Hall – 1st Floor East

- Administration
- Business Office
- Human Resources
- John Sledge Board Room

Stone Hall – 1st Floor West

- Admissions
- Student Success Center
- Counseling Services
- Disability Services
- Financial Aid
- Meyer Family Foundation Auditorium
- Placement Testing
- Records and Registration
- Veterans Services

Stone Hall – 2nd Floor

- Management & Business Technology
- Information Services

Van Dusen Hall

- Continuing Education
- Dedman Center for Business Leadership
- Furches Life-Long Learning Center
- McCaskill Public Service Center
- Social and Behavioral Sciences
- Public Service

Wellard Hall

- Audiovisual Services
- Fine Arts – Music and Music Education
- Campus Police and Public Safety

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ACADEMIC CALENDARS

2012-2013 Academic Calendar

Fall Semester 2012

August 15	Wednesday	Faculty/Staff Meetings or Faculty Retreat
August 16	Thursday	Registration
August 20	Monday	First Day of Classes
August 21	Tuesday	Add Period Ends
September 3-4	Monday-Tuesday	Labor Day Holiday
October 15-16	Monday-Tuesday	Fall Break
October 31	Wednesday	Drop Period Ends
November 1	Thursday	Spring Semester Priority Registration
November 12	Monday	Veterans Day Holiday
November 21-23	Wednesday-Friday	Thanksgiving Holidays
December 13-18	Thursday-Tuesday	Final Exam Period
December 18	Tuesday	Semester Ends

Spring Semester 2013

January 3	Thursday	Registration
January 7	Monday	First Day of Classes
January 8	Tuesday	Add Period Ends
January 21	Monday	Dr. Martin Luther King Holiday
March 4-8	Monday-Friday	Spring Break
March 22	Friday	Drop Period Ends
April 1-2	Monday-Tuesday	Easter Holiday
April 3	Wednesday	Summer and Fall Priority Registration
May 2-7	Thursday-Tuesday	Final Exam Period
May 7	Tuesday	Semester Ends
May 11	Saturday	Commencement

Summer Semester 2013

May 20	Monday	Registration
May 27	Monday	Memorial Day Holiday
June 24	Monday	Registration
July 4	Thursday	Independence Day Holiday

Session	Classes		Last Day To Add	Last Day To Drop
	Begin	End		
Full Session	May 21	July 25	May 22	July 2
1st Half	May 21	June 20	May 22	June 10
2nd Half	June 25	July 25	June 26	July 15

2013-2014 Proposed Academic Calendar

(Subject to change; not official until approved in Spring 2013)

Fall Semester 2013

August 14	Wednesday	Faculty/Staff Meetings or Faculty Retreat
August 15	Thursday	Registration
August 19	Monday	First Day of Classes
August 20	Tuesday	Add Period Ends
September 2-3	Monday-Tuesday	Labor Day Holiday
October 14-15	Monday-Tuesday	Fall Break
October 30	Wednesday	Drop Period Ends
November 4	Monday	Spring Semester Priority Registration
November 11	Monday	Veterans Day Holiday
November 27-29	Wednesday-Friday	Thanksgiving Holidays
December 12-17	Thursday-Tuesday	Final Exam Period
December 17	Tuesday	Semester Ends

Spring Semester 2014

January 9	Thursday	Registration
January 13	Monday	First Day of Classes
January 14	Tuesday	Add Period Ends
January 20	Monday	Dr. Martin Luther King Holiday
March 10-14	Monday-Friday	Spring Break
March 27	Thursday	Drop Period Ends
To be announced	***	Summer and Fall Priority Registration
April 21-22	Monday-Tuesday	Easter Holiday
May 8-13	Thursday-Tuesday	Final Exam Period
May 13	Tuesday	Semester Ends
May 16	Saturday	Commencement

Summer Semester 2014

May 19	Monday	Registration Summer & Fall
May 26	Monday	Memorial Day Holiday
June 9-13	Monday-Friday	SCC Closed – US Open
June 30	Monday	Registration C Summer & Fall
July 4	Friday	Independence Day Holiday

	Classes		Last Day To Add	Last Day To Drop
Session	Begin	End		
Full Session	May 20	July 31	May 21	July 8
1st Half	May 20	June 26	May 21	June 16
2nd Half	July 1	July 31	July 2	July 21

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, Huetten 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 is in the midst of a major renovation that will make it the home to Counseling Services, Institutional Effectiveness, Basic Law Enforcement Training, and Health and Fitness Technology classes. The 2012 opening of a new maintenance building will allow the old maintenance facility to become the focal point of Continuing Education trades 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

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 counselors provide assistance with admissions, counseling, financial aid, and student life.

Mission Statement

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;
- To provide training for local businesses and to contribute constructively to the economic well-being of the region;
- To contribute to the cultural and artistic richness of the community, and to the educational needs of our retired population;
- To create a campus environment that celebrates its faculty and staff, and contributes to their personal and professional development.

College Goals

1. For-Credit Academic Programs

To educate students for professional and personal opportunities by providing technical and transfer programs that include distinct general education competencies and to offer these programs through a variety of course delivery modes;

2. Support Services

To provide comprehensive student and academic support programs that help students meet their career, academic, and personal goals.

3. Access and Opportunity

To ensure access and opportunity for students who are underprepared for college-level work through developmental studies and adult literacy programs; to prepare students for employment and/or for collegiate studies; and to promote student learning and success through various course delivery modes in credit and noncredit courses.

4. Economic Development

To provide the training needed to help recruit businesses to our community and to drive entrepreneurial growth; to promote workplace learning; to enable local businesses to become more productive; and to provide credit and noncredit courses and programs that enable students to become competitive contenders for employment opportunities.

5. Campus and Community Life

To provide opportunities for student involvement, cultural enrichment, life-long learning, and community service while honoring our core values.

6. Campus Resources

To ensure that the college has the necessary financial, human, technological, and physical resources, including having funds to advance the excellence of its programs; hiring faculty and staff of the

highest quality who reflect its diverse community and exhibit its core values; providing appropriate technology; and ensuring that the campus is clean, safe, and beautiful.

Sandhills Community College is a comprehensive community college chartered in 1963 and is a member of the North Carolina Community College System. The Sandhills Community College mission statement and supporting goals were revised and approved by the Board of Trustees in October 2011.

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, 2011-2012

North Carolina Community College System

All eight measures are required for accountability. The most recent data are from *2012 Critical Success Factors*.

Progress of Basic Skills Students

- Composite measure of the following:
 - progressing within level
 - completing level entered or predetermined goal
 - completing level and advancing to next level
- Data Source: LEIS
- Standard: 75%
- SCC Performance: Measure removed by NCCCS for 2011-2012 reporting year.

Progress of College Transfer Students after Transfer

- Percent of overall GPA of 2.0+ after one academic year at UNC institution
- Data Source: UNC/GA Transfer Student Performance Report
- Standard: 83% SCC Performance: 90%

Passing Rates for Licensure and Certification Exams

- Passing rates-first time test takers
- Data Source: Licensing agencies
- Standard: Aggregate institutional passing rate of 80%
- SCC Performance: 87%

Passing Rates of Students in Developmental Classes

- Passing rates for all courses coded as developmental
- Data Source: Data Warehouse
- Standard: 75% SCC Performance: 83%

Success Rate of Developmental Students in Subsequent College-Level Courses

- Pass rates in courses with developmental prerequisites of students enrolled in a developmental English, mathematics, or reading course
- Data Source: Data Warehouse
- Standard: 80% SCC Performance: 86%

Curriculum Student Retention, Transfer, and Graduation

- Composite Measure: graduation rate, transfer, and retention rate
- Data Source: Enrolled students tracked fall to fall, this number divided by number in initial cohort = percentage reported
- Standard: 65% SCC Performance: 65%

Student Satisfaction/Completers and Non-Completers

- Satisfaction with quality of college programs
- Data Source: College Survey

- Standard: 90% SCC Performance: 98%

Business and Industry Satisfaction with Services Provided

- Client Satisfaction
- Data Source: System Office Survey each February
- Standard: 90% SCC Performance: 95%

Campus Services

Bookstore

Students can purchase textbooks, school supplies, sportswear, and other accessories at the college bookstore located in the Dempsey Student Center. Students may also locate course textbook selection information and ISBN 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. For special college events, the cafeteria provides professional catering services.

Disability Services

The College strives to provide an equal educational opportunity to all applicants and encourages students with disabilities to enroll. The College makes every effort to comply with the Americans with Disabilities Act, and reasonable accommodations will be made for all who demonstrate a legitimate need. The campus is largely barrier-free and accessible. Faculty and staff are available to assist where feasible. Students in need of special assistance should contact the Director of Disability Services in Van Dusen Hall at their earliest convenience. Refer to the Compliance section in this *Catalog* for more information.

SCC Website

Interested parties may visit the Sandhills Community College at www.sandhills.edu for a wide range of information about the college and its services. 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. The SCC homepage also provides links to information about

student resources and library services. A calendar of upcoming events and new articles related to the college are also accessible from the site.

In addition, off of the Sandhills home page, students have access to the MySCC student portal. The MySCC page provides students a one-stop shop to various resources at the college including online course access, Web Advisor, student email, library and other student resources.

Instructional Programs and Delivery

College credit and non-credit classes and programs are offered for citizens with varied educational needs and backgrounds using traditional (classroom) settings and non-traditional (distance learning) 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 Fine Arts, and Associate in Science 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.

General Occupational Program

The General Occupational Technology degree curriculum provides students the opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs. Special criteria must be met as described later in this *Catalog*.

Developmental Education

Students whose placement test scores reveal a need to strengthen English, mathematics, reading, or study skills should enter developmental/pre-curriculum courses. These offerings are designed to prepare students for entrance into and success in curriculum programs.

Students who need more than one developmental course may wish to register for a learning community, a block of prerequisite courses taught by a team of instructors and supported by tutoring, counseling, and off-campus learning experiences.

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. However, students can only request special credit status during the first 16 credit hours of course work, at which time the student should declare a major and meet enrollments requirements.

Continuing Education Programs (Non-Credit)

The Division of Continuing Education offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke Counties. Through the Division of Continuing Education, students may acquire basic academic skills and general knowledge, train or retrain for employment, and develop socially, culturally, and intellectually. Courses are

offered on and off campus to meet the expressed needs of adults who wish to continue their education. The Continuing Education Division will award the Continuing Education Unit (CEU) for appropriate programs and courses. A complete listing of the general programs offered begins in the “Continuing Education” section of the *Catalog*.

Instructional Delivery

In addition to offering traditional classroom instruction, the College also offers classes in non-traditional formats and at non-traditional times.

Evening/Weekend College

Evening/weekend courses are offered for students desiring to pursue degree, diploma, or certificate programs as well as areas of special interest or self-improvement. All student services are provided for evening students.

Hybrid Courses

Hybrid courses use a combination of Internet and traditional classroom instruction. A designated portion of the class is delivered in a traditional classroom format, and the remaining portion is delivered in the online environment. The predetermined portions will vary according to the needs of the particular class and the particular instructor. Hybrid courses are advertised in the class schedules. 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

Distance learning courses are delivered via the Internet using a learning management system (Moodle). Online courses are asynchronous, meaning that students are not required to be online at a specific time to take part in course activities and most of the communication among students and instructors does not take place in real time. Although there are no specific access times, online courses are not self-paced. 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, just like in a campus course. 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.

NC Information Highway/NCIH

The College delivers select courses through the information highway. Companion classrooms at the main campus and off-campus sites allowed

proctored instructional delivery from an origin NCIH classroom to remote sites to allow broader student access to course offerings.

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 certificate (GED) 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, GED, or adult high school 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 Dean of Student Services.

Admission to Continuing Education

Please see the “Continuing Education” section for detailed information regarding enrollment into Continuing Education programs and courses.

Admission to Curriculum Education

Non-Degree Seeking Student (Special and Visiting Students)

Admission as a Special or Visiting Student requires the following:

- Submission of a completed official admissions application form.
- Submission of documentation supporting that any applicable course prerequisites have been met or completion of the college placement test with applicable satisfactory score(s).

Special students may register for courses if course prerequisites are met and if space exists in the class. See the “Student Classifications – Guidelines for

Admission” section below for further admission information concerning special and visiting students.

Degree-Seeking Student

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

- Submission of a completed official admissions application form.
- Completion of the college placement test (see Assessment section below for details).
- Submission of an official high school transcript indicating graduation with a diploma, a high school equivalency certificate (GED), or an adult high school diploma.
- Submission of official college transcripts from all previously attended institutions.

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

See the “Student Classifications – Guidelines for Admission” section below for further admission information concerning specific student populations.

Placement Testing

Placement testing is required for all students who plan to enter an instructional program, all special students who enroll in English, mathematics, or other restricted courses, and high school students taking college courses. The placement test assesses academic abilities in the areas of reading, writing, and mathematics. Placement test results are good for three (3) years and are used by academic advisors to place students in the courses that are appropriate to their academic needs.

Placement testing is conducted on-demand through the Learning Resource Computer Lab located in Boyd Library. Students requiring placement testing will be issued a testing ticket upon admission to the college. Submission of applicable SAT or ACT scores taken within three (3) years may exempt a student from placement testing.

Students who do not achieve college level test scores may be advised to enroll in developmental courses to prepare them for future program placement. Students who do not make a satisfactory score on the placement test may be allowed to retest. In addition, in some instances, students may challenge a course by passing a departmental exam and earning Credit by Exam (CE).

Pre-Advising

Upon completion of the placement test, students will have the option of meeting with a pre-advisor to discuss their placement results. Students will also be informed of their faculty advisor assignment for future course planning and curriculum guidance.

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 in the Division of Student Services.

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 two years. Students returning after an absence of two or more academic years and those students who applied but never attended must be readmitted following this procedure:

- Complete an application for readmission.
- Submit transcripts from all regionally accredited colleges or universities attended since applying to or attending Sandhills.
- 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 (GED), or an adult high school diploma, as well as transcripts from all regionally accredited colleges or universities previously attended. Re-admitting students may also be required to complete placement testing. The Admissions Office will make this determination.

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

Foreign Students

Permanent Residents

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

Other Visas

Applicants must provide current valid documentation from the Citizenship and Immigration Service (CIS) before being admitted – as allowed – and placed under regular admissions policies

F-1 Visas

Applicants seeking an F-1 student visa must provide satisfactory academic records and have a local sponsor. Other important factors are graduation from a secondary school that is equivalent to secondary schools in the United States. If EFL classes are not offered, applicants whose native language is other than English must submit TOEFL (Test of English as a Foreign Language) scores as evidence of ability to use English at a level of competence necessary for college work. (TOEFL test dates and further details may be viewed at www.ets.org.) A minimum score of 520 is required for the paper-based exam and 68 for the internet-based TOEFL exam. Exceptions to the college policy may be granted in rare instances. Foreign applicants should contact the Admissions Office at Sandhills Community College for additional information. New international students must report to the Residency Coordinator, Transfer and Personal Counselor in Stone Hall Student Services within 24 hours upon arrival to campus.

Undocumented Immigrants

According to North Carolina and federal legislation, community colleges are responsible for ensuring that a student who is lawfully present in the US will always have priority for a space in a class or program of study over a student who is not lawfully present in the US, 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 he or she 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 GED 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 for admission 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. Currently, World Educational Services, Inc. (WES) is the only company from which Sandhills will accept comprehensive course-by-course foreign college transcript reports.

Students must contact WES 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. Contact the Office of Records and Registration, 910-695-3739, for further information.

World Educational Services, Inc.
PO Box 745 Old Chelsea Station
New York, NY 10113-0745
Phone: 212-966-6311
Fax: 212-966-6395
Toll Free: 1-800-937-3895
Application forms: www.wes.org

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 Manual is used for verification that colleges are 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 Datatel. 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 core, 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 make a satisfactory score on the college placement test or show proof of course completion with a college transcript 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 ENG 075, MAT 060, and other non-restricted courses.

Special students are not eligible to receive financial aid or veterans 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 fill out another application, submit proof of high school graduation, and meet certain placement criteria.

Visiting Students

A visiting student is a student who is pursuing a degree at another institution but who is taking courses at Sandhills Community College with the intent of transferring credit for those courses to the home institution. A visiting student will be classified as a special student and may register for courses only if course prerequisites are met with supporting documentation and if space exists in the classes. A current SCC student's registration may take precedence over a visiting student's registration. A visiting student must submit an official admissions application form and is 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:

- A copy of the Certificate of Inspection issued by the State of North Carolina, which will identify that the home school is listed with the NC Division of Non-Public Education.
- 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 GED exam in lieu of a high school diploma.

Career and College Promise

The purpose of Career and College Promise is to offer structured opportunities for qualified high school juniors and seniors to enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. 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 three pathways: Career and

Technical Education, College Transfer, and Cooperative Innovative High Schools Program.

Career Technical Education Pathway

The Career Technical Education Pathway leads to a certificate or diploma aligned with one or more high school Tech Prep Career Clusters. Additional information on this pathway is available online at the College Programs for High School Students at www.sandhills.edu/programs/high-school.

College Transfer Pathway

The College Transfer Pathway leads to a college transfer certificate requiring the successful completion of thirty semester hours of transfer courses, including English and mathematics, for qualified junior and senior high school students. Additional information on this pathway 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 by successfully completing two years of transferable college credit.

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.

Residence Status for Tuition Purposes

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. Being classified a resident for tuition purposes is contingent on the student’s seeking such status and providing all information that the institution may require in making the determination.

The Office of Admissions, in conjunction with the Residency Coordinator, Transfer and Personal Counselor, has the authority and responsibility for determining residence status for tuition purposes. To make residency determinations, the office uses the *North Carolina State Residence Classification Manual*. A copy of this manual is on reserve at the Circulation Desk in the Boyd Library, as well as on the website at www.sandhills.edu. Residence applications may be obtained in the Admissions Office.

Any student who wishes to appeal the residency decision may do so by following the policies and procedures of the Sandhills Community College Residence Appeals Committee. These policies are available for viewing in the Admissions Office.

Students intending to transfer from Sandhills Community College should explore the residency practices of the college or university to which they intend to transfer.

Contact the Residency Coordinator, Transfer and Personal Counselor for further information at 910-695-3729.

PAYMENT OF TUITION AND FEES

Tuition

Fall and spring semester 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 2012-2013 for all college credit courses is set at \$69.00 per credit hour up to a maximum of \$1104.00 for sixteen (16) or more credits during the fall and spring semesters.

Out-of-state tuition is set at the rate of \$261.00 per credit hour each semester up to a maximum of \$4,176.00 for sixteen (16) or more credit hours for the fall and spring semesters.

The summer term at Sandhills Community College is self-supported. Therefore, the rate is determined by the Sandhills Community College Board of Trustees and may differ from that set for the fall and spring semesters. The tuition for summer term is not subject to any tuition waivers.

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 for fall and/or spring semester are charged a student activity fee of \$32.50 and a computer usage fee of \$16. 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 computer usage fee covers the cost of maintaining the computer labs.

Special Program/Course Expenses

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

ANT-240 Archaeology	HUM-220 Human Values & Meaning
Architectural Technology	Landscape Gardening
Art	Medical Laboratory Technology
Associate Degree Nursing	Nursing Assistant
Automotive Systems Technology	Ophthalmic Medical Assistant
Baking and Pastry Arts	Physical Education
Civil Engineering Technology	Physical Fitness Technology
Collision Repair & Refinishing	Polysomnography

Cosmetology	Psychology
Criminal Justice Technology	Practical Nursing
Culinary Technology	Radiography
Early Childhood	Respiratory Care
Emergency Medical Science	SPA-161 Cultural Immersion
Esthetics	Surgical Technology
Hospitality Management	Surveying Technology
Human Services Technology	Therapeutic Massage
HUM-120 Cultural Studies	

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

Tuition Payments

Students have a number of options when paying tuition:

- 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 may also process payments electronically online at www.sandhills.edu by entering the E-Cashier site. E-Cashier allows students to arrange full or scheduled tuition payments. The E-Cashier option requires a \$2 charge for full payments or a \$25 charge for scheduled payments.

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 entire 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 High School and Adult Students

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. Senior Citizens (65 and older) will receive waiver of tuition, technology fees, and activity fees (up to 6 credits) each fall and/or spring semester. 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. Tuition waivers do not apply for summer or for self-supported classes.

Payment Responsibility

Students are responsible to pay for classes from which they do not officially withdraw. 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 \$35.00.

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.

Refund of Tuition and Fees: 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

Federal Unsub Direct Stafford loans
Federal Subsidized Direct Stafford loans
Federal Perkins loans
Federal PLUS loans
Direct PLUS loans

2. Grants

Federal Pell Grant
FSEOG
TEACH
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.

Students are responsible for payment on classes from which they do not officially withdraw.

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, 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. For more information related to the privacy of student records, refer to the Compliance section of this *Catalog*.

Grade Reports

Grades are mailed directly to the student after each 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. ***All health science students must maintain a 2.0 in all courses required for their program of study.***
- Successfully complete 25 percent of course credit hours of the certificate, diploma, or associate degree requirements at Sandhills Community College for the program of Study. The Director of

Records and Registration verifies completion of 25 percent as part of the graduation application process.

- Apply for graduation with their faculty advisor by March 15, 2013. Graduation applications may be picked up in the Office of Records and Registration. In order to participate in the May commencement and be considered a 2013 Sandhills Community College graduate, all of the above academic requirements must be met by the end of the summer semester 2013.

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 with the Associate of General Education or the Associate of General Occupational Technology if they are graduating with another associate's 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 will be issued only upon a student's written and signed request to the Office of Records and Registration. There is a \$3 fee for each official transcript mailed within two to three business days and a \$5 fee for transcripts requested "on demand." On-demand requests must be made in person and required a valid picture ID. Payment of this fee is required before transcripts can be mailed or picked up. There is no charge for unofficial copies of transcripts issued to the student. Transcripts are not faxed. No official transcript may 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. 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 do not have to be repaid unless a student withdraws from all courses prior to the 60% point in the semester. 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 undergraduates with exceptional financial need (with priority given to Pell Grant recipients) and do not have to be repaid unless a student withdraws from all courses prior to the 60% point in the semester. Candidates for this grant are selected from applicants who have completed the FAFSA. Funding is limited, and eligible applicants are funded in the order in which they are received.

Federal and Institutional Work-Study Program

The Federal College Work-Study (FWS) Program and the Institutional Work-Study Program provide jobs for students who need additional financial aid. FWS gives students a chance to earn money to pay for their educational expenses. FWS students work an average of ten (10) hours a week at a rate determined by the institution. After federal aid eligibility has been determined, the student must complete a Work-Study Application in the

Financial Aid Office located in Stone Hall. Students may also print an application and review job descriptions and the *Work-Study Handbook* through the financial aid link at www.sandhills.edu. Students must take at least 6 credit hours to participate in any work-study program. Placement is based upon job availability and student skills. When a student is placed in a position, a supervisor is assigned to monitor the work performed. Work-study students are required to complete a monthly time sheet and are paid at the end of the following month. Eligible students can be placed in work-study positions up to April 1st for each academic year based upon funds available. Work-study is a great way for students to gain valuable work experience.

American Opportunity Credit

In general, the American Opportunity Credit (also know as the Hope Credit) is based on tuition and related expenses required for enrollment or attendance at an *eligible educational institution*. For a taxpayer to claim this credit, the student for whom you pay tuition and related expenses must be an *eligible* student. For more information on the American Opportunity Credit, please refer to IRS Publication 970, Tax Benefits for Education.

Lifetime Learning Credit

The Lifetime Learning Credit helps parents and students pay for post-secondary education through a tax credit for qualified educational expenses paid for an eligible student. There is no limit on the number of years the Lifetime Learning Credit can be claimed. However, a taxpayer cannot claim both the Hope or the American Opportunity Credit and Lifetime Learning Credit for the same student in a single year. For more information on this benefit, please see IRS Publication 970, Tax Benefits for Education.

Student Loans

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

NC Community College Grant

The North Carolina Community College Grant is granted to NC residents and follows guidelines similar to the Federal Pell Grant Program. Candidates for this grant are selected from applicants who have completed the FAFSA. NCCCG is only available in the fall and spring semesters. Funding is limited, and eligible applicants are funded in the order in which they are received.

NC Education Lottery Scholarship

(Pending available funding)

The NC Education Lottery Scholarship provides grants to certain eligible NC resident students. Candidates for these funds are selected from applicants for the FAFSA and must meet certain eligibility requirements based on need and Expected Family Contribution (EFC). These funds are available fall and spring semesters only.

Childcare Grants

Limited childcare subsidies are available to economically disadvantaged students. An application may be obtained from the Childcare Coordinator in the Financial Aid Department. 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 January of each year. 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.

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 GED transcript on file with the Admissions Office.
- Have all college transcripts on file with the Admissions Office.
- 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 refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant or ACG Grant.
- Not have been convicted of a drug-related offense within the past year.

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 = $\frac{3}{4}$ time or 75% of your award
- 6 to 8 credit hours = $\frac{1}{2}$ time or 50% of your award
- Fewer than 6 credit hours = 25% of your 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 less than 6 credit hours are not eligible to receive alternative student loans or 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, $\frac{3}{4}$, $\frac{1}{2}$, or less) is, by federal regulations, different for the following programs of study:

- BLET-Basic Law Enforcement Training (C55120)
- 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.

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 Financial Aid Office 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) and a participant in the Concurrent Admissions Program (ConAP).

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

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. There is a transferability component for

eligible individuals to transfer this benefit to spouse or dependents. This program is known as Chapter 33.

Reserve Education Assistance Program (REAP)

REAP supports a member of a reserve component who served on active duty for a contingency operation after September 11, 2001, and who served at least 90 or more consecutive days. Benefits are paid at a percentage of the Chapter 30 pay rate based on the time served and the rate during the year the educational training occurred. See the VA certifying official or www.gibill.va.gov for more information on the application process and rates of pay for REAP.

Veterans Educational Assistance Program (VEAP)

VEAP is available if the student first entered active duty between January 1, 1977, and June 30, 1985, and elected to make contributions from his/her military pay to participate in this education benefit program. With VEAP, the Government matches contributions on a \$2 for \$1 basis. This benefit may be used for approved degree and certificate 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 45 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.

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 (TAP)

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 benefit must do so through the website www.goarmyed.com.

Veterans Retraining Assistance Program (VRAP)

VRAP offers 12 months of training assistance to unemployed veterans who are at least 35 years old but no older than 60. Eligible participants will receive up to 12 months of training assistance at the full-time payment rate under the Montgomery GI Bill–Active Duty program.

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 visit the Financial Aid 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 maintain Satisfactory Academic Progress under the same standards as Financial Aid Recipients.

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 GED 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.

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 Blue 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 he or she is 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 he or she may be infected.

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

The Provost will take appropriate 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. Refer to the Compliance section of this *Catalog* for more information.

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 Jean Blue, Administrative Assistant to the Executive Vice President in Stone Hall, 105A, 695-3702.

Counseling and Career Services

Personal Counseling

Licensed professional counselors are available to assist all enrolled students with concerns or difficulties they may experience while attending college, such as developmental or personal issues, mental health concerns, and career choices. Counseling sessions normally are scheduled by appointment (although drop-ins are welcome) and may last up to forty-five (45) minutes. These sessions provide opportunities for students to explore their issues with a counselor, to share concerns about college life, and to gain important tools to foster success in an academic environment. The College does not charge students a fee for counseling sessions or for assessments used in providing counseling services. Counselors can also refer students who wish to seek counseling services off-campus to local mental health providers. Counseling services are found in the Division of Student Services in Blue Hall and Stone Hall. For additional information, please call 695-3968 or 695-3927.

Career Services

Career development professionals provide counseling and guidance in the areas of self-awareness, career exploration, job search skills, and employment opportunities. These services are available to all enrolled students, alumni, and prospective students of the college. The professional staff includes a career counselor and the career coordinator. Career Services

are located in Blue Hall on the Pinehurst campus. For more information or to schedule an appointment, please call 695-3968 or 695-3735.

Career Development

The College's Career Development Program provides numerous resources to enrolled and prospective students as they explore career opportunities and educational programs. The career counselors use counseling skills, testing instruments, and computer-based programs to assist students in choosing career paths and education programs to prepare them for their chosen careers.

Career Resource Library

The Career Resource Library provides career-related books, videos, and publications for use while visiting Career Services. Students can also explore occupations using a computerized career development software program.

Guarantee to Employers

Sandhills Community College guarantees that its graduates are proficient in the areas of knowledge and skill 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 Provost. The Provost 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.

Job Fairs

The Student Employment Office sponsors job fairs on campus during the fall and spring semesters. Job fairs provide an opportunity for many types of employers to visit campus and talk with students about career opportunities. The Career Coordinator works closely with both local and regional employers to develop job opportunities for Sandhills Community College students.

Student Employment Services

These services are available for currently enrolled students and recent graduates of Sandhills Community College. Services include job listings, job search assistance (resume writing, networking, interviewing, job fairs), and job referrals. Job openings are posted online at www.collegecentral.com/sandhills/student.cfm. The career services website also provides a variety of career and employment links for students to access current job market information. Alumni of SCC are eligible to receive

placement assistance for up to five (5) years after graduation. The Student Employment Office is located in Blue Hall.

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, the annual Fall Fest and Spring Fling, holiday festivities, coffee and doughnuts during exams, student accident insurance, scholarships, and awards.

The SGA is always looking for new ideas and new “ambassadors.” To become an ambassador, students must complete a simple two-page application, 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.

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 on the SGA can get information directly from the Sandhills website or the Director of Student Life located in the Dempsey Student Center.

Student Publications

Although the College has no systematic schedule of student publications, the Student Government Association periodically produces an in-house bulletin written by and designed for students.

This bulletin, when it is published, is overseen by the SGA President and the Director of Student Life, with content by members of the SGA and the student body. 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 is threatening and creates an atmosphere of fear and/or intimidation is prohibited.
- Writing that includes any element of a sexually suggestive or harassing nature is prohibited.
- Writing that involves libelous charges or which constitutes an attack on another member of the college community 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 Dean of Student Life 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, and students are the best resources for marketing the College and welcome student involvement in these activities.

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 video shoots on campus). All photographic/video images become the property of Sandhills Community College. Marketing and Public Relations staff members 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.

The Marketing and Public Relations Department attempts to inform the campus when far-reaching photography projects are planned (all user e-mail notice to faculty and staff, announcements on campus TV monitors, etc).

Students participating in a formal photo shoot (*Career Focus* magazine, billboards, schedules, etc.) are giving their permission for their image to be used as the College sees fit. Students may opt out if that is their choice. 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, who 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 Director of Student Life is charged by the Provost 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 Provost. 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 faculty or staff member who serves as advisor and meets regularly with the group.

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

Student Fund-Raisers

All student fund-raiser 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 limited to campus may be cleared informally by phone or email. Requests for activities soliciting prizes, donations, or funds from the public must be submitted in writing. Before approval is given, the Sandhills Community College Institutional Advancement Office will be consulted to ensure the activity relates directly to the purpose of the College and does not conflict with other fund-raising activities or plans (See “Fundraising Policies and Procedures” in the *Policies and Procedures Manual*.)

Student Life

There’s 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.

ACES (Association for Architecture, Construction, Engineering and Surveying)

Contact: Ed Spitzer, Little 167, 695-3797, spitere@sandhills.edu



The Association for Architecture, Construction, Engineering and Surveying, otherwise known as the ACES Club, provides students with knowledge of these and related fields outside of the classroom. Each year, the ACES members participate in the Experience Engineering 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: Aaron Denton, Dempsey 222, 246-4121, dentona@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. 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.

Automotive Club

Contact: Frank Evans, Sirotek 118, 695-3886, evansf@sandhills.edu

The SCC Automotive Club is for any SCC student that would enjoy learning about the automotive field. This club covers topics from new technology hybrid cars, recreational off-road vehicles and hobby restoration projects. SCC Automotive Club is both educational and a lot of fun.

Baking and Pastry Club

Contact: Martin Brunner, Little 113, 695-3932, brunnerm@sandhills.edu

The Baking and Pastry Club is an organization that provides the opportunity for students to further hone their baking and decorating skills beyond the skills taught in the curriculum. Club members are exposed to pastry competitions and are provided the opportunity to train to compete in such events. Members are exposed to new and upcoming pastry techniques from a variety of SCC culinary/pastry instructors.

Cheer Club

Contact: Natasha Brown, Stone 118-A, 695-3741, brownn@sandhills.edu

The purpose of the Cheer Club is to promote and uphold team spirit for those we encounter, to develop good sportsmanship by example, and to support good relations in the community and between teams and squads during events. The organizational goal is to work in harmony with the Athletic Department and administration, other athletic teams, and sporting organizations. The SCC cheer club will also create awareness of upcoming games.

The regular squad will consist of a maximum of 11 cheerleaders. Additional members may be admitted and allowed to fill regular squad positions as vacancies occur or temporary positions in the event a regular cheerleader is unable to perform his/her cheerleading duties. Candidates interested in trying out for the Cheer Club will have to complete a tryout packet. Packets will be available starting the first week in April and due the week prior to tryouts in June. Dates will be posted on the website.

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....

Cosmetology Club

Contact: Sally Thompson, Causey 109, 695-3970, thompsons@sandhills.edu

The Cosmetology Club is designed to benefit those enrolled in the Cosmetology Program at SCC. All Cosmetology students are encouraged to participate.

Criminal Justice Club

Contact: Teresa Hall, Van Dusen 230, 695-3931, hallt@sandhills.edu

The Criminal Justice Club is for students who have been or plan to be involved in the field of criminal justice. It promotes professional awareness and standards, a unified professional voice, high standards of conduct, fellowship, community service, and professional development. The mission of the organization includes such personal and professional goals as (1) not judging others, (2) being unified in service, (3) being professional, (4) working as a team, (5) using integrity in all efforts, (6) creating new ideas, and (7) upholding educational standards.

Early Childhood Club

Contact: Ronda Hawkins, Van Dusen 229, 695-3808, hawkinsr@sandhills.edu

The purpose of The Early Childhood Education Club is to promote the importance of early childhood care and education and to develop club members into advocates and leaders for the early childhood field.

Horticulture Club

Contact: Dee Johnson, Steed 209, 695-3883, johnsond@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.

Hospitality Club

Contact: Ted Oelfke, Little 241, 695-3756, oelfket@sandhills.edu

This organization is comprised of Hotel/Restaurant Management and Culinary students, who plan activities to raise funds for students in need, to develop and to promote fellowship among the members, to offer career-enhancing experiences and to provide opportunities for students to network with professionals in their field.

Human Services Club

Contact: Trish Harris, Van Dusen 219, 695-3871, harrist@sandhills.edu

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.

Intramurals

Contact: Rick Oelfke, Dempsey 107, 695-3786, oelfker@sandhills.edu

The Intramural Sports Program at Sandhills is designed to serve the recreational needs of current students. The program offers a variety of sports and activities for every type of student. Intramurals bring together the entire campus community to participate in friendly athletic competition.

Medical Lab Technology (MLT) Club

Contact: Christine Forrest, Kennedy 112, 695-3839, forrestc@sandhills.edu

The purpose of the MLT Club is to provide a support network and study tools for all current students, both 1st and 2nd year. We also wish to give new program applicants a realistic picture of what is going to be expected of them as students. We will strive to raise general awareness of the program and profession. While this is an educational club, we also use it as a way to build relationships with fellow MLT student that can carry over into our professional careers.

Mentoring, Supporting, Affirming, Cultivating and Empowering Women (MSACE)

Contact: Tarshima Hackett, Kennedy 171, 695-3862, hackettt@sandhills.edu

MSACE offers an encouraging platform for students to be more than they dream to be. We wish to build lasting friendships in the spirit of enlightenment. MSACE stands for Mentoring* Supporting* Affirming* Cultivating* Empowering* students. If you are up for the challenge... we dare you to be DIFFERENT....

Outdoor Adventure Program

Contact: Rick Oelfke, Dempsey 107, 695-3786, oelfker@sandhills.edu

The goal of the program is to provide a wide range of outdoor activities at a variety of skill levels for the SCC community. Participants have the opportunity to develop lifetime recreational skills, learn about safety and proper technique, gain an appreciation and concern for our natural environment, meet new people, and have a great time!

Outdoor Club

Contact: Rick Oelfke, Dempsey 107, 695-3786, oelfker@sandhills.edu

The purpose and objective of the Outdoor Club is to provide the members of the SCC community with the opportunity to socialize and participate with others sharing an interest in rock climbing, boating, hiking, camping, and other outdoor activities that promote physical fitness. It will also assist in educating members in techniques and safety procedures essential for these activities. Outdoor Club leaders provide a continuation of skills development to members related to physical education teaching and instructional methods.

Phi Theta Kappa – Alpha Tau Beta

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

Phi Theta Kappa is the international honor society for two-year schools. 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). Invitees who choose to join are inducted in either spring or fall semesters. The hallmarks of Phi Theta Kappa are scholarship, leadership, fellowship, and service. Members are involved in many activities and services on campus, in the surrounding communities, and across the nation. Kappans serve as hosts for the college lecture series, as marshals at graduation, and as assistants with on-campus service activities such as blood drives and new student registration.

Radiography Club

Contact: Pat Brannan, Kennedy 108, 695-3841, brannanp@sandhills.edu

The Radiology Technology Club is made up of students who are currently enrolled in the SCC Radiography Program. Club members host fundraisers to offset the costs associated with attendance at conferences and workshops and to fund an annual graduation party. This organization provides opportunities for students to extend their education beyond the classroom and is of great benefit to anyone who aspires to be a radiographer.

Revolutionary Gamers Club

Contact: Bill Rolland, Little 205, 695-3792, rollandb@sandhills.edu

The purpose of the Revolutionary Gamers Club is to educate and raise awareness about gaming, its culture, and how it benefits society. We have regular meetings and host tournaments and events open to the student body.

Rotaract

Contact: Mary Brideschge, Stone 104A, 246-4128, bridschgem@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.

Sandhills Association of Nursing Students

Contact: Heather Cox, Kennedy 123, 695-3852, coxh@sandhills.edu or
Kathy McNamara, Kennedy 121, 695-3843, mcnamaraka@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) and PN (Practical 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.

Sandhills Entrepreneur Club (SEC)

Contact: Sarah Bungamer, Stone 212D, 695-3751, bungamers@sandhills.edu

The SEC is a club for all SCC students interested in Entrepreneurship (starting one's own business). The club serves to build bonds between club members and the business community, and to serve our school and community.

Student Government Association

Contact: Dempsey 224, 695-3858

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

activities. Activities sponsored by the SGA include free food days, the annual Fall Fest and Spring Fling, holiday festivities, doughnuts during exams, student accident insurance, and scholarships and awards. The SGA is always looking for new ideas and is your voice at SCC.

Therapeutic Massage Club

Contact: Samantha Allen, Meyer 116, 695-3966, allens@sandhills.edu

The Therapeutic Massage Club is made up of students who are currently enrolled in the SCC Therapeutic Massage Program. The club was founded to allow students to develop professional connections within the program and in the community. The club's motto is "changing the world through touch." Students in the club participate in chair massage events to share the healing aspects of massage and gain real-world experience working with clients. Monies generated by club activities are used to support club activities, provide scholarships, and purchase supplies.

Turfgrass Club

Contact: Mike Ventola, Meyer 215C, 695-3941, ventolam@sandhills.edu

Golf Course/Turfgrass Management students participate in the Turfgrass Club at SCC. Club activities are designed to develop students' business and interpersonal skills. Fellowship activities are scheduled throughout the year to assist in this effort.

Ultimate Frisbee Club

Contact: Rick Oelfke, Dempsey 107, 695-3736, oelfker@sandhills.edu

Played much like football and soccer combined, "Ultimate" is a transition game in which players move quickly from offense to defense on turnovers that occur with a dropped pass, an interception, a pass out of bounds, or a player caught holding the disc for more than ten seconds. Ultimate is governed by Spirit of the Game, a tradition of sportsmanship that places the responsibility for fair play on the players rather than referees. Since 2005, Sandhills Community College has sponsored its own club, the Sandfleas, to participate in local tournaments, and expose its students to this exciting game.

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. Student behavior that threatens such an atmosphere and disrupts learning and teaching activities or creates an atmosphere of fear and intimidation of a student or faculty member will not be tolerated. The faculty and administration reserve the right to remove a student from a course or a program or to deny his/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,
- where students are allowed to bring guests (including children) only with the expressed permission of the professor.

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 Dean of Campus Life (curriculum students), Dean of Continuing Education (continuing education students), or the Director 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 Dean of Campus Life.

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 alcoholic beverages, narcotics, or illicit drugs be permitted on college property or at college-sponsored events. 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 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 Dean of Campus Life documentation of a minimum of six months rehabilitation and an on-going 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: Covered pavilion on the parking lot side of Dempsey Student Center; Fountain courtyard near Causey, Meyer, and Blue Halls; 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, 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. 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.
 11. 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.
 12. Behavior that creates an atmosphere of fear and/or intimidation of a student or faculty/staff member is prohibited. Any and all verbal, written, or physical threats of violence to oneself or other will be taken seriously and dealt with appropriately.
 13. Prospective students visiting campus must report to Student Services or the Division of Continuing Education upon arrival. Those failing to do so may be asked to leave.
 14. The Dempsey Student Center and other campus facilities are for student use and for authorized activities. Thus, unauthorized individuals may be asked to leave.
 15. 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.
 16. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with an employee's or student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College.
 17. 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 threatens such an environment and disrupts learning and teaching activities—including unauthorized use of technology (e.g., cell phones, computers, hand-held devices) —will not be tolerated and will be subject to disciplinary actions.

18. Appropriate attire, including shoes, must be worn at all times. It is expected that attire reflect the generally accepted bounds of good taste and not disrupt the learning process.
19. If, in the opinion of college officials, clothing and/or behavior (including droops or the presence of gang colors, signs, and or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
20. For the safety of all concerned, the campus will be closed from 12 midnight to 5 a.m.
21. 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.
22. Providing false information or fraudulent documents to college officials or procuring any money, goods, or services under false pretense is prohibited.
23. 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.
24. In the interest of civility, privacy, and safety, coed accommodations on any club, class, or SCC sponsored trip is prohibited.
25. Any and all other offenses that may need the attention of the Dean of Campus Life or Dean of Instruction (all curriculum students), the Dean of Continuing Education (continuing education students), the Director of the SCC Hoke Center (all students taking classes at the Hoke Center) are subject to this code.

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 for the course.
3. Failing grade and immediate dismissal from the course.

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. 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 appropriate Dean of Campus Life or the Dean of Instruction (all curriculum students), Dean of Continuing Education (continuing education students) or Hoke Center Director (all students taking classes at the Hoke Center). When possible, the report should be documented through email or written report.
- B. The Provost/Dean/Director 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 Provost, Dean, or Director 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;
- 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; and
- residency classification, which shall be subject to final ruling at the campus level by the Residency Committee and may be forwarded to the State Residency Committee; and
- Financial Aid awards and eligibility, which shall be subject to review by the Financial Aid Appeals Committee with a final ruling by the Provost.

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, and appeals based on charges of discrimination. 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 Dean of Campus Life 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), Dean of Continuing Education (continuing education students), or Hoke Center Director (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 Dean of Campus Life (curriculum students), Dean of Continuing Education (continuing education students), or Hoke County Director (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 attains the Student Grievance Form from the office of the Dean of Campus Life 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 Dean/Director, 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 Provost. A decision will be rendered in ten (10) business days. The decision of the Provost 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 Dean's/Director'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. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by Sandhills Community College. 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 Dean of Campus Life; continuing education students should contact the Dean of Continuing Education; students at the SCC Hoke Center should contact the Center Director. The administrator will then contact the Executive Vice President or the Director of Human Resources. Any student who feels uncomfortable going to the Dean/Director should go directly to Director of Human Resources or the Executive Vice President. Grievances regarding sexual harassment, in some cases, may be addressed through some of the steps of the Student Grievance Procedure.

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.

CAMPUS POLICE AND PUBLIC SAFETY

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. 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

At registration, all students are required to obtain a permit that enables them to park at the College. **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 \$5.00 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 a maximum \$100.00 fine 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 center, 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 is necessary to have an ID re-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. 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. For more information refer to the Compliance section of this *Catalog*.

Security and Access to Campus Facilities

The college campus is closed from 12 midnight to 5 a.m., Monday through Sunday, and on holidays. Electronic security systems and surveillance cameras are located throughout both campuses; however, cameras are not monitored constantly. No SCC student organizations have off-campus locations. 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. In situations where law enforcement authority is required at satellite campuses, the Hoke Center contacts the Raeford Police Department; the Westmoore Center contacts the Moore Co. Sheriff's Office.

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 are located at strategic points around campus. To use one of these phones, students should push the red emergency button. 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.”

Emergency Code Blue Boxes

The SGA donated funds to purchase two Code Blue boxes. These emergency boxes provide users with a simple way to call for emergency assistance by pressing the large red button and speaking 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 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 Security or the Director of the Hoke Center (910-875-8589). After hours, individuals should contact “911.”
- **Westmoore Center:** During hours of operation, all crimes/emergencies are to be reported to Westmoore Center Security or the Dean of Continuing Education (910-695-3974). 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, call “911.” Campus security 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 (see “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 (692-6185) or the Director of the Hoke Center (910-875-8589). Information can also be found online at www.sandhills.edu.

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.ncfindoffender.com.

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”), Telecommunications Services (“0”), Dean of Continuing Education (910-

695-3767), Dean of Instruction (910-695-3715), or Dean of Campus Life (910-695-3911).

Individuals at the Hoke and Westmoore Centers should follow the same procedures; however, they may feel more comfortable making the initial report to one of the following: Hoke Center Security or the Director of the Hoke Center (910-875-8589) or the Dean of Continuing Education (910-695-3974).

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.

Medical and Psychological Support Services

Moore County	(910)
FirstHealth Moore Regional Hospital Emergency Room Pinehurst, NC 28374	715-1000 715-1111
Friend-to-Friend 111 McNeill Street Carthage, NC 28327	947-3333
Moore County Emergency Carthage, NC 28327	911
Moore County Department of Social Services 1036 Carriage Oak Drive Carthage, NC 28327	947-2436
Moore County Health Department 705 Pinehurst Avenue Carthage, NC 28327	947-3300
Sandhills Center for Mental Health 205 Memorial Drive Pinehurst, NC 28374	295-6853
Sheriff’s Department 101 Dowd Street	947-2931

Carthage, NC 28327

Hoke County	(910)
Sandhills Mental Health	875-8156
Health Department	875-3717
Police Department	875-4251
Sheriff's Department	875-5111
Cape Fear Valley Medical Center	609-4000
FirstHealth Family Care Center	904-2350

Disciplinary and/or Legal Actions

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 either the Provost or the Executive Vice President. 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 disclose (upon written request) to an alleged victim of a crime of violence or non-forcible sex offense the results of a disciplinary hearing against an alleged student perpetrator.

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.

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. Pets, except for guide animals, are not allowed in campus buildings.

Walking Track

For the student's safety, the track is for walking or jogging. Wheeled vehicles – mopeds, bicycles, roller skates/blades, skateboards, etc. – are prohibited.

Smoking Policy

Smoking is permitted only in the following locations on the main campus: the Covered Pavilion on the parking lot side of Dempsey Student Center; Fountain Courtyard near Causey, Meyer, and Blue Halls; 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, pipes, smokeless or spit tobacco, or snuff.

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 issued by local and regional radio and television stations. Below is a list of those stations contacted by the College.

WTVD-TV (11)	Durham	WUVC-TV (40)	Fayetteville
WFMY-TV (2)	Greensboro	WGHP-TV (8)	High Point
WRAL-TV (5)	Raleigh	WNCN-TV (17)	Raleigh
WLSL-TV (22)	Raleigh	WECT-TV (6)	Wilmington
Carolina 14-TV (14)	Raleigh	WFLB-FM 96.5	Fayetteville
WSPC-AM 1010	Albemarle	WKXU-FM 101	Burlington
WZKY-AM 1580	Albemarle	WKML-FM 95.7	Fayetteville
WQNX-AM1350	Aberdeen	WQSM-FM 98.1	Fayetteville
WUKS-FM 107.7	Fayetteville	WZFX-FM 99.1	Fayetteville
WAZZ-AM 1490	Fayetteville	WFNC-AM 640	Fayetteville
WKDX-AM 1250	Hamlet	WPTF-AM 680	Raleigh
WMFA-AM 1400	Raeford	WQDR-FM 94.7	Raleigh
WZTK-FM 101.1	Raleigh	WDCG-FM 105.	Raleigh/Durham
WTEL-AM 1160	Red Springs	WJSG-FM 104	Rockingham
WAYN-AM 900	Rockingham	WIOZ-FM 102.5	Southern Pines
WWGP-FM 105.5	Sanford	WEEB-AM 990	Southern Pines
WABZ-FM 100.9	Albemarle		

Additionally, students may call the College at 910-692-6185 to hear a recorded message indicating whether the College will have a delayed opening or will be closed; students may also access information online at www.sandhills.edu. Students enrolled in distance learning and hybrid courses are also notified via the Internet course delivery system (Moodle learning management system).

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 policy applies to all Sandhills Community College students, faculty, and staff as well as members of the community who use or access college information technology resources.

Definition

The term “information technology resources” includes all computers, tools, instruments, or facilities that enable individuals to access or interact with information available through, but not limited to, the library automation system, the Internet, the World Wide Web, or local campus networks. Resources may be individually controlled or shared, stand alone, networked. Included in this definition are classroom technologies, computing and electronic communication devices and services, modems, electronic mail, phone access, voice mail, fax transmissions, video, multimedia and hyper media information, instructional materials, and related supporting devices or technologies.

Use 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 viruses into computer systems, and other unlawful intrusions.

In the event of violation of any of these policies, procedures, or laws, the college will follow established disciplinary policies, including those regulating the provision of information to law enforcement authorities. The college shall not examine or disclose the contents of electronic files except when authorized by the owner of the information, when approved by an appropriate institutional official, or as required by law.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against users of information technology resources.

User Responsibilities

Anyone using college information technology resources is responsible for the following:

1. recognizing and honoring the intellectual property rights of others, making attribution as appropriate;
2. refraining from any illegal and improper intrusions into the accounts of others or into any college information technology resources or systems;
3. taking all reasonable steps to insure the accuracy and the security of information compiled, accessed, or provided;
4. being ethical and respectful of the rights of others and of the diversity of the college community, including the rights to privacy and all other legal requirements and restrictions regarding access to and use of information; and refraining from acts that waste resources and prevent others from having broad access to college information technology resources;
5. abiding by all other applicable college policies and standards relating to information technology resources. These policies and standards include, but are not limited to, software, wireless, remote access and email.

Network Access

All equipment attached to the college network, including wireless networks, must be approved by the Network Administrator except in specifically identified public access areas.

Information Technology 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.

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. Students who place into first-level developmental courses (zero prefix courses) may be temporarily assigned to an advisor in the Developmental Education Department who will guide them through prerequisite coursework in English, math, and reading.

Courses selected by students must be approved by the faculty advisor or the Student Success Center prior to registration. It is the intent of the advisor and the Student Success Center to place students receiving financial aid into only the courses required by their program of study. The advisor or the Student Success Center must also approve registration changes, such as dropping and adding courses, unless the student is merely changing sections of the same course. Students receiving financial aid should always consult staff in the Financial Aid Office located in Student Services when dropping and/or adding courses.

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 we do. To support student learning, we 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 four primary goals of general education: social and personal responsibility, communication, critical thinking, and technology literacy. For each of these four goals, competencies have been developed to assess student attainment. Course embedded assessment is used to directly measure the four 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.

Social and Personal Responsibility

Social and Personal Responsibility is the ability to analyze similarities and differences in human experiences and perspectives, exhibit a greater awareness of ethical and social concerns, and demonstrate respect for self and others.

Demonstrated competencies:

- Students will demonstrate respect for self and others by working in groups.
- Students will analyze ethical or social concerns.

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 a summary of information using discipline-specific material.

Critical Thinking

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

Demonstrated competencies:

- Students will create a summary of information using discipline-specific material.
- Students will use evidence, logic, and organization to defend a position.

Technology Literacy

Technology Literacy is the ability to use appropriate technology, communications tools, and/or networks to access, manage, integrate, evaluate, and/or create information.

Demonstrated competencies:

- Students will use technology to integrate information into a final product.

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 three 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 decide that credit by examination is appropriate for their situations 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.

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.S., or A.F.A. transfer degree. Students who transfer in 18 or more hours from an accredited college or university or who have accumulated 18 hours of credit at SCC prior to 2006 may be eligible for Credit by Exam. Students who believe they are eligible for ACA-115 should contact the ACA Coordinator or the Department Chair for Developmental Education. Students who believe they are eligible for ACA-122 should contact the University Studies Coordinator.

Advanced Placement

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 will be accepted as part of a student's successfully completed general education core 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. 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 Studio course. Determination of credit for AP Studio Art will be made by the appropriate department chair with approval by the Dean of Instruction. Note: Students should be aware that if they receive AP course credit at Sandhills Community College but "do not complete the general education core" 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.

Approved AP Courses

Each of the following AP courses will receive college credit with the appropriate score on the AP exam administered by the College Board and submitted to the Office of Records and Registration.

AP Course	College Course and Required AP Exam Score
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	CIS-115 with a score of 3, 4, or 5

or Computer Science AB	
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 B	PHY-151 and 152 with a score of 5; PHY-151 only with a score of 3 or 4
Physics C	PHY-251 and 252 with a score of 5; PHY-251 only with a score of 3 or 4
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-151 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 College Tech Prep Students

Students who successfully completed high school College Tech Prep 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

Credit may be awarded to enrolled students for educational experience in the armed services. The student must submit an official transcript from the Army/American Council on Education Registry Transcript System (AARTS). 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. The Dean of Instruction must approve all credit for military educational experience.

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 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 Provost for approval immediately after registering the student. This process must be completed prior to prerequisite checking and the printing of class rosters.

Special Course Enrollment

Enrollment in Courses Unique to Concentration Programs

Some programs in the North Carolina Community College System have “concentrations” identified, such as the Golf Course Management concentration of the Turfgrass Management Technology, the E-Commerce concentration of the Business Administration program, and the Substance Abuse concentration of the Human Services Technology 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 approval by signing a student’s *Course Planning Form* or *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.

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. Mini-Mester registration is limited to 2 online courses per semester. No exceptions will be made to this procedure. Students are able to take additional Mini-Mester classes offered through classroom or hybrid delivery.

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 5 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. Faculty members are responsible for informing students in writing at the first class meeting of 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 during 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 approved by the Dean of Instruction or the Dean of Student Services.

Schedule of Last Class Sessions

The last four days of each semester are used to provide classes with a concluding session related to the final assessment activity the instructor has designed. Meeting times for classes during the last four days of the semester are provided in the final exam schedule which is posted on the website. The last class sessions are used for final examinations or for other activities that are designed to bring the course to a successful conclusion and 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:

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 developmental 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.
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

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:

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.
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	WP	Used to indicate that a student currently passing a

Passing		course has withdrawn or been withdrawn from a course after the 65% date of the semester.
Failing	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.
Withdraw		
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.

Removing Incomplete “I” Grades

1. When grades are reported, it is the responsibility of the instructor to inform the appropriate department chairperson in writing of the reasons for an “I” grade and the conditions that must be met to remove it.
2. It is the student’s responsibility to contact the instructor or department chair regarding work to be completed for the removal of the “I” grade.
3. 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.
4. 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 allowed time may remain on the student’s record.”I” grades have the same effect as “F” grades.
5. When a student performs the work that allows the removal of the grade of “I,” it will be deleted from the transcript, and the new grade will be entered.
6. 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.
7. 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

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 minimum overall average of “C” (or 2.0) in all required specialty and clinical courses.

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 developmental courses (indicated by numbers ranging from 010 through 095) 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/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

Drop/Add Procedure

Students should follow these practices when adding or dropping courses:

Adding Courses – A student may add a course with permission of the advisor through the second day of the semester. After that point, permission of the advisor and the instructor is needed in order to add a course through the census point.

Dropping Courses – A student may drop (DR) a course at any time during the first 65% point of the semester or summer session by completing a *Course Change Form*, obtaining the signatures of the advisor and the instructor, and filing the form with the Office of Records and Registration. A student may withdraw (WP or FW – the instructor of record makes the determination of WP or FW) from a course at any time after the 65% point of the semester by completing a *Course Change Form*, obtaining the signatures of the advisor and the instructor, and filing the form with the Office of Records and Registration. Note: Online students should consult the Student Success Center and/or the *Online Education at SCC* brochure located on the Sandhills website to initiate a drop.

Fall and Spring Semesters – To drop/add a class, a student must: (1) meet with the assigned advisor to complete and to sign a *Course Change Form*, (2) obtain an instructor's signature for all classes dropped/added, (3) submit this form to the Registrar's Office for approval and processing, and (4) submit the form to the Business Office.

Students should familiarize themselves with these guidelines for dropping and adding during the fall and spring semesters:

1. Students who drop (DR) a class during the 65% point of a semester may do so without academic penalty. If the 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% and prior to 65% point, 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.

3. Emergency situations that make it necessary for a student to withdraw from a course, a program, or the College may arise after the 65% point of the semester. In this case, the student may officially withdraw from the course by completing the withdrawal portion of the *Course Change Form*. This form must be signed by the instructor of the course and the student’s advisor, and then submitted to the Director of Records and Registration prior to the end of the semester. If the student is passing at the time of withdrawal, the student will receive a grade of “WP” (withdraw passing). If the student is failing, the student will 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.”
4. Students who stop attending class but fail to officially drop or withdraw may receive an “F” or “FW” in the course.

Summer Semester: During the summer semester, the same drop/add procedure will be in effect. However, the last day to drop will vary, depending on the length of the summer semester session(s). The last day to drop and other enrollment information will be listed in the college *Catalog*.

Adding a Course: Through the second day of the semester, a student may add a course with the permission of the advisor. After that point, both the advisor’s and the instructor’s permission are needed in order to add a course.

Instructor-Initiated Drop or Withdrawal

An instructor may drop or withdraw a student from a course under any of the following conditions:

- Student misses more than five consecutive class hours, or the student fails to meet the attendance policy of the course.
- Student fails to post in an online class within the time period prescribed in the online syllabus.
- Student is absent from the final exam without the instructor’s permission.
- Student misconduct.

Withdrawal from a Course, Program, or the College

As noted above, emergency situations may arise after the no-penalty drop period whereby students must leave involuntarily. In this case, students may withdraw from the course by completing a Course Change Form. Students must obtain signatures from their advisor and instructor on the Course Change Form (drop/add form). This form must be completed and filed with

the Office of Records and Registration and shared with the Financial Aid Office.

Students who are passing at the time of withdrawal may receive a grade of “WP.” Students who are failing at the time of withdrawal may receive a grade of “FW.” Students who stop attending class without officially withdrawing from the course may receive a failing grade in the course.

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 in the Student Success Center in Stone Hall. 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/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.

Forgiveness/Special Readmission

A student who has not been enrolled in curriculum courses for 36 consecutive months may request readmission under the special readmission rule. The following conditions apply:

1. The student's entire academic record at Sandhills Community College will be recorded on any subsequent transcript.
2. For courses attempted prior to readmission, only courses with a grade of "C" or better will count toward fulfilling graduation requirements.
3. Subsequent grade point averages of students readmitted will be computed without inclusion of previous coursework in which a grade below "C" was received. However, this work will be included in calculations for consideration for honors.
4. A student may be readmitted under this rule only one time.
5. This forgiveness policy is used for academic purposes only. This policy does not supersede Federal Regulations for financial aid purposes.

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

Following the first ten semester hours of coursework at Sandhills Community College, a student who does not attain a semester grade point average (GPA) of 2.0 may be placed on academic probation. The semester GPA is based on all courses taken during a single semester for which a grade is given.

The purpose of the probation program is to identify when students are having academic difficulties that might jeopardize their reaching their educational goals. Since a 2.0 GPA in a program is required for completion, students who fall below this standard in any given semester are placed on academic probation and are required to seek advice or counseling to identify ways to improve their academic achievement. Advisors may recommend that the

student continue with his/her current program or they may recommend that the student interview with a counselor to consider other academic or program options.

Students on academic probation will not be permitted to participate in early or pre-registration without approval from an advisor or the Dean of Instruction.

Students will be returned to normal academic status upon attaining a 2.0 or better semester GPA or upon returning to the College after an absence of at least one semester.

Students who continue on probation for a second semester may be suspended from their program and must attend an advising session with the Dean of Instruction. Suspended students may remain in their programs with permission from the individual program coordinator.

Students who are suspended from a second program may be suspended from the College. 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, SAP 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 SAP 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 SAP:

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.

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 \div 59 hours attempted = .67 or 67%). Successful completion is defined as receiving a grade of A, B, C, D.

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 \times 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.

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 SAP, 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 for Financial Aid

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 SAP 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.

Incompletes

Credit hours in which a student receives a grade of Incomplete (I) or F are included in the number of attempted hours, but do not count toward successfully completed hours. Both are calculated as 0.0 in the GPA calculation for SAP. Students with incompletes may have difficulty meeting the SAP 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 that are accepted toward the student's educational program at SCC 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 towards his/her educational program.

Audit and Never Attend

Audit (AU) or Never Attend (NA) 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 he or she audits or is considered a no show (AU or NA).

Repeat Courses

For financial aid purposes, all hours attempted will continue to be counted in the student's cumulative total of hours.

Credit by Examination

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.

Developmental Courses

Courses numbered less than 100 (i.e., ENG 095, MAT 060, RED 090, etc.) 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 developmental coursework when calculating the 150% Maximum Time Frame. Only 30 credits of developmental coursework will be included in a student's enrollment status for federal financial aid.

Summer Session

Credit hours attempted and earned during summer session will be included in the calculation of SAP, 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 (i.e., BLET) 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

Satisfactory Financial Aid Status

Satisfactory status is achieved when all 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 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 a 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 Terminated 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 Status

The Financial Aid Office will send a letter to any student who is placed on Warning status, Suspension status, Probation status, Warning Near Maximum Time Frame, and/or Maximum Time Frame status.

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 when 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 SAP in a reasonable period of time prior to program graduation. Supporting documentation 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 on probation 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 that will ensure that the student is able to meet SAP standards by a specific time prior to graduation.

Appeals 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 SAP. 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, he or she may appeal their decision to the Dean 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 Dean 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, students in health science programs must not only satisfy the general academic progress requirements of the College but must also maintain 2.0 or higher average for all required specialty courses and meet the required prerequisites for each specialty course. Any student earning less than an overall 2.0 GPA may be suspended or placed on probation or not be allowed to continue; students must confer with the program coordinator or department chair to review policies for a specific health science program.

Academic Progress Standards for Nursing Programs

To remain in good academic standing, students in nursing programs must not only satisfy the general academic progress requirements of the College but must also achieve a letter grade of “C” or better in all required nursing specialty courses and all corequisite courses. Students who do not achieve this will not be allowed to progress and will be subject to program suspension.

Academic Progress Standards for Therapeutic Massage Program

To remain in good academic standing, students in therapeutic massage program must not only satisfy the general academic progress requirements of the College but must also achieve a letter grade of “C” or better in all required Therapeutic Massage specialty courses and all corequisite courses.

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-developmental courses attempted) on twelve or more semester hours of college-level work during the semester will be placed on the President’s List. Developmental courses (indicated by prefix number 060-095) 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-developmental 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. Developmental courses (indicated by prefix number 060-095) 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

Developmental courses (indicated by prefix number 060-095) 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

The College strives to provide an equal educational opportunity to all applicants and encourages students with disabilities to enroll. The College makes every effort to comply with the Americans with Disabilities Act, and reasonable accommodations will be made for all who demonstrate a legitimate need. The campus is largely barrier-free and accessible. Faculty and staff are available to assist where feasible. Students in need of special assistance should contact the Director of Disability Services in Van Dusen Hall at their earliest convenience. Refer to the Compliance section in this *Catalog* for more information.

Distance Learning Students

In order to accommodate the needs of distance learning students, Sandhills Community College has implemented policies and procedures to protect student rights and to provide Student and Curriculum Support Services. These procedures are available on our website on the My SCC Student Cyber Connection page.

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 center. A wide variety of software is available for use on these computers. (See *Information Technology Resources Acceptable Use Policy*.)

Katharine L. Boyd Library

The Katharine L. Boyd Library, houses the Learning Resource Computer Lab, the Barbara H. Cole Children's Literature Center, the Teresa Wood Reading Room and the Jeanne Hastings Gallery. Boyd Room 101 is a 24-seat computer classroom used predominantly by the English and Humanities Dept. Boyd Library provides comfortable, pleasant surroundings for study and reading in a 26,000 square-foot building. Faculty, staff and students are provided an SCC ID card which serves as the library card. Library and inter-library loan privileges are available to Moore and Hoke County residents (and those who work in Moore and Hoke County but reside elsewhere) if those individuals are 18 years of age and older and provide a photo ID. Such privileges are granted via a community patron card.

The library collection includes 78,182 print and 228 periodical holdings, instructional and entertainment multimedia 2170 DVDs and 221 CDs, and 107,000 microforms (including the *New York Times* dating from 1851), as well as myriad hardbound and electronically accessible reference materials. The library provides 12 public-access computer stations for accessing the online card catalog and/or community patron general use. Boyd Library provides access via its website to a wide variety of online research databases both directly and via NCLIVE for traditional and distance-learning students. Faculty, staff and students can obtain the NCLIVE passwords in person at the Circulation Desk or via email by following the REMOTE ACCESS link on the Library website.

Boyd Library is open 70 hours per week and has a seating capacity of 300. By use of electronic gate counts, Boyd Library has documented that it averaged 100,000+ visitors per year for the past five years.

Learning Resource Computer Lab

The Learning Resource Computer Lab (LRC) is located in Boyd Library. The LRC is a staffed student computer lab with 51 computers available for course-requirements-based Internet access, word processing, computer-based tutorials, assistance with distance learning coursework and a wide variety of software applications. The LRC is restricted to use by students with valid ID's. Continuing Education/GED students and students home on holiday

from other colleges are welcome to sign in to the LRC. The LRC is a proctoring site and the primary site for SCC placement testing. 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, which allows Skype access to librarians on the main campus.

Men of Valor and Excellence (MOVE)

Men of Valor and Excellence (MOVE) seeks to enhance the success of minority male students at Sandhills through collegial guidance, seamless support, social and leadership opportunities, and academic and professional mentoring. The program's ultimate goal is to increase graduation and retention rates among minority males. MOVE is supported through the North Carolina Assembly appropriated funds administered through the NC Community College System and the Minority Male Mentoring (3MP) Grant. The MOVE office is located upstairs in the Dempsey Student Center.

Project Promise

Project Promise is a Student Support Services federal TRIO program designed to help students achieve their potential in both academic and personal areas. "Promise" is an acronym for "Providing Real Opportunities to Make Individuals Successful in Education." This program helps qualified students deal effectively with all aspects of college life, from entrance through graduation and/or transfer to a four-year college or university. Since Project Promise is federally funded, students must apply to participate in the program and must meet certain eligibility requirements. Benefits of program participation include personal and academic counseling, specialized tutoring, field trips, cultural enrichment activities, support groups, career exploration, and free workshops. Project Promise services are offered free for students who meet eligibility requirements. The Project Promise offices are located in Kennedy Hall.

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 administrative procedures, such as change of majors and advisors, course withdrawal notices, audit procedures, and drop/add forms. Special evening advising hours are available during registration days. To ensure equal educational opportunities, the office also provides services for students with disabilities who qualify under ADA guidelines. For more information, contact Madie Ash, 695-3707.

Testing

The College administers the General Education Development (GED) high school equivalency test, the ACCUPLACER course placement test for students entering college programs, and a variety of academic achievement and screening examinations requested by instructional departments. GED testing is located in Van Dusen Hall. Those wishing to take the college placement test must see the Enrollment Specialist in Stone 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 114 in Logan Hall.

UNIVERSITY STUDIES PROGRAM

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, Associate in Science, or Associate in Fine Arts degrees. These degrees are designed to prepare students to continue their education as juniors in their field of study. By completing the 44-semester-hour General Education Core, students can earn the Transfer Core Diploma in Arts or in Science.

Sandhills actively and fully complies with the 1997 Comprehensive Articulation Agreement between the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC) System. 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 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.)

Special 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 the 44-semester-hour Comprehensive Articulation Agreement General Education Core as described in the Transfer Core Diploma information or as described in the associate’s degree requirements that follow.
- 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's Degree Requirements

To be awarded an associate's degree, a student must complete 64 to 65 semester hours of credit, which include all requirements applicable to a particular degree program or pre-major agreement. At least 25 percent of semester hours of credit must be completed at Sandhills Community College. Students must maintain a 2.0 grade point average, and only courses completed with a grade of "C" or higher will qualify for transfer.

Courses required are either part of the **General Education Core** or are considered **Other Required Hours**.

General Education Core

The General Education Core includes study in the areas of the humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Within the core, students receive opportunities to achieve competence in reading, writing, communicating, demonstrating mathematical skills, understanding science concepts, and using computers.

Other Required Hours

Other Required Hours provide the opportunity for students to specialize and tailor their degree programs to particular interests, majors or career fields.

Transfer Core Diploma

Students who **successfully** complete the 44-hour General Education Core **with a grade of "C" or higher in each course** may be awarded the Transfer Core Diploma. As defined by the Comprehensive Articulation Agreement between the UNC System and the North Carolina Community College System and approved by the North Carolina Legislature, the 44-hour General Education Core includes study in the areas of the humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Completion of the general education core **with a grade of "C" or higher in each course** for either the Associate in Arts or the Associate in Science degrees as described in this Catalog, will fulfill the requirements of this diploma.

Pre-Major Agreements

Pre-major agreements have been developed statewide as advising aids in several major areas. These agreements specify, in greater detail, which courses students may take to be prepared to enter major programs at the junior level. Any student who successfully completes the requirements of an approved pre-major agreement will be awarded the Associate's Degree appropriate to the major from Sandhills Community College.

Sandhills Community College offers the following Pre-Major Articulation Agreements. Details of these agreements are available to students from their advisors, the University Studies coordinator, the University Studies counselor, www.northcarolina.edu, or www.sandhills.edu/programs/usp/.

ASSOCIATE IN ARTS

Art Education	Information Systems
Business Administration, Accounting, Economics, Finance, and Marketing	Liberal Studies
Business/Marketing Education	Mass Communication/Journalism
Communication/Comm Studies	Middle Grades Education
Computer Science	Nursing
Criminal Justice	Physical Education
Elementary Education	Political Science
English	Psychology
English Education	Social Science Secondary Ed
Health Education	Social Work
History	Sociology
	Special Education

ASSOCIATE IN FINE ARTS

Art	Music and Music Education
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ASSOCIATE IN SCIENCE

Biology/Biology Education	Mathematics
Chemistry/Chemistry Education	Math Education
Engineering	

University Studies Transfer Course List

The following lists contain Sandhills Community College courses approved for college transfer under the Comprehensive Articulation Agreement (CAA). These lists contain two types of courses:

1. **General Education Core.** These courses will satisfy general education core requirements for the college transfer programs. The following courses may also be used to satisfy **Other Required Hours or Elective** requirements:

ANT-210, 220, 221, 240	GEO-111
ART-111, 114, 115	HIS-111, 112, 121, 122, 131, 132
AST-111 and 111A	HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220
BIO-110 (A.A. and A.F.A. only), 111, 112, 120, 130, 140 and 140A	MAT-140, 151, 171, 172, 263, 271, 272, 273
CHM-151, 152	MUS-110, 210
CIS-110, 115	PHI-215, 240
COM-110, 120, 231	PHY-110 and 110A, 151, 152, 251, 252
DRA-111, 126	POL-110, 120, 210, 220
ECO-151, 251, 252	PSY-150, 237, 239, 241, 281
ENG-111, 112, 114, 131, 231, 232, 241, 242, 261, 262	REL-110, 211, 212, 221

FRE-111, 112, 211, 212
GEL-111

SOC-210, 213, 220, 225, 230
SPA-111, 112, 211, 212

2. Other Required Hours or Elective Courses. The following courses will satisfy Other Required Hours requirements for college transfer programs. These courses may not be used to satisfy **General Education Core** requirements. Additional courses may be approved. Updated lists will be available from advisors, the University Studies coordinator, or the University Studies Counselor.

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, 231
CSC-134, 139, 151, 239
EDU-144, 145, 146
EGR-150, 220, 225

ENG-125, 126, 272, 273
FRE-181, 182, 281, 282
HEA-112
HIS-236
HUM-170, 230
MAT-285
All MUS Prefix Courses
All PED Prefix Courses
PSY-231, 263
SPA-161, 181, 182, 281, 282

Transfer Core Diploma Program

The General Education Core requirement of 44 semester hours of credit has been established under the Comprehensive Articulation Agreement. Any student who successfully completes the entire 44-hour core with a grade of “C” or higher in each course will be able to transfer all 44 hours as a block to any UNC institution, upon acceptance to that UNC institution. This 44-hour core will fulfill the lower-division general education requirements of the receiving UNC institution even if specific course requirements at the institution are different. Upon successful completion of the 44-hour core with a grade of “C” or higher in each course, a student will be awarded the Transfer Core Diploma. Earning this Diploma makes transferring to the UNC system and to many private four-year institutions easy and seamless.

Associate in Arts Transfer Core Diploma (D10100)

If a student is following an Associate of Arts degree path, the Transfer Core Diploma course options are listed below. These course options are the General Education Core for the Associate of Arts Degree.

COURSES

SEMESTER HOURS

GENERAL EDUCATION CORE (44 SHC)*44

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)6

Two English composition courses are required.

ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:

ENG-112 Argument-Based Research (3 SHC) *or*

ENG-113 Literature-Based Research (3 SHC) *or*

ENG-114 Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (12 SHC)12**

Four courses from at least **three** of the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, religion and speech/communication.

At least one course must be a literature course.

Art (ART-111, 114, 115)

Drama (DRA-111, 126)

Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)

Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)

Literature (ENG-131, 231, 232, 241, 242, 261, 262)

Music (MUS-110, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Speech/Communication (COM-110, 120, 231)

Social/Behavioral Science (12 SHC)..... 12

Four courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

Geography (GEO-111)

History (HIS-111, 112, 121, 122, 131, 132)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-150, 237, 239, 241, 281)

Sociology (SOC-210, 213, 220, 225, 230)

Natural Sciences/Mathematics (14 SHC) 14

Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required:

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111, 112, 120, 130, 140 and 140A)

Chemistry (CHM-151, 152)

Geology (GEL-111)

Physics (PHY-110 & 110A, 151, 152, 251, 252)

Mathematics (6 SHC): At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics:

Mathematics (MAT-140, 171, 172, 263, 271, 272, 273)

Other Quantitative Subjects (Statistics-MAT-151, Computer Science-CIS-110, 115)

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may not substitute for the literature requirement.*

Associate in Science Transfer Core Diploma (D10400)

If a student is following an Associate of Science Degree path, the Transfer Core Diploma course options are listed below. These course options are the General Education Core for the Associate in Science Degree.

COURSES **SEMESTER HOURS**

GENERAL EDUCATION CORE (44 SHC)*44

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC) 6

Two English composition courses are required.

ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:

ENG-112 Argument-Based Research (3 SHC) *or*

ENG-113 Literature-Based Research (3 SHC) *or*

ENG-114 Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (9 SHC) 9**

Three courses from **three** discipline areas are required. **One course must be a literature course.**

Two additional courses from two of the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, religion and speech/communication.

Art (ART-111, 114, 115)

Drama (DRA-111, 126)

Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)

Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)

Literature (ENG-131, 231, 232, 241, 242, 261, 262)

Music (MUS-110, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Speech/Communication (COM-110, 120, 231)

Social/Behavioral Science (9 SHC).....9

Three courses from **three** discipline areas are required. **One course must be a history course.**

Two additional courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

Geography (GEO-111)

History (HIS-111, 112, 121, 122, 131, 132)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-150, 237, 239, 241, 281)

Sociology (SOC-210, 213, 220, 225, 230)

Natural Sciences/Mathematics (20 SHC) 20

Natural Sciences (8 SHC minimum): A minimum two-course sequence from the following general biology, general chemistry, or general physics courses is required:

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)

Mathematics (6 SHC minimum): Select at least **one** 200-level course and one other course from the following:

Mathematics (MAT-171, 172, 263, 271, 272, 273)

Other Quantitative Subjects (Statistics-MAT-151, Computer Science-CIS-110, 115)

Other Science and Mathematics (6 SHC): Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses.

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may **not** substitute for the literature requirement.*

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 64 and a maximum of 65 semester hours of college transfer courses. (Ref. 23 NCAC 2E.0204) 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.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

COURSES	SEMESTER HOURS
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GENERAL EDUCATION CORE (44 SHC)*	44
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The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)	6
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Two English composition courses are required.

ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:

ENG-112 Argument-Based Research (3 SHC) *or*

ENG-113 Literature-Based Research (3 SHC) *or*

ENG-114 Professional Research and Reporting (3 SHC)

- Humanities/Fine Arts (12 SHC)****12
Four courses from at least **three** of the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, religion and speech/communication. **At least one course must be a literature course.**
- Art (ART-111, 114, 115)
 - Drama (DRA-111, 126)
 - Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)
 - Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)
 - Literature (ENG-131, 231, 232, 241, 242, 261, 262)
 - Music (MUS-110, 210)
 - Philosophy (PHI-215, 240)
 - Religion (REL-110, 211, 212, 221)
 - Speech/Communication (COM-110, 120, 231)
- Social/Behavioral Science (12 SHC)**..... 12
Four courses from at least **three** of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**
- Anthropology (ANT-210, 220, 221, 240)
 - Economics (ECO-151, 251, 252)
 - Geography (GEO-111)
 - History (HIS-111, 112, 121, 122, 131, 132)
 - Political Science (POL-110, 120, 210, 220)
 - Psychology (PSY-150, 237, 239, 241, 281)
 - Sociology (SOC-210, 213, 220, 225, 230)
- Natural Sciences/Mathematics (14 SHC)** 14
Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required:
- Astronomy (AST-111 & 111A)
 - Biology (BIO-110, 111, 112, 120, 130, 140 and 140A)
 - Chemistry (CHM-151, 152)
 - Geology (GEL-111)
 - Physics (PHY-110 & 110A, 151, 152, 251, 252)
- Mathematics (6 SHC):** At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics:
- Mathematics (MAT-140, 171, 172, 263, 271, 272, 273)
 - Other Quantitative Subjects (Statistics-MAT-151, Computer Science-CIS-110, 115)

OTHER REQUIRED HOURS (20-21 SHC)*20-21

Academic Related (1 SHC)

ACA-122 College Transfer Success 1

Physical Education (2 SHC)

Select **two** activity courses with a PED prefix (PED-110 is NOT an activity course)..... 2

Choose another 17-18 hours from: 17-18

Courses required for transfer to one of the sixteen branches of the University of NC System with junior status in a major field of study, as specified in approved pre-major agreements.

Any course approved for transfer. A list may be found earlier in this section.

Total Semester Hours Credit (SHC) in Program64-65

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may **not** substitute for the literature requirement.*

Associate in Arts Course Sequence Example

		Course Hours		Semester Hours Credit
		Per Week Class	Lab	
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	1	0	1
ENG-111	Expository Writing	3	0	3
MAT	MAT-140, 151, 171 (or higher)			
	Math core requirement	3	0	3
***	AST, BIO, CHM, or PHY			
	Science gen. ed. core requirement	3	2	4
***	HIS	3	0	3
***	Elective	***	***	3
PED	Physical Education elective	<u>0</u>	<u>***</u>	<u>1</u>
		***	***	18
SECOND SEMESTER (Spring)				
ENG	ENG-112 or 114			
	English core requirement	3	0	3
***	MAT or CIS			
	Math core requirement	3	0	3
***	AST, BIO, CHM, or PHY			
	Science core requirement	3	2	4
***	Soc/Beh Sciences core requirement	3	0	3
***	Elective	***	***	3
PED	Physical Education elective	<u>0</u>	<u>***</u>	<u>1</u>
		***	***	17

THIRD SEMESTER (Fall)

ENG	Literature core requirement	3	0	3
***	Soc/Beh Sciences core requirement	3	0	3
***	Hum/Fine Arts core requirement	3	0	3
***	Elective	***	***	3
***	Elective	***	***	<u>3</u>
		***	***	15

FOURTH SEMESTER (Spring)

***	Soc/Beh Sciences core requirement	3	0	3
***	Hum/Fine Arts core requirement	3	0	3
***	Hum/Fine Arts core requirement	3	0	3
***	Elective	***	***	3
***	Elective	***	***	<u>2-3</u>
		***	***	14-15

Total Required Minimum Semester Hours Credit**64-65**

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 64 and a maximum of 65 semester hours of college transfer courses. (Ref. 23 NCAC 2E.0204) 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.

Courses are approved for transfer through the Comprehensive Articulation Agreement. Community college graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

COURSES	SEMESTER HOURS
GENERAL EDUCATION CORE (44 SHC)*	44
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.	
English Composition (6 SHC)	6
Two English composition courses are required.	
ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:	
ENG-112 Argument-Based Research (3 SHC) <i>or</i>	
ENG-113 Literature-Based Research (3 SHC) <i>or</i>	
ENG-114 Professional Research and Reporting (3 SHC)	
Humanities/Fine Arts (9 SHC)**	9
Three courses from three discipline areas are required. One course must be a literature course.	
Two additional courses from two of the following discipline areas are required: art, drama, foreign languages, interdisciplinary humanities, music, philosophy, religion and speech/communication.	
Art (ART-111, 114, 115)	
Drama (DRA-111, 126)	
Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)	
Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)	
Literature (ENG-131, 231, 232, 241, 242, 261, 262)	
Music (MUS-110, 210)	
Philosophy (PHI-215, 240)	
Religion (REL-110, 211, 212, 221)	
Speech/Communication (COM-110, 120, 231)	
Social/Behavioral Science (9 SHC)	9
Three courses from three discipline areas are required. One course must be a history course.	
Two additional courses from two of the following discipline areas are required: anthropology, economics, geography, political science, psychology, and sociology.	
Anthropology (ANT-210, 220, 221, 240)	
Economics (ECO-151, 251, 252)	
Geography (GEO-111)	
History (HIS-111, 112, 121, 122, 131, 132)	
Political Science (POL-110, 120, 210, 220)	
Psychology (PSY-150, 237, 239, 241, 281)	
Sociology (SOC-210, 213, 220, 225, 230)	

Natural Sciences/Mathematics (20 SHC) 20

Natural Sciences (8 SHC minimum): A minimum two-course sequence from the following general biology, general chemistry, or general physics courses is required:

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)

Mathematics (6 SHC minimum): Select at least **one** 200-level course and one other course from the following:

Mathematics (MAT-171, 172, 263, 271, 272, 273)

Other Quantitative Subjects (Statistics-MAT-151, Computer Science-CIS-110, 115)

Other Science and Mathematics (6 SHC): Six additional semester hour credits must be selected from courses designated as Natural Sciences/Mathematics general education transfer courses.

OTHER REQUIRED HOURS (20-21 SHC)* 20-21**Academic Related (1 SHC)**

ACA-122 College Transfer Success 1

Physical Education (2 SHC)

Select **two** activity courses with a PED prefix (PED-110 is NOT an activity course). 2

Choose another 17-18 hours from: 17-18

Natural Sciences/Mathematics: A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, or computer science is required. The remaining courses may be selected from general education, pre-major, or elective courses. A list may be found earlier in this section.

Total Semester Hours Credit (SHC) in Program 64-65

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may not substitute for the literature requirement.*

Associate in Science Course Sequence Example

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	1	0	1
ENG-111	Expository Writing	3	0	3
MAT	Math core requirement**	3	0	3
***	BIO, CHM, or PHY I Science core requirement	3	2	4
***	HIS core requirement	3	0	3
***	Hum/Fine Arts core requirement	3	0	3
PED	Physical Education elective	<u>0</u>	***	<u>1</u>
		16	***	18
SECOND SEMESTER (Spring)				
ENG	ENG-112 or 114 English core requirement	3	0	3
***	MAT or CIS Math core requirement	3	0	3
***	BIO, CHM, or PHY II Science core requirement	3	2	4
***	Science/Math elective	***	***	4
PED	Physical Education elective	<u>0</u>	***	<u>1</u>
		***	***	15
THIRD SEMESTER (Fall)				
ENG	Literature core requirement	3	0	3
***	Soc/Beh Sciences core requirement	3	0	3
***	Science/Math elective	3	0	3
***	Science/Math elective	***	***	4
***	Science/Math elective	<u>***</u>	<u>***</u>	<u>4</u>
		***	***	17
FOURTH SEMESTER (Spring)				
***	Soc/Beh Sciences core requirement	3	0	3
***	Hum/Fine Arts core requirement	3	0	3
***	Science/Math elective	3	0	3
***	Science/Math elective	***	***	4
***	Science/Math elective	<u>***</u>	<u>***</u>	<u>3-4</u>
		***	***	14-15
<u>Total Required Minimum Semester Hours Credit</u>				<u>64-65</u>

**At least one math core requirement must be a 200-level course.

Associate in Fine Arts in Art Degree Requirements (A1020A)

The Associate in Fine Arts in Art degree is designed to prepare students to transfer to a Bachelor of Fine Arts degree program at a senior college or university. Students will receive a foundation in color, design, drawing and fundamentals of studio techniques. Upon completion, they should be able to present a portfolio of work that is strong enough to allow them to continue

their work as juniors and begin an area of concentration at the senior transfer institution. Because the AFA curriculum standard includes only 28 semester hour credits for general education, AFA students who transfer must meet the general education requirements of the receiving institution. 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 use of computers.

COURSES **SEMESTER HOURS**

GENERAL EDUCATION CORE (28 SHC)* 28

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC)6

ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:

ENG-112 Argument-Based Research (3 SHC) *or*

ENG-113 Literature-Based Research (3 SHC) *or*

ENG-114 Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC)6**

Select **two** courses from **two** of the following discipline areas. **One course must be a literature course.**

Art (ART-111)

Drama (DRA-111, 126)

Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)

Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)

Literature (ENG-131, 231, 232, 241, 242, 261, 262)

Music (MUS-110, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Speech/Communication (COM-110, 120, 231)

Social/Behavioral Science (9 SHC).....9

Select **three** courses from **three** of the following discipline areas.

One course must be a history course.

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

Geography (GEO-111)

History (HIS-111, 112, 121, 122, 131, 132)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-150, 237, 239, 241, 281)

Sociology (SOC-210, 213, 220, 225, 230)

Natural Sciences/Mathematics (7 SHC)	7
<i>Natural Sciences (4 SHC): Select one course, including accompanying laboratory work, from among the biological and physical science disciplines.</i>	
Astronomy (AST-111 & 111A)	
Biology (BIO-110, 111, 112, 120, 130, 140 and 140A)	
Chemistry (CHM-151, 152)	
Geology (GEL-111)	
Physics (PHY-110 & 110A, 151, 152, 251, 252)	
<i>Mathematics (3 SHC): Select one course in introductory mathematics (100 level or higher).</i>	
Mathematics (MAT-140, 171, 172, 263, 271, 272, 273)	
OTHER REQUIRED HOURS (37 SHC)*	37
<i>If a two- or three- dimensional studio course is to transfer as a pre-major course, it must have ART 121 or ART 122 as a prerequisite.</i>	
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)	
Electives	21
ART-132 Drawing II (3 SHC)	
ART-171 Computer Art 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)	
ART-264 Digital Photography I (3 SHC)	
Portfolio and Resume (1 SHC)	
ART-214 Portfolio and Résumé	1
<i>Validation of the level of achievement in studio course work may be determined through portfolio review at the receiving institution.</i>	
Total Semester Hours Credit (SHC) in Program	65

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may **not** substitute for the literature requirement.*

Associate in Fine Arts in Art Course Sequence Example

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ART-121	Two-Dimensional Design	0	6	3
ART-131	Drawing I	0	6	3
ENG-111	Expository Writing	3	0	3
***	HIS	3	0	3
MAT-140	Survey of Mathematics (or higher)	<u>3</u>	<u>0</u>	<u>3</u>
		10	12	15
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	Argument-Based Research OR			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities Elective	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	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
ENG***	Humanities/Literature	3	0	3
***	Natural Science			
	(BIO-111 recommended)	<u>3</u>	<u>3</u>	<u>4</u>
		***	***	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
ART***	Art Studio Elective	***	***	3
***	Social/Behavioral Science	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>65</u>

Associate in Fine Arts in Music and Music Education Degree Requirements (A1020D)

The Associate in Fine Arts in Music and Music Education degree is designed to prepare students for transfer to a Bachelor of Fine Arts degree program at a senior college or university. Students will receive a foundation in music theory, music history, and applied music performance skills. They should be able to audition on their primary instrument or voice and complete theory and history placement exams to allow them to continue work as juniors and to begin an area of concentration at the transfer institution. 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 use of computers.

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

COURSES **SEMESTER HOURS**

GENERAL EDUCATION CORE (28 SHC)* 28

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

English Composition (6 SHC) 6

ENG-111 Expository Writing (3 SHC) is required as the first composition course. The second composition course must be selected from the following:

ENG-112 Argument-Based Research (3 SHC) *or*

ENG-113 Literature-Based Research (3 SHC) *or*

ENG-114 Professional Research and Reporting (3 SHC)

Humanities/Fine Arts (6 SHC) 6**

Select **two** courses from at least **two** of the following discipline areas. **One course must be a literature course.**

Art (ART-111, 114, 115)

Drama (DRA-111, 126)

Foreign Languages with corequisite laboratory (FRE-111, 112, 211, 212; SPA-111, 112, 211, 212)

Interdisciplinary Humanities (HUM-110, 115, 120, 122, 130, 150, 160, 161, 211, 212, 220)

Literature (ENG-131, 231, 232, 241, 242, 261, 262)

Music (MUS-110, 210)

Philosophy (PHI-215, 240)

Religion (REL-110, 211, 212, 221)

Speech/Communication (COM-110, 120, 231)

Social/Behavioral Science (9 SHC) 9

Select **three** courses from at least **three** of the following discipline areas. **One course must be a history course.**

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

Geography (GEO-111)

History (HIS-111, 112, 121, 122, 131, 132)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-150, 237, 239, 241, 281)

Sociology (SOC-210, 213, 220, 225, 230)

Natural Sciences/Mathematics (7 SHC).....7

Natural Sciences (4 SHC): Select **one** course, including accompanying laboratory work, from among the biological and physical science disciplines.

Astronomy (AST-111 & 111A)

Biology (BIO-110, 111, 112, 120, 130, 140 & 140A)

Chemistry (CHM-151, 152)

Geology (GEL-111)

Physics (PHY-110 & 110A, 151, 152, 251, 252)

Mathematics (3 SHC): Select **one** course in introductory mathematics (100 level or higher).

Mathematics (MAT-140, 171, 172, 263, 271, 272, 273)

OTHER REQUIRED HOURS (37 SHC)* 37**Academic Related (1 SHC)**

ACA-122 College Transfer Success 1

Major Core

Music Theory The following courses are required (16 SHC):

MUS-121 Music Theory I 4

MUS-122 Music Theory II 4

MUS-221 Music Theory III 4

MUS-222 Music Theory IV 4

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

Ensemble 4 SHC from the following:

MUS-131 Chorus I (1 SHC), MUS-132 Chorus II (1 SHC),
MUS-231 Chorus III (1 SHC), MUS-232 Chorus IV (1 SHC)

MUS-133 Band I (1 SHC), MUS-134 Band II (1 SHC),
MUS-233 Band III (1 SHC), MUS-234 Band IV (1 SHC)

MUS-135 Jazz Ensemble I (1 SHC), MUS-136 Jazz Ensemble II (1 SHC), MUS-235 Jazz Ensemble III (1 SHC), MUS-236 Jazz Ensemble IV (1 SHC)

MUS-137 Orchestra I (1 SHC), MUS-138 Orchestra II (1 SHC), MUS-237 Orchestra III (1 SHC), MUS-238 Orchestra IV (1 SHC)

MUS-141 Ensemble I (1 SHC), MUS-142 Ensemble II (1 SHC), MUS-241 Ensemble III (1 SHC), MUS-242 Ensemble IV (1 SHC) 4

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.65

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

***3 SHC of Speech/Communication may be substituted for 3 SHC of humanities or fine arts in transfer programs. Speech/Communication may not substitute for the literature requirement.*

Associate in Fine Arts in Music and Music Education Course Sequence Example

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-122	College Transfer Success	1	0	1
MUS-121	Music Theory I	3	2	4
MUS-161	Applied Music I	1	2	2
MUS-151B	Class Music I (piano)	0	2	1
MUS***	Ensemble Participation (select: band, choir, jazz band, orchestra, or ensemble)	0	2	1
ENG-111	Expository Writing	3	0	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	8	15
SECOND SEMESTER (Spring)				
MUS-122	Music Theory II	3	2	4
MUS-162	Applied Music II	1	2	2
MUS-152B	Class Music II (piano)	0	2	1
MUS***	Ensemble Participation	0	2	1
ENG-112	Argument-Based Research	3	0	3
***	Social Behavioral Science Elective	3	0	3
***	History Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	17
THIRD SEMESTER (Fall)				
MUS-221	Music Theory III	3	2	4
MUS-261	Applied Music III	1	2	2
MUS-271	Music History I	3	0	3
MUS***	Ensemble Participation	0	2	1
MAT-140	Survey of Mathematics (or higher)	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	6	16

FOURTH SEMESTER (Spring)

MUS-222	Music Theory IV	3	2	4
MUS-262	Applied Music IV	1	2	2
MUS-272	Music History II	3	0	3
MUS***	Ensemble Participation	0	2	1
ENG***	Humanities/Literature Elective	3	0	3
***	Natural Science Elective	<u>3</u>	<u>3</u>	<u>4</u>
		13	9	17
<u>Total Required Minimum Semester Hours Credit</u>				<u>65</u>

APPLIED SCIENCE PROGRAMS

Sandhills Community College offers a variety of occupational programs designed to prepare the graduate for immediate employment. 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. At least eighteen semester hours of the program must be completed at Sandhills Community College. Note: In accordance with accreditation standards, 1) All associate degree students must either place out of MAT-060 or successfully completed MAT-060 to demonstrate competence in fundamental mathematical skills. 2) All graduates of associate degree programs are required to complete successfully at least one mathematics or laboratory-based quantitative science course.

General Education electives should be chosen from the list below.

GENERAL EDUCATION COURSES	SEMESTER HOURS
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Communication	6
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Select **two** courses from the following: COM-110, COM-120, COM-231, ENG-111, ENG-112, ENG-114

Humanities/Fine Arts	3
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Select **one** of the following:

ART-111, 114, 115, 121, 131, 132, 171, 240, 241

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, 121, 122, 210

PHI-215, 240

REL-110, 211, 212, 221

FRE-211, 212

SPA-211, 212

Natural Sciences and Mathematics	3
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Select **one** of the following:

AST-111 & 111A

BIO-110, 111, 112, 120, 130, 140 & 140A, 163, 165, 166, 271, 275

CHM-130 & 130A, 151, 152

Geology (GEL-111)

MAT-115, 120, 121, 122, 140, 151, 171, 172

PHY-110, 110A, 125, 131, 151, 152

Social and Behavioral Science	3
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Select **one** of the following:

Anthropology (ANT-210, 220, 221, 240)

Economics (ECO-151, 251, 252)

Geography (GEO-111)

History (HIS-111, 112, 121, 122, 131, 132, 236)

Political Science (POL-110, 120, 210, 220)

Psychology (PSY-110, 118, 141, 150, 237, 239, 241, 255, 263, 265, 281)

Sociology (SOC-210, 213, 220, 225, 230)

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 12 semester hours of the program must be completed at Sandhills Community College.

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 6 semester hours of the program must be completed at Sandhills Community College.

APPLIED SCIENCE PROGRAMS OF STUDY

Accounting

The Accounting Curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical-thinking and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

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

Accounting (A25100)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Princ of Financial Accounting	3	2	4
BUS-115	Business Law	3	0	3
BUS-121	Business Math	2	2	3
CIS-110	Introduction to Computers	2	2	3
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	17
SECOND SEMESTER (Spring)				
ACC-121	Princ of Managerial Accounting	3	2	4
ACC-149	Intro to Accounting Spreadsheets	1	2	2
ACC-150	Accounting Software Applications	1	2	2
BUS-260	Business Communications	3	0	3
ENG-112	Argument-Based Research <u>or</u>			
ENG-114	Prof Research & Reporting	3	0	3
MAT-115	Mathematical Models (or higher)	<u>2</u>	<u>2</u>	<u>3</u>
		13	8	17
THIRD SEMESTER (Summer)				
***	Humanities/Fine Arts Elective	3	0	3

***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FOURTH SEMESTER (Fall)

ACC-131	Federal Income Taxes	2	2	3
ACC-220	Intermediate Accounting I	3	2	4
BUS-225	Business Finance	2	2	3
ECO-251	Principles of Microeconomics	2	2	3
***	Technical Elective	<u>***</u>	<u>***</u>	<u>3</u>
		***	***	16

FIFTH SEMESTER (Spring)

ACC-140	Payroll Accounting	1	2	2
ACC-151	Accounting Spreadsheet Applic	1	2	2
ACC-221	Intermediate Accounting II	3	2	4
ACC-225	Cost Accounting	3	0	3
BUS-137	Principles of Management	3	0	3
ECO-252	Principles of Macroeconomics	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17

Total Required Minimum Semester Hours Credit **73**

****Technical Electives, choose one from following:*

ACC-180	Practices in Bookkeeping	3	0	3
BUS-116	Business Law II	3	0	3
BUS-228	Business Statistics	3	0	3
BUS-230	Small Business Management	3	0	3
BUS-238	Integrated Management	3	0	3
ECM-210	Introduction to E-Commerce	2	2	3
WEB-110	Internet/Web Fundamentals	2	2	3

Accounting (D25100)

Diploma Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Princ of Financial Accounting	3	2	4
ACC-131	Federal Income Taxes	2	2	3
BUS-115	Business Law	3	0	3
BUS-121	Business Math	<u>2</u>	<u>2</u>	<u>3</u>
		10	8	14
SECOND SEMESTER (Spring)				
ACC-121	Princ of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	2	2
ACC-149	Intro to Accounting Spreadsheets	1	2	2
ACC-150	Accounting Software Applications	1	2	2
ACC-180	Practices in Bookkeeping	3	0	3
MAT-115	Mathematical Models (or higher)	2	2	3
		11	10	16
THIRD SEMESTER (Summer)				
CIS-110	Introduction to Computers	2	2	3
ENG-111	Expository Writing	3	0	3

	5	2	6
<u>Total Required Minimum Semester Hours Credit</u>			<u>36</u>

Certified Bookkeeper (C25100)

Certificate Program

		Course Hours		Semester Hours Credit
		Per Week Class	Per Week Lab	
ACA-115	Success & Study Skills	0	2	1
ACC-120	Princ of Financial Accounting	3	2	4
ACC-121	Princ of Managerial Accounting	3	2	4
ACC-140	Payroll Accounting	1	2	2
ACC-149	Intro to Acct'g Spreadsheets <i>or</i>			
ACC-150	Accounting Software Applications	1	2	2
ACC-180	Practices in Bookkeeping	3	0	3
		11	8	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>16</u>

Architectural Technology

The Architectural Technology Curriculum provides individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as complete a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government.

Architectural Technology (A40100)

Associate in Applied Science Degree Program

		Course Hours		Semester Hours Credit
		Per Week Class	Per Week Lab	
FIRST SEMESTER (Fall)				
ARC-111	Intro to Architectural Technology	1	6	3
ARC-112	Constr Materials & Methods	3	2	4
CIS-111	Basic PC Literacy	1	2	2
EGR-110	Intro to Engineering Tech	1	2	2
ENG-111	Expository Writing	3	0	3
MAT-121	Algebra/Trig I <i>or</i>			
MAT-171	Pre-Calculus Algebra	***	***	3
		***	***	17

SECOND SEMESTER (Spring)

ARC-113	Residential Architecture Tech	1	6	3
ARC-214	Architectural Statics	3	0	3
ARC-215	Architectural Strength of Material	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
MAT-122	Algebra/Trig II <u>or</u>			
MAT-172	Pre-Calculus Trigonometry	***	***	3
		***	***	15

THIRD SEMESTER (Summer)

ARC-114	Architectural CAD	1	3	2
ARC-114A	Architectural CAD Lab	0	3	1
ARC-160	Residential Design	1	6	3
PHY-131	Physics Mechanics <u>or</u>			
PHY-151	College Physics I	<u>3</u>	<u>2</u>	<u>4</u>
		5	14	10

FOURTH SEMESTER (Fall)

ARC-211	Light Construction Technology	1	6	3
ARC-230	Environmental Systems	3	3	4
ARC-231	Architectural Presentations	2	4	4
CIV-230	Construction Estimating	2	3	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	16	17

FIFTH SEMESTER (Spring)

ARC-119	Structural Drafting	2	2	3
ARC-213	Design Project	2	6	4
CIV-240	Project Management	2	3	3
SRV-110	Surveying I	2	6	4
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	17	17

Total Required Minimum Semester Hours Credit **76**

Architectural Technology (C40100)

Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Fall)				
ARC-111	Intro to Architectural Tech	1	6	3
EGR-110	Intro to Engineering Tech	1	2	2
SECOND SEMESTER (Spring)				
SRV-110	Surveying I	2	6	4
THIRD SEMESTER (Summer)				
ARC-114	Architectural CAD	1	3	2
ARC-114A	Architectural CAD Lab	0	3	1
FOURTH SEMESTER (Fall)				
CIS-111	Basic PC Literacy	1	2	2

FIFTH SEMESTER (Spring)

CIV-240	Project Management	<u>2</u>	<u>3</u>	<u>3</u>
		8	25	17
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Associate Degree in Nursing

The Associate Degree Nursing Curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs that affect 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 courses are delivered in an online format.

The Associate Degree Nursing program at Sandhills is approved by the North Carolina Board of Nursing.

Associate Degree Nursing (A45110)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	Credit
FIRST SEMESTER (Fall)					
BIO-165	Anatomy & Physiology I	3	3	0	4
ENG-111	Expository Writing	3	0	0	3
NUR-111	Intro. To Health Concepts	4	6	6	8
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	9	6	18
SECOND SEMESTER (Spring)					
ACA-115	Success & Study Skills	1	0	0	1
BIO-166	Anatomy & Physiology II	3	3	0	4
ENG-112	Argument-Based Research <i>or</i>				
ENG-114	Prof Research & Reporting	3	0	0	3
NUR-112	Health-Illness Concepts	3	0	6	5
NUR-211	Health Care Concepts	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		13	3	12	18

THIRD SEMESTER (Summer)

NUR-114	Holistic Health Concepts	3	0	6	5
SOC-210	Intro. to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		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 Systems Concepts	3	0	6	5
***	Hum/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	3	12	17

FIFTH SEMESTER (Spring)

NUR-213	Complex Health Concepts	4	3	15	10
***	Elective*	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	3	15	13

Total Required Minimum Semester Hours Credit **74**

**Elective course (3-4 credit hour) – Choose one of the following:*

BUS-110, BUS-115, BUS-137, BUS-152, BUS-153, BUS-255, CHM-151, CHM-152, CHM-251, CHM-252, CIS-110, COM-110, COM-120, COM-231, MAT-115, MAT-120, MAT-121, MAT-140, MAT-151, MAT-171, PSY-110, PSY-118, PSY-141, PSY-231, PSY-239, PSY-241, PSY-265, SOC-213, SOC-220

Automotive Systems Technology

The Automotive Systems Technology Curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exams and be ready for full-time 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 format.

Automotive Systems Technology (A60160)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1

AUT-110	Intro to Automotive Technology	2	2	3
AUT-141	Suspension & Steering	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
AUT-161	Basic Automotive Electricity	4	3	5
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(20)</u>	<u>(2)</u>
		8	***	13-(15)
SECOND SEMESTER (Spring)				
AUT-114	Safety & Emissions	1	2	2
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance I	2	3	3
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	0	2	1
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(20)</u>	<u>(2)</u>
		8	***	13-(15)
THIRD SEMESTER (Summer)				
AUT-171	Automotive Climate Control	2	4	4
ENG-111	Expository Writing	3	0	3
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(10)</u>	<u>(1)</u>
		5	***	7-(8)
FOURTH SEMESTER (Fall)				
AUT-116	Engine Repair	2	3	3
AUT-116A	Engine Repair Lab	0	3	1
AUT-163	Adv Automotive Electricity	2	3	3
AUT-183	Engine Performance II	2	6	4
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(20)</u>	<u>(2)</u>
		6	***	11-(13)
FIFTH SEMESTER (Spring)				
AUT-231	Manual Trans/Axles Drivetrains	2	3	3
AUT-231A	Manual Tran/Axles Drives Lab	0	3	1
AUT-285	Intro to Alternative Fuels	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Beh. Sciences Elect.	3	0	3
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(20)</u>	<u>(2)</u>
		10	***	13-(15)
SIXTH SEMESTER (Summer)				
AUT-221	Automatic Trans/Transaxles	2	3	3
ENG-114	Prof Research & Reporting	3	0	3
COE*** AST	AST Co-op Work Exp <u>or</u>			
***	Restricted Elective*	<u>0</u>	<u>(10)</u>	<u>(1)</u>
		5	***	6-(7)
<u>Total Required Minimum Semester Hours Credit</u>				<u>69</u>

*In order to meet the required number of credit hours, students must complete 6 semester hour credits to be selected from the following list.

	Credit
AUT-113 Automotive Servicing	2

AUT-212	Auto Shop Management	3
BUS-139	Entrepreneurship I	3
RCT-110	Intro to Racing	2
RCT-112	Race Car Dynamics	2
RCT-258	Drag Race Veh & Track Prep	3
RCT-260	Race Veh Data Acquisition	2
COE-110 AST	World of Work	1
COE-111 AST	Co-op Work Exp I	1
COE-112 AST	Co-op Work Exp I	2
COE-115 AST	Work Exp Seminar I	1
COE-121 AST	Co-op Work Exp II	1
COE-122 AST	Co-op Work Exp II	2
COE-131 AST	Co-op Work Exp III	1
COE-132 AST	Co-op Work Exp III	2

*Students are eligible to take co-op classes (COE) after completing 9 semester hourscredits in the core curriculum.

Automotive Systems Technology (D60160)

(Day) Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
AUT-110	Intro to Automotive Technology	2	2	3
AUT-141	Suspension & Steering	2	3	3
AUT-141A	Suspension & Steering Lab	0	3	1
AUT-161	Basic Automotive Electricity	<u>4</u>	<u>3</u>	<u>5</u>
		8	11	12
SECOND SEMESTER (Spring)				
AUT-114	Safety & Emissions	1	2	2
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-181	Engine Performance I	2	3	3
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	<u>0</u>	<u>2</u>	<u>1</u>
		8	13	13
THIRD SEMESTER (Summer)				
AUT-171	Automotive Climate Control	2	4	4
ENG-111	Expository Writing	3	0	3
		5	4	7
FOURTH SEMESTER (Fall)				
AUT-116	Engine Repair	2	3	3
AUT-116A	Engine Repair Lab	0	3	1
AUT-163	Adv Automotive Electricity	2	3	3
AUT-183	Engine Performance II	<u>2</u>	<u>6</u>	<u>4</u>
		6	15	11
<u>Total Required Minimum Semester Hours Credit</u>				<u>43</u>

Automotive Systems Technology (D60160)

(Evening) Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
AUT-110	Intro to Automotive Technology	2	2	3
AUT-161	Basic Auto Electricity	4	3	5
PHY-110	Conceptual Physics	3	0	3
PHY-110A	Conceptual Physics Lab	<u>0</u>	<u>2</u>	<u>1</u>
		9	7	12
SECOND SEMESTER (Spring)				
AUT-151	Brake Systems	2	3	3
AUT-151A	Brake Systems Lab	0	3	1
AUT-163	Adv Auto Electricity	<u>2</u>	<u>3</u>	<u>3</u>
		4	9	7
THIRD SEMESTER (Summer)				
AUT-171	Auto Climate Control	2	4	4
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		5	4	7
FOURTH SEMESTER (Fall)				
AUT-116	Engine Repair	2	3	3
AUT-116A	Engine Repair Lab	0	3	1
AUT-181	Engine Performance I	<u>2</u>	<u>3</u>	<u>3</u>
		4	9	7
FIFTH SEMESTER (Spring)				
AUT-114	Safety & Emissions	1	2	2
AUT-183	Engine Performance II	<u>2</u>	<u>6</u>	<u>4</u>
		3	8	6
SIXTH SEMESTER (Summer)				
AUT-141	Suspension & Steering	2	3	3
AUT-141A	Suspension & Steering Lab	<u>0</u>	<u>3</u>	<u>1</u>
		2	6	4
<u>Total Required Minimum Semester Hours Credit</u>				<u>43</u>

Automotive Systems Technology (C60160)

Certificate Programs

Students who do not meet all the requirements of the diploma curriculum may qualify for a certificate in one or more of the following specialty areas:

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
Electrical & Engine Performance (C60160P)				
AUT-110	Intro to Automotive Technology	2	2	3
AUT-114	Safety & Emissions	1	2	2
AUT-161	Basic Auto Electricity	4	3	5
AUT-181	Engine Performance I	2	3	3

AUT-183	Engine Performance II	<u>2</u>	<u>6</u>	<u>4</u>
		11	16	17
Mechanical (C60160M)				
AUT-110	Intro to Automotive Technology	2	2	3
AUT-114	Safety & Emissions	1	2	2
AUT-141	Suspension & Steering	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-171	Auto Climate Control	<u>2</u>	<u>4</u>	<u>4</u>
		9	20	17
Transmission/Driveline Certificate (C60160T)				
AUT-110	Intro to Automotive Technology	2	2	3
AUT-114	Safety & Emissions	1	2	2
AUT-221	Automatic Transmissions	2	3	3
AUT-231	Manual Trans/Axles Drivetrains	2	3	3
AUT-231A	Manual Tran/Axles Drives Lab	<u>0</u>	<u>3</u>	<u>1</u>
		7	13	12
Motorsports/Drag Race Vehicle (C60160D)				
AUT-110	Intro to Automotive Technology	2	2	3
RCT-110	Intro to Racing	2	0	2
RCT-112	Race Car Dynamics	2	0	2
RCT-258	Drag Race Veh & Track Prep	2	3	3
RCT-260	Race Veh Data Acquisition	<u>1</u>	<u>3</u>	<u>2</u>
		9	8	12

Baking and Pastry Arts

The Baking and Pastry Arts Curriculum is designed to prepare 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 Credit
		Class	Lab	
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-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
MAT-115	Mathematical Models (or higher)	<u>2</u>	<u>2</u>	<u>3</u>
		7	16	15
SECOND SEMESTER (Spring)				
BPA-130	European Cakes & Tortes	1	4	3
BPA-150	Artisan & Specialty Breads	1	6	4
BPA-165	Hot & Cold Desserts	1	4	3
CUL-112	Nutrition for Foodservice	3	0	3
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	16
THIRD SEMESTER (Summer)				
ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	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
COE-111	Co-op Work Experience I <i>or</i> Take COE-112 Spring ONLY	0	10	1
HRM-140	Legal Issues - Hospitality	3	0	3
HRM-245	Human Resource Mgmt – Hosp	<u>3</u>	<u>0</u>	<u>3</u>
		9	16/26	17/18
FIFTH SEMESTER (Spring)				
BPA-220	Confection Artistry	1	6	4
BPA-260	Pastry & Baking Marketing	2	2	3
COE-121	Co-op Work Experience II <i>or</i>			
COE-112	Co-op Work Experience I	0	10/20	1/2
CUL-120	Purchasing	2	0	2
CUL-170	Garde Manger I	1	4	3
HRM-220	Cost Control – Food & Bev	<u>3</u>	<u>0</u>	<u>3</u>
		9	12	16/17
<u>Total Required Minimum Semester Hours Credit</u>				<u>74</u>

Baking and Pastry Arts (C55130)

Certificate Program

		Course Hours Per Week		Semester Hours
		Class	Lab	Credit
BPA-130	European Cakes & Tortes	1	4	3
BPA-150	Artisan & Specialty Breads	1	6	4
BPA-165	Hot & Cold Desserts	1	4	3
CUL-110	Sanitation and Safety	2	0	2
CUL-110A	Sanitation and Safety Lab	0	2	1
CUL-160	Baking I	<u>1</u>	<u>4</u>	<u>3</u>
		6	20	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>16</u>

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. *Candidates for BLET must be at least 20 years of age, have a high school diploma or GED, possess a valid North Carolina operator's license and have no felony convictions.*

Students must successfully complete all units of study and pass the certification examination 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 Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC-131, Criminal Law, towards the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.

Basic Law Enforcement Training (C55120)

Certificate Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
CJC-100	Basic Law Enforcement Training	9	30	19
<u>Total Required Minimum Semester Hours Credit</u>				<u>19</u>

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 and 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 format.

Special Options for students graduating with the A.A.S. in Business Administration: The Department of Management and Business Technologies has articulation agreements with UNC-Pembroke, St. Andrews Presbyterian College, and UNC-Greensboro. Students can earn their A.A.S. at Sandhills CC and then continue to earn the BSBA and MBA from UNC-Pembroke at SCC, the BSBA from St. Andrews at SCC, or the BSBA from UNC-Greensboro.

Business Administration (A25120)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		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
BUS-115	Business Law I	3	0	3

ENG-111	Expository Writing	3	0	3
MAT-115	Mathematical Models (or higher)	<u>2</u>	<u>2</u>	<u>3</u>
		14	6	17
SECOND SEMESTER (Spring)				
ACC-121	Prin of Managerial Accounting	3	2	4
BUS-121	Business Math	2	2	3
BUS-125	Personal Finance	3	0	3
BUS-137	Principles of Management	3	0	3
BUS-139	Entrepreneurship I	3	0	3
CIS-110	Introduction to Computers <u>or</u>			
CIS-111	Basic PC Literacy	<u>***</u>	<u>***</u>	<u>2-3</u>
		***	***	18-19
THIRD SEMESTER (Summer)				
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6
FOURTH SEMESTER (Fall)				
BUS-153	Human Resource Management	3	0	3
BUS-225	Business Finance	2	2	3
BUS-260	Business Communications	3	0	3
ECO-251	Prin of Microeconomics <u>or</u>			
ECO-252	Prin of Macroeconomics	3	0	3
ENG-112	Argument-Based Research <u>or</u>			
ENG-114	Prof Research & Reporting	3	0	3
MKT-120	Principles of Marketing	<u>3</u>	<u>0</u>	<u>3</u>
		17	2	18
FIFTH SEMESTER (Spring)				
BUS-230	Small Business Management	3	0	3
BUS-238	Integrated Management	3	0	3
BUS-255	Org. Behavior in Business	3	0	3
ECM-210	Intro to E-Commerce	2	2	3
***	Technical Elective	<u>***</u>	<u>***</u>	<u>2-3</u>
		***	***	14-15
<u>Total Required Minimum Semester Hours Credit</u>				<u>73</u>
***Technical electives:				
ACC-131	Federal Income Tax	2	2	3
ACC-140	Payroll Accounting	1	2	2
ACC-149	Intro to Acc Spreadsheets	1	2	2
ACC-150	Acc. Software Applications	1	2	2
ACC-225	Cost Accounting	3	0	3
BUS-228	Business Statistics	2	2	3
DBA-110	Database Concepts	2	3	3
WEB-110	Internet/Web Fund	2	2	3

Business Administration (C25120)

Entrepreneurship Certificate Program

The Business Administration – Entrepreneurship Certificate is a one- or two-semester program to help students become entrepreneurial thinkers for starting their own ventures, working on management teams of

entrepreneurial ventures, or applying their entrepreneurial skills to existing businesses.

Special Program Requirements

Students must have credit for ENG-095 Reading & Comp. Strategies and have successfully completed BUS-137 Principles of Management and ACC-120 Prin of Financial Accounting. Students can either complete these classes prior to enrolling in the Entrepreneurship Certificate program or take them concurrently as part of their studies.

All courses in the Entrepreneurship Certificate program, including the prerequisites, are courses in the A.A.S in Business Administration.

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

		Course Hours		Semester Hours Credit
		Per Week Class	Per Week Lab	
ACC-150	Accounting Software Appl	1	2	2
BUS-139	Entrepreneurship I	3	0	3
BUS-225	Business Finance	2	2	3
BUS-230	Small Business Management	3	0	3
BUS-238	Integrated Management	3	0	3
ECM-210	Intro to E-Commerce	<u>2</u>	<u>2</u>	<u>3</u>
		14	6	17
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Business Administration (C2512I)

Concentration of Electronic Commerce Certificate Program

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

Course work includes topics related to electronic business, Internet strategy in business, and basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

This program is well suited for those entrepreneurs/business owners who want a Web presence for their business because it shows students how to conduct it all through the Web.

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

Special Program Requirements

Students must have credit for ENG-085 Reading & Writing Foundations and have successfully completed CIS-110 Introduction to Computers or CIS-111 Basic PC Literacy.

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ECM-168	Electronic Business	2	2	3
MKT-120	Principles of Marketing	3	0	3
WEB-110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>3</u>
		7	4	9
SECOND SEMESTER (Spring)				
DBA-110	Database Concepts	2	3	3
ECM-210	Intro to E-Commerce	2	2	3
ECM-220	E-Commerce Planning & Impl.	<u>2</u>	<u>2</u>	<u>3</u>
		6	7	9
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Civil Engineering Technology

The Civil Engineering Technology Curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Course work includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional course work will cover the operation of computers and application software including computer-aided drafting.

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 format.

Civil Engineering Technology (A40140)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
CIS 111	Basic PC Literacy	1	2	2
EGR-110	Intro to Engineering Tech <u>or</u>			
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	Expository Writing	3	0	3
MAT-121	Algebra/Trig I <u>or</u>	***	***	3
MAT-171	Pre-Calculus Algebra			
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	17
SECOND SEMESTER (Spring)				
CIV-110	Statics/Strength of Materials	2	6	4
CIV-125	Civil/Survey CAD	1	6	3
ENG-114	Prof Research & Reporting	3	0	3
MAT-122	Algebra/Trigonometry II <u>or</u>			
MAT-172	Precalculus Trigonometry	***	***	3
SRV-110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
		***	***	17
THIRD SEMESTER (Summer)				
CIV-111	Soils & Foundations	2	3	3
PHY-131	Physics-Mechanics <u>or</u>			
PHY-151	College Physics I	***	***	4
SRV-111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
		***	***	11
FOURTH SEMESTER (Fall)				
CIV-210	Engineering Materials	1	3	2
CIV-211	Hydraulics & Hydrology	2	3	3
CIV-221	Steel & Timber Design	2	3	3
CIV-230	Construction Estimating	2	3	3
SRV-210	Surveying III	<u>2</u>	<u>6</u>	<u>4</u>

		9	18	15
FIFTH SEMESTER (Spring)				
CIV-212	Environmental Planning	2	3	3
CIV-222	Reinforced Concrete	2	3	3
CIV-240	Project Management	2	3	3
SRV-240	Topo/Site Surveying	2	6	4
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	15	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>76</u>

Civil Engineering Technology (C40140)

Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	<u>0</u>	<u>3</u>	<u>1</u>
		2	6	4
SECOND SEMESTER (Spring)				
SRV-110	Surveying I	2	6	4
FOURTH SEMESTER (Fall)				
CIV-125	Civil/Surveying CAD	1	6	3
SRV-111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
		3	12	7
FIFTH SEMESTER (Spring)				
CIV-240	Project Management	<u>2</u>	<u>3</u>	<u>3</u>
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Collision Repair & Refinishing Technology

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Collision Repair & Refinishing Technology (D60130)

Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
AUB 111	Painting & Refinishing I	2	6	4
AUB 121	Non-Structural Damage I	1	4	3
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
Option:				
AUB 150	*Automotive Detailing	<u>(1)</u>	<u>(3)</u>	<u>(2)</u>
		6-7	12-15	11-13
SECOND SEMESTER (Spring)				
AUB 122	Non-Structural Damage II	2	6	4
AUB 134	Autobody MIG Welding	1	4	3
ENG 102	Applied Comm II (or higher)	<u>3</u>	<u>0</u>	<u>3</u>
		6	10	10
THIRD SEMESTER (Summer)				
AUB 136	Plastics & Adhesives	<u>1</u>	<u>4</u>	<u>3</u>
		1	4	3
FOURTH SEMESTER (Fall)				
AUB 112	Painting & Refinishing II	2	6	4
AUB 131	Structural Damage I	<u>2</u>	<u>4</u>	<u>4</u>
		4	10	8
FIFTH SEMESTER (Spring)				
AUB 114	Special Finishes	1	2	2
AUB 132	Structural Damage II	<u>2</u>	<u>6</u>	<u>4</u>
		3	8	6
SIXTH SEMESTER (Summer)				
Options:				
AUB 141	*Mechanical & Elec Components I	(2)	(2)	(3)
AUB 160	*Body Shop Operations	(1)	(0)	(1)
AUB 162	*Autobody Estimating	(1)	(2)	(2)
<i>These COE options may be taken in any semester of the program:</i>				
COE 111	*Co-op Work Experience I	(0)	(10)	(1)
COE 112	*Co-op Work Experience I	(0)	(20)	(2)
COE 121	*Co-op Work Experience II	(0)	(10)	(1)
COE 122	*Co-op Work Experience II	(0)	(20)	(2)

Total Required Minimum Semester Hours Credit

44

*Students enrolled in the diploma program have the option of “co-op” work experience or on campus classes. Students must take a combined minimum total of 6 SHC (semester hour credits) of courses marked with an asterisk. The six hours can be any combination of co-op work experience and/or on campus classes. Students are eligible to take co-op classes (COE) after completing 9 semester hour credits in the core curriculum.

Collision Repair & Refinishing Technology (C60130)

Certificate Program

Students who do not meet all the requirements of the diploma curriculum may qualify for a certificate in one or more of the following specialty areas:

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
Paint and Refinishing (C60130P)				
AUB 111	Painting & Refinishing I	2	6	4
AUB 112	Painting & Refinishing II	2	6	4
AUB 114	Special Finishes	1	2	2
AUB 136	Plastics & Adhesives	<u>1</u>	<u>4</u>	<u>3</u>
		6	18	13
Non-Structural Repair (C60130N)				
AUB 121	Non-Structural Damage I	1	4	3
AUB 122	Non-Structural Damage II	2	6	4
AUB 141	Mechanical & Elec Components I	2	2	3
AUB 162	Autobody Estimating	<u>1</u>	<u>2</u>	<u>2</u>
		6	14	12
Structural Repair (C60130S)				
AUB 131	Structural Damage I	2	4	4
AUB 132	Structural Damage II	2	6	4
AUB 134	Autobody MIG Welding	1	4	3
AUB 160	Body Shop Operations	<u>1</u>	<u>0</u>	<u>1</u>
		6	14	12

Computer Engineering Technology

The Computer Engineering Technology Curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer-controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Coursework includes mathematics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

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

Computer Engineering Technology (A40160)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
ELC-131	DC/AC Circuit Analysis	4	3	5
MAT-121	Algebra/Trig I <i>or</i>			
MAT-171	Pre-Calculus Algebra	***	***	3
NOS-110	Operating System Concepts	<u>2</u>	<u>3</u>	<u>3</u>
		***	***	14-15
SECOND SEMESTER (Spring)				
ELN-131	Semiconductor Application	3	3	4
ENG-111	Expository Writing	3	0	3
MAT-122	Algebra/Trig II <i>or</i>			
MAT-172	Pre-Calculus Trigonometry	***	***	3
NET-125	Networking Basics	1	4	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	16
THIRD SEMESTER (Summer)				
CSC-134	C++ Programming	2	3	3
ELN-133	Digital Electronics	3	3	4
PHY-131	Physics-Mechanical <i>or</i>			
PHY-151	College Physics I	3	2	4
		***	***	11
FOURTH SEMESTER (Fall)				
CET 111	Computer Upgrade/Repair I	2	3	3
ELN-232	Intro to Microprocessors	3	3	4
ENG-114	Prof Research & Reporting	3	0	3
***	Social/Behavioral Science Elective	3	0	3
***	Technical Elective	<u>***</u>	<u>***</u>	<u>3</u>
		***	***	16
FIFTH SEMESTER (Spring)				
CET 211	Computer Upgrade/Repair II	2	3	3
ELC-229	Applications Project	1	3	2
NOS-120	Intro to Linux	2	2	3
***	Technical Elective	***	***	3
***	Technical Elective	<u>***</u>	<u>***</u>	<u>3</u>
		***	***	14
<u>Total Required Minimum Semester Hours Credit</u>				<u>71</u>
***Technical Electives:				
CET-150	Computer Forensics I	2	3	3
CET-250	Computer Forensics II	2	3	3
CIS-115	Intro to Programming & Logic	2	3	3
CSC-139	Visual BASIC Programming	2	3	3
ELN-246	Certified Electronics Tech Prep	3	0	3
NET-126	Networking Basics	1	4	3

NOS-130	Windows Single User	2	2	3
NOS-220	Linux Admin I	2	2	3
SEC 110	Security Concepts	2	2	3
WEB-110	Internet/Web Fundamentals	2	3	3
<i>OR a work experience technical elective consisting of all of the following three (3) courses:</i>				
COE-111	Cooperative Work Experience I	0	10	1
COE-115	Work Experience Seminar I	1	0	1
COE-121	Cooperative Work Experience II	0	10	1

Computer Engineering Technology (D40160C)

Computer Upgrade and Repair Diploma Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CET 111	Computer Upgrade & Repair I	2	3	3
CET 211	Computer Upgrade & Repair II	2	3	3
CIS-110	Introduction to Computers	2	2	3
ELC-131	DC/AC Circuit Analysis	4	3	5
ELN-131	Semiconductor Application	3	3	4
ENG-111	Expository Writing	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
NET-125	Networking Basics	1	4	3
NOS-110	Operating System Concepts	2	3	3
NOS-120	Introduction to Linux	2	2	3
NOS-130	Windows Single User	2	2	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>36</u>

Computer Engineering Technology (D40160E)

Electronics Diploma Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
CIS-115	Intro to Programming & Logic	2	3	3
ELC-131	DC/AC Circuit Analysis	4	3	5
ELC-229	Applications Project	1	3	2
ELN-131	Semiconductor Application	3	3	4
ELN-133	Digital Electronics	3	3	4
ELN-232	Intro to Microprocessors	3	3	4
ELN-246	Certified Electronics Tech Prep	3	0	3
ENG-111	Expository Writing	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
NOS-110	Operating System Concepts	2	3	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>37</u>

Computer Engineering Technology (C40160)

Microcomputer Servicing Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
CET 111	Computer Upgrade & Repair I	2	3	3
CET 211	Computer Upgrade & Repair II	2	3	3
NOS-110	Operating System Concepts	2	3	3
NOS-130	Windows Single User	2	2	3
NET-125	Networking Basics	1	4	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Computer Engineering Technology (C40160A)

Repair Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
NOS-110	Operating System Concepts	2	3	3
NET-125	Networking Basics	1	4	3
CET 111	Computer Upgrade & Repair I	2	3	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>12</u>

Computer Engineering Technology (C40160B)

Advanced Repair Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
NOS-110	Operating System Concepts	2	3	3
NOS-120	Introduction to Linux	2	2	3
NOS-130	Windows Single User	2	2	3
CET-211	Computer Upgrade & Repair II	2	3	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>12</u>

Computer Engineering Technology (C40160C)

Electronics Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
ELC-131	DC/AC Circuit Analysis	4	3	5
ELN-131	Semiconductor Application	3	3	4

Total Required Minimum Semester Hours Credit **12**

Computer Engineering Technology (C40160F)

Forensics Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
NOS-110	Operating System Concepts	2	3	3
NOS-130	Windows Single User	2	2	3
CET-150	Computer Forensics I	2	3	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>12</u>

Computer Engineering Technology (C40160G)

Advanced Forensics Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
NOS-110	Operating System Concepts	2	3	3
NET-125	Networking Basics	1	4	3
CET-250	Computer Forensics II	2	3	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>12</u>

Computer Engineering Technology (C40160N)

Networking Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
NOS-110	Operating System Concepts	2	3	3
NET-125	Networking Basics	1	4	3
NET-126	Networking Basics	1	4	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>12</u>

Computer Engineering Technology (C40160S)

Security Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIS-110	Introduction to Computers	2	2	3
NOS-110	Operating System Concepts	2	3	3
NET-125	Networking Basics	1	4	3
SEC 110	Security Concepts	2	2	3

Total Required Minimum Semester Hours Credit**12**

Computer Programming

The Computer Programming Curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

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

Computer Programming (A25130)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
CIS-115	Intro to Programming & Logic	2	3	3
CSC-139	Visual Basic Programming	2	3	3
ENG-111	Expository Writing	3	0	3
MAT-140	Survey of Mathematics (or higher)	3	0	3
NOS-110	Operating System Concepts	<u>2</u>	<u>3</u>	<u>3</u>
		***	***	17-18
SECOND SEMESTER (Spring)				
ACA-115	Success & Study Skills	0	2	1
CSC-153	C# Programming	2	3	3
CSC-239	Advanced Visual Basic	2	3	3
DBA-110	Database Concepts	2	3	3
NET-125	Networking Basics	1	4	3
WEB-182	PHP Programming	<u>2</u>	<u>2</u>	<u>3</u>
		9	17	16
THIRD SEMESTER (Summer)				
ENG-114	Prof Research & Reporting	3	0	3
***	Technical Elective	***	***	3

***	Technical Elective	***	***	<u>3</u>
		***	***	9
FOURTH SEMESTER (Fall)				
CSC-253	Advanced C# Programming	2	3	3
CTS-285	Systems Analysis & Design	3	0	3
DBA-120	Database Programming I	2	3	3
NOS-130	Windows Single User	2	2	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	8	15
FIFTH SEMESTER (Spring)				
CSC-289	Programming Capstone Project	1	4	3
CTS-115	Info Systems Business Concepts	3	0	3
DBA-221	SQL Server DB Prog II	2	2	3
SEC-110	Security Concepts	2	2	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	8	15
<u>Total Required Minimum Semester Hours Credit</u>				<u>72</u>

*****Technical Electives:**

CET-111	Computer Upgrade/Repair I	2	3	3
CSC-134	C++ Programming	2	3	3
CSC-151	Java Programming	2	3	3
CSC-193	Selected Topics-Comp. Science	***	***	3
CSC-234	Advanced C++ Programming	2	3	3
NOS-120	Linux/Unix Single User	2	2	3
SGD-113	SGD Programming	2	3	3
WEB-110	Internet/Web Fundamentals	2	2	3
WEB-120	Intro to Internet Multimedia	2	3	3
WEB-187	Prog for Mobile Devices	2	2	3

OR a work experience technical elective consisting of all of the following three (3) courses:

COE-111	Cooperative Work Experience I	0	10	1
COE-115	Work Experience Seminar I	1	0	1
COE-121	Cooperative Work Experience II	0	10	1

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 that enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates

will be issued a license. Employment is available in beauty salons and related businesses.

Because the use of computers is integral to this curriculum, some courses are delivered in an online format for the A.A.S and Diploma programs.

NOTE: The NC State Board has a time limit on multiple choice questions given to pass the licensure exam with no extended time allowed.

Cosmetology (A55140)

Associate in Applied Science Degree Program

First, Second, and Fourth Semesters may be taken either Fall or Spring.

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	<u>0</u>	<u>24</u>	<u>8</u>
		4	24	12
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	<u>0</u>	<u>24</u>	<u>8</u>
		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	Contemporary Hair Color	<u>1</u>	<u>3</u>	<u>2</u>
		3	24	11
<i>These courses may be taken during the semester of the program:</i>				
COE-111	Co-op Work Experience I	0	10	1
COE-115	Work Exp Seminar I	<u>1</u>	<u>0</u>	<u>1</u>
		1	10	2
FIFTH SEMESTER (Spring)				
ACA-115	Success & Study Skills	0	2	1
BUS-110	Introduction to Business	3	0	3
ENG 111	Expository Writing	3	0	3
PSY-118	Interpersonal Psychology <i>or</i>			
PSY-150	General Psychology	3	0	3
***	Natural Science/Math Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	2	13
SIXTH SEMESTER (Summer)				
BUS-137	Principles of Management	3	0	3
CIS-110	Introduction to Computers <i>or</i>			
CIS-111	Basic PC Literacy	***	***	2-3
ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3

***	Humanities/Fine Arts Elective	<u>3</u> ***	<u>0</u> ***	<u>3</u> 11-12
<u>Total Required Minimum Semester Hours Credit</u>				<u>69</u>

Cosmetology (D55140)

Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	0	24	8
PSY-118	Interpersonal Psychology <u>or</u>			
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		7	24	15
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	0	24	8
ENG-102	Applied Communications II <u>or</u>			
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		7	24	15
THIRD SEMESTER (Summer)				
COS-115	Cosmetology Concepts III	4	0	4
COS-116	Salon III	<u>0</u>	<u>12</u>	<u>4</u>
		4	12	8
<u>Total Required Minimum Semester Hours Credit</u>				<u>38</u>

***Optional electives offered if needed for NC State Board of Cosmetology program requirements.*

COE-111	Co-op Work Experience I	0	10	1
COE-115	Work Exp Seminar I	1	0	1
COS-117	Cosmetology Concepts IV	2	0	2
COS-118	Salon IV	0	21	7

Cosmetology (C55140)

Certificate Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
COS-111	Cosmetology Concepts I	4	0	4
COS-112	Salon I	<u>0</u>	<u>24</u>	<u>8</u>
		4	24	12
SECOND SEMESTER (Spring)				
COS-113	Cosmetology Concepts II	4	0	4
COS-114	Salon II	<u>0</u>	<u>24</u>	<u>8</u>
		4	24	12
THIRD SEMESTER (Summer)				
COS-115	Cosmetology Concepts III	4	0	4

COS-116	Salon III	<u>0</u>	<u>12</u>	<u>4</u>
		4	12	8
<u>Total Required Minimum Semester Hours Credit</u>				<u>32</u>

Optional Electives (offered if needed for NC State Board of Cosmetology program requirements):

COE-111	Co-op Work Experience I	0	10	1
COE-115	Work Exp Seminar I	1	0	1
COS-117	Cosmetology Concepts IV	2	0	2
COS-118	Salon IV	0	21	7

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.

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

Criminal Justice Technology (A55180)

(Day) Associate in Applied Science Degree Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
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	Expository Writing	3	0	3
PSY 150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

SECOND SEMESTER (Spring)

CIS 110	Introduction to Computers <i>or</i>			
CIS 111	Basic Computer Literacy	***	***	2-3

CJC 120	Interview and Interrogation	1	2	2
CJC 121	Law Enforcement Operations	3	0	3
CJC 131	Criminal Law**	3	0	3
CJC 132	Court Procedure & Evidence	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	13-14

**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-131, Criminal Law, toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985

THIRD SEMESTER (Summer)

CJC-212	Ethics and Comm Relations	3	0	3
CJC-232	Civil Liability	3	0	3
***	Elective(s)**	***	***	<u>2-5</u>
		***	***	8-11

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-114	Prof Research & Reporting	3	0	3
PSY-281	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16

FIFTH SEMESTER (Spring)

CJC-141	Corrections	3	0	3
CJC-241	Community-Based Corrections	3	0	3
MAT-115	Mathematical Models (or higher)	2	2	3
PSY-231	Forensic Psychology	3	0	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	2	15

Total Required Minimum Semester Hours Credit **68**

**Choose a minimum of two (2) CREDITS from the following courses:

COE-111	CJC Co-op Work Experience I	0	10	1
COE-115	CJC Work Exp. Seminar I	1	0	1
BIO 163	Basic Anatomy & Physiology	4	2	5
COM-110	Intro to Communication	3	0	3
COM-231	Public Speaking	3	0	3
SOC-210	Intro to Sociology	3	0	3
SOC-213	Sociology of the Family	3	0	3
SOC-220	Social Problems	3	0	3

Criminal Justice Technology (A55180)

(Hoke County) Associate in Applied Science Degree Program

The Criminal Justice Technology Program is offered at the SCC Hoke Center in Raeford, NC, on a special schedule to accommodate the special needs of students who may be employed as law enforcement officers, telecommunicators, detention officers, or correctional officers. For detailed information, please contact the program coordinator.

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

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS 110	Introduction to Computers <i>or</i>			
CIS 111	Basic Computer Literacy	***	***	2-3
CJC-111	Intro to Criminal Justice	3	0	3
CJC-131	Criminal Law**	3	0	3
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	12-13
**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-131, Criminal Law, toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.				
SECOND SEMESTER (Spring)				
CJC-112	Criminology	3	0	3
CJC-120	Interview and Interrogation	1	2	2
CJC-132	Court Procedure & Evidence	3	0	3
CJC-221	Investigative Principles	3	2	4
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		13	4	15
THIRD SEMESTER (Summer)				
CJC-113	Juvenile Justice	3	0	3
CJC-141	Corrections	3	0	3
CJC-232	Civil Liability	3	0	3
***	Elective(s)**	***	***	<u>2-5</u>
		***	***	11-14
FOURTH SESSION (Fall)				
CJC-121	Law Enforcement Operation	3	0	3
CJC-225	Crisis Intervention	3	0	3
CJC-231	Constitutional Law	3	0	3
PSY-281	Abnormal Psychology	3	0	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
FIFTH SESSION (Spring)				
CJC-212	Ethics and Comm Relations	3	0	3
CJC-241	Community-Based Corrections	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
MAT-115	Mathematical Models (or higher)	2	2	3
PSY-231	Forensic Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		14	2	15
<u>Total Required Minimum Semester Hours Credit</u>				<u>68</u>

****Choose a minimum of two (2) CREDITS from the following courses:**

COE-111	CJC Co-op Work Experience I	0	10	1
COE-115	CJC Work Exp. Seminar I	1	0	1
BIO 163	Basic Anatomy & Physiology	4	2	5
COM-110	Intro to Communication	3	0	3
COM-231	Public Speaking	3	0	3
SOC-210	Intro to Sociology	3	0	3
SOC-213	Sociology of the Family	3	0	3
SOC-220	Social Problems	3	0	3

Culinary Arts

The Culinary Arts 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/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

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

Culinary Arts (A55150)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		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
ENG-111	Expository Writing	3	0	3
HRM-160	Info Systems for Hosp	<u>2</u>	<u>2</u>	<u>3</u>
		10	16	18

SECOND SEMESTER (Spring)

CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Service Lab	0	2	1
CUL-170	Garde Manger I	1	4	3
CUL-240	Culinary Skills II	1	8	5
MAT-115	Mathematical Models (or higher)	2	2	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	16	17

THIRD SEMESTER (Summer)

ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

FOURTH SEMESTER (Fall)

CUL-214	Wine Appreciation	1	2	2
CUL-230	Global Cuisines	1	8	5
CUL-260	Baking II	1	4	3
HRM-140	Hospitality Tourism Law	3	0	3
HRM-245	Hospitality Human Resource Mgt.	<u>3</u>	<u>0</u>	<u>3</u>
		9	14	16

FIFTH SEMESTER (Spring)

COE-112	CUL Co-op Work Experience I	0	20	2
COE-115	CUL Work Exp. Seminar I	1	0	1
CUL-112	Nutrition for Foodservice	3	0	3
CUL-120	Purchasing	2	0	2
CUL-245	Contemporary Cuisines	1	8	5
HRM-220	Cost Control – Food & Beverage	<u>3</u>	<u>0</u>	<u>3</u>
		10	28	16

Total Required Minimum Semester Hours Credit **73**

Culinary Arts (C55150)**Certificate Program**

		Course Hours		Semester Hours Credit
		Per Week Class	Per Week Lab	
CUL-110	Sanitation & Safety	2	0	2
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
CUL-170	Garde Manger I	1	4	3
CUL-240	Culinary Skills II	1	8	5
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Digital Media Technology

The Digital Media Curriculum prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

This curriculum utilizes industry-standard software such as Adobe Creative Suites™.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Graduates should qualify for employment as Web designers, graphic artists/designers, multimedia specialists, Web developers, Web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

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

Digital Media Technology (A25210)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ART-171	Computer Art I	0	6	3
CIS-110	Introduction to Computers <i>or</i>			
CIS 111	Basic PC Literacy	***	***	2-3
CIS-115	Programming/Logic Concept	2	3	3
DME-110	Intro to Digital Media	2	2	3
WEB-110	Internet/Web Fundamentals	<u>2</u>	<u>2</u>	<u>3</u>
		***	***	15-16
SECOND SEMESTER (Spring)				
DME-120	Intro to Multimedia Apps	2	2	3
ENG-111	Expository Writing	3	0	3
GRA-151	Computer Graphics I	1	3	2
GRD-121	Drawing Fundamentals I	1	3	2
WEB-111	Introduction to Web Graphics	2	2	3
WEB-115	Web Markup and Scripting	<u>2</u>	<u>2</u>	<u>3</u>
		11	12	16
THIRD SEMESTER (Summer)				
DME-115	Graphic Design Tools	2	2	3
DME-140	Intro Audio/Video Media	2	2	3
***	Technical Elective	<u>***</u>	<u>***</u>	<u>3</u>
		***	***	9
FOURTH SEMESTER (Fall)				
DME-130	Digital Animation I	2	2	3
GRA-250	E-Document Publishing	1	3	2
MAT-140	Survey of Mathematics	3	0	3
WEB-210	Web Design	<u>2</u>	<u>2</u>	<u>3</u>

***	Technical Elective	***	***	3
***	Technical Elective	***	***	<u>3</u>
		***	***	17

FIFTH SEMESTER (Spring)

ENG-114	Prof. Research and Reporting <i>or</i>			
COM-231	Public Speaking	3	0	3
DME-285	Systems Project (Capstone Class)	2	2	3
***	Social/Behavioral Science Elective	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	***	***	<u>3</u>
		***	***	15

Total Required Minimum Semester Hours Credit **72**

*****Technical Electives:** Choose 4 technical electives from the list related to curriculum specialty:

Web & Content Management System Specialty

DBA-110	Database Concepts	2	3	3
DME-260	Emerg Tech Digital Media	2	2	3
WEB-140	Web Development Tools	2	2	3
WEB-180	Active Server Pages	2	2	3
WEB-182	PHP Programming	2	2	3
WEB-187	Program for Mobile Devices	2	2	3
WEB-215	Adv. Markup & Scripting (JavaScript)	2	2	3
WEB-225	Content Management Sys	2	2	3
WEB-250	Database Driven Websites	2	2	3
WEB-285	Web Emerging Tech	2	2	3

OR a work experience technical elective consisting of the following three courses:

COE-111	Co-op Work Exp I	0	10	1
COE-115	Work Exp. Seminar I	1	0	1
COE-121	Co-op Work Exp. II	0	10	1

Design & Publication Specialty

DME-210	User Interface Design	2	2	3
DME-220	Interact Multi-Media Prog	2	2	3
DME-260	Emerg Tech Digital Media	2	2	3
DME-270	Prof Practices Dig Med	2	2	3
GRD-167	Photographic Imaging I	1	4	3
GRD-265	Digital Print Production	1	4	3
SGD-114	3D Modeling	2	3	3
WEB-140	Web Development Tools	2	2	3
WEB-211	Adv. Web Graphics	2	2	3
WEB-285	Emerging Web Tech.	2	2	3

OR a work experience technical elective consisting of the following three courses:

COE-111	Co-op Work Exp I	0	10	1
COE-115	Work Exp. Seminar I	1	0	1
COE-121	Co-op Work Exp. II	0	10	1

Digital Media (C25210DM)

Certificate Program

The Digital Media Certificate is designed to develop digital media skills for the creation of web-based materials and interactive products. Emphasis is placed on desktop production. Skills in editing, compositing and visual effects are developed using cutting edge software. The certificate also emphasizes the underlying theories of design and learning that are essential for high quality products. This program is ideal for someone who has already earned a degree or is working in a related field who would like to update their skills.

A prerequisite to this certificate is the passing of a departmental computer skill competency exam or the completion of CIS-110 or CIS-111. Students may apply all coursework from this certificate program to the Associate Degree in Digital Media Technology.

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
DME-110	Intro to Digital Media	2	2	3
DME-120	Intro to Multimedia Appl	2	3	3
DME-130	Digital Animation I	2	2	3
DME-140	Intro Audio/Video Media	2	2	3
ART-171	Computer Art I (Photoshop)	0	6	3
WEB-111	Introduction to Web Graphics	<u>2</u>	<u>2</u>	<u>3</u>
		10	17	18
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Print Design (C25210PD)

Certificate Program

With the availability of affordable publishing software for personal computers and low-cost printing devices, many individuals, businesses and organizations now produce their own print material in-house. Creating print material that is effective requires an understanding of key design elements. The Print Design Certificate is designed to develop the fundamental skills, techniques, and software knowledge necessary to conceive, lay out, and produce graphics and type for print media. Topics include design theory as well as hands-on projects.

A prerequisite to this certificate is the passing of a departmental computer skill competency exam or the completion of CIS110 or CIS-111. Students may apply all coursework from this certificate program to the Associate Degree in Digital Media Technology.

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ART-171	Computer Art I (Photoshop)	0	6	3
DME-115	Graphic Design Tools	2	2	3
GRA-151	Computer Graphics I	1	3	2
GRD-121	Drawing Fundamentals I	1	3	2
GRD-167	Photographic Imaging I	1	4	3
GRD-265	Print Production	1	4	3
GRA-250	E-Document Publishing	<u>1</u>	<u>3</u>	<u>2</u>
		7	25	18
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Web Content Management (C25210C1)

Certificate Program

Many of today's Web sites contain dynamic interactive pages created in CMS (Content Management Systems) with content managed by databases. This certificate has as its goal the training of individuals in "client-side" programming skills to create effective database-driven Web sites. Topics also include learning HTML syntax to code pages, understanding how databases work, and developing actual projects utilizing the latest open source CMS.

A prerequisite to this certificate is the passing of a departmental computer skill competency exam or the completion of CIS-110 or CIS-111. Students may apply all coursework from this certificate program to the Associate Degree in Digital Media Technology.

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
DBA-110	Database Concepts	2	3	3
WEB-110	Internet/Web Fundamentals (Introductory HTML)	2	3	3
WEB-115	Web Markup and Scripting (Advanced HTML/CSS)	2	2	3
WEB-182	PHP Programming	2	2	3
WEB-250	Database Driven Websites <u>or</u>	2	2	3
WEB-225	Content Management Sys	2	2	3
WEB-285	Emerging Web Technologies	<u>2</u>	<u>2</u>	<u>3</u>
		12	14	18
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Web Design (C25210D)

Certificate Program

In today's world, a Web presence is becoming increasingly vital. However, it is just as important to understand what happens behind current software applications as well as online design principles and standards. This certificate covers Web page creation from hand coding to understanding how to best utilize Web creation software. Web design theory is stressed from the creation and manipulation of graphics on industry-standard software through optimization for the Web to actual hands-on projects.

A prerequisite to this certificate is the passing of a departmental computer skill competency exam or the completion of CIS-110 or CIS-111. Students may apply all coursework from this certificate program to the Associate Degree in Digital Media Technology.

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
ART-171	Computer Art I	0	6	3
WEB-110	Internet/Web Fundamentals (Introductory HTML)	2	2	3
WEB-111	Intro to Web Graphics	2	2	3
WEB-115	Web Markup and Scripting (Advanced HTML/CSS)	2	2	3
WEB-140	Web Development Tools (Dreamweaver)	2	2	3
WEB-210	Web Design	<u>2</u>	<u>2</u>	<u>3</u>
		10	16	18
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

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 (A55220)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Childhood Education	4	0	4
EDU-131	Children Family and Community	3	0	3
EDU-153	Health, Safety, & Nutrition	3	0	3
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		13	2	14
SECOND SEMESTER (Spring)				
EDU-144	Child Development I	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-151	Creative Activities	3	0	3
EDU-234	Infants, Toddlers, & Two's	3	0	3
EDU-261	Early Childhood Administration I	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
THIRD SEMESTER (Summer)				
EDU-145	Child Development II	3	0	3
EDU-235	School-Age Dev. and Prog. <u>or</u>			
EDU-262	Early Childhood Admin II <u>or</u>			
EDU-275	Effective Teacher Training	***	0	2-3
EDU-271	Educational Technology	<u>2</u>	<u>2</u>	<u>3</u>
		7-8	2	8-9
FOURTH SEMESTER (Fall)				
EDU-251	Exploration Activities	3	0	3
EDU-259	Curriculum Planning	3	0	3
EDU-280	Language & Literacy Exp	3	0	3
EDU-284	Early Childhood Practicum	1	9	4
***	Natural Science/Math Elective	<u>***</u>	<u>***</u>	<u>3</u>
		***	***	16
FIFTH SEMESTER (Spring)				
EDU-221	Children with Exceptionalities	3	0	3
EDU-288	Adv Issues/Early Childhood Ed	<u>2</u>	<u>0</u>	<u>2</u>
***	Communication Elective – Choose one of the following: ENG-112, ENG- 114, COM-110, or COM-120	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14
<u>Total Required Minimum Semester Hours Credit</u>				<u>67</u>

Note: Students planning to transfer into a 4-year B-K (Birth-Kindergarten) degree program should plan to take MAT-140 as well as the following:

- A science course (BIO-111 or BIO-165)
- A science with a lab component (PHY-111 and PHY-110A), and
- One additional humanities course

Early Childhood Education (C55220IT)**Infant/Toddler Care Certificate Program**

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Childhood Ed	4	0	4
EDU-144	Child Development I	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety, & Nutrition	3	0	3
EDU-234	Infant, Toddlers, & Twos	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Early Childhood Education (C55220PS)**Preschool Care Certificate Program**

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Childhood Ed	4	0	4
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety, & Nutrition	3	0	3
EDU-259	Curriculum Planning	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Early Childhood Education (C55220S)**School Age Care Certificate Program**

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
EDU-119	Intro to Early Childhood Ed	4	0	4
EDU-145	Child Development II	3	0	3
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety, & Nutrition	3	0	3
EDU-235	School Age Program & Dev	3	0	3
EDU-275	Effective Teacher Training	2	0	2
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Early Childhood Education (C55220A)

Early Childhood Administration Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-115	Success & Study Skills	0	2	1
EDU-119	Intro to Early Childhood Ed	4	0	4
EDU-146	Child Guidance	3	0	3
EDU-153	Health, Safety, & Nutrition	3	0	3
EDU-261	Early Childhood Administration I	3	0	3
EDU-262	Early Childhood Admin II	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Emergency Medical Science

The Emergency Medical Science Curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate's Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Emergency Medical Science (A45340)

Associate in Applied Science Degree Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BIO-165	Anatomy and Physiology I	3	3	4
CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
EMS-110	EMT-Basic	5	6	7
EMS-150	Vehicle Ops and EMS Comm	<u>1</u>	<u>3</u>	<u>2</u>
		***	***	16-17
SECOND SEMESTER (Spring)				
BIO-166	Anatomy and Physiology II	3	3	4
EMS-120	Intermediate Interventions	2	3	3
EMS-121	EMS Clinical Practicum I	0	6	2

EMS-130	Introduction to Pharmacology	1	3	2
EMS-131	Advanced Airway Management	1	2	2
ENG-111	Expository Writing	<u>3</u>	<u>0</u>	<u>3</u>
		10	17	16

THIRD SEMESTER (Summer)

EMS-210	Advanced Patient Assessment	1	3	2
EMS-220	Cardiology	2	6	4
EMS-221	Clinical Practicum II	<u>0</u>	<u>9</u>	<u>3</u>
		3	18	9

FOURTH SEMESTER (Fall)

EMS-140	Rescue Scene Management	1	3	2
EMS-231	Clinical Practicum III	0	9	3
EMS-250	Advanced Medical Emergencies	2	3	3
EMS-260	Advanced Trauma Emergencies	1	3	2
ENG-114	Prof Research & Reporting	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		10	18	16

****Select one of the following for Social/Behavioral Sciences Elective:*

PSY-118	Interpersonal Psychology	3	0	3
PSY-150	General Psychology	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SOC-220	Social Problems	3	0	3
SOC-225	Social Diversity	3	0	3

(Note: Other courses from the Social/Behavioral Science offerings may be approved pending review by the Dean of Instruction.)

FIFTH SEMESTER (Spring)

EMS-235	EMS Management	2	0	2
EMS-240	Special Needs Patients	1	2	2
EMS-241	Clinical Practicum IV	0	9	3
EMS-270	Life Span Emergencies	2	2	3
EMS-285	EMS Capstone	1	3	2
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	16	15

Total Required Minimum Semester Hours Credit **72**

Emergency Medical Science Bridging

EMS Bridging Students will be required to complete the EMS Bridging Course, selected courses from the core curriculum, general education courses, and computer literacy. 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.

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
BIO-165	Anatomy and Physiology I	3	3	4
BIO-166	Anatomy and Physiology II	3	3	4

CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
EMS-140	Rescue Scene Management	1	3	2
EMS-235	EMS Management	2	0	2
EMS-280	EMS Bridging Course	2	2	3
ENG-111	Expository Writing	3	0	3
ENG-114	Prof Research & Reporting	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Sciences Elective	3	0	3

*****Select one of the following for Social/Behavioral Sciences Elective:**

PSY-118	Interpersonal Psychology	3	0	3
PSY-150	General Psychology	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SOC-220	Social Problems	3	0	3
SOC-225	Social Diversity	3	0	3

(Note: Other courses from the Social/Behavioral Science offerings may be approved pending review by the Dean of Instruction.)

Golf Course Management

Concentration of Turfgrass Management Technology

Golf Course Management is a concentration under Turfgrass Management Technology that is designed to develop the golf course operations professional.

Students will acquire knowledge and skills that will allow them to apply principles of horticulture, turfgrass management, landscape design, and business organization and administration to golf courses.

Graduates will be qualified to enter careers as assistant superintendents, golf course construction technicians, or specialist in allied areas of turf management including sod production and athletic field management.

This curriculum prepares students for employment in the turf management sector of the green industry as golf course superintendents, assistant golf course superintendents, and golf course construction technicians. While enrolled in Golf Course Management, students will acquire skills in turfgrass management, business organization, horticulture, and golf course administration. Students will also complete an internship at one of the world-famous golf courses in the Pinehurst, North Carolina area.

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

Golf Course Management (A1542A)

Concentration of Turfgrass Management Technology Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
COE-110	GCM World of Work	1	0	1
ENG-111	Expository Writing	3	0	3
LSG-111	Basic Landscape Tech	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-120	Geometry and Trigonometry	2	2	3
PED-128	Golf-Beginning <i>or</i>			
PED-129	Golf-Intermediate	0	2	1
PSY-118	Interpersonal Psychology (or higher)	3	0	3
SPA-111	Elementary Spanish I (or higher)	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	19
SECOND SEMESTER (Spring)				
COE-111	GCM Co-op Work Experience I	0	10	1
GCM-220	Golf Course Maint. Systems	3	0	3
HOR-166	Soil and Fertilizers	2	2	3
TRF-110	Intro Turfgrass Cult & ID	3	2	4
TRF -130	Native Flora ID	1	3	2
TRF-210	Turfgrass Equip. Management	1	4	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	21	19
THIRD SEMESTER (Summer)				
COE-121	GCM Co-op Work Experience II	0	10	1
ENG-114	Prof. Research and Reporting	3	0	3
HOR-164	Horticulture Pest Management	2	2	3
HOR-162	Applied Plant Science <i>or</i>	***	***	***
HOR-114	Landscape Construction <i>or</i>			
BIO-111	General Biology <i>or</i>	***	***	***
CHM-151	General Chemistry I	<u>***</u>	<u>***</u>	<u>3-4</u>
		***	***	10-11
FOURTH SEMESTER (Fall)				
COE-131	GCM Co-op Work Experience III	0	10	1
GCM-230	Golf Course Org and Admin	3	0	3
GCM-240	Golf Course Design	3	0	3
TRF-120	Turfgrass Irrigation and Design	2	4	4
TRF-230	Turfgrass Management Applic.	1	2	2
TRF-260	Adv Turfgrass Management	<u>3</u>	<u>2</u>	<u>4</u>
		12	18	17
FIFTH SEMESTER (Spring)				
COE-214	GCM Co-op Work Experience IV	0	40	4
GCM-244	Advanced Issues/LSG	<u>2</u>	<u>0</u>	<u>2</u>
		2	40	6
<u>Total Required Minimum Semester Hours Credit</u>				<u>71</u>

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.

Health and Fitness Science (A45630)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
BIO-165	Anatomy & Physiology I	3	3	4
ENG-111	Expository Writing	3	0	3
PED-113	Aerobics I	0	3	1
PSF-110	Exercise Science	4	0	4
PSF-111	Fitness & Exercise Testing I	<u>3</u>	<u>2</u>	<u>4</u>
		13	10	17
SECOND SEMESTER (Spring)				
BIO-155	Nutrition	3	0	3
BIO-166	Anatomy & Physiology II	3	3	4
ENG-114	Prof Research & Reporting <u>or</u>			
COM-231	Public Speaking	3	0	3
PED-120	Walking for Fitness	3	0	1
PSF-116	Prev & Care of Exer Rel Injuries	2	2	3
PSF-118	Fitness Facility Mgmt	<u>4</u>	<u>0</u>	<u>4</u>
		18	3	18
THIRD SEMESTER (Summer)				
HEA-112	First Aid and CPR	1	2	2
PED-117	Weight Training I	0	3	1
PSF-120	Group Exercise Instruction	2	2	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	7	9
FOURTH SEMESTER (Fall)				
COE-111	PSF Co-op Work Experience I	0	10	1
COE-115	PSF Work Experience Seminar I	1	0	1
MAT-115	Mathematical Models (or higher)	***	***	3
PED-118	Weight Training II	0	3	1

PSF-210	Personal Training	2	2	3
PSF-218	Lifestyle Change & Wellness	<u>3</u>	<u>2</u>	<u>4</u>
		***	***	13
FIFTH SEMESTER (Spring)				
COE-121	PSF Co-op Work Experience II	0	10	1
PED-122	Yoga I <u>or</u>			
PED-217	Pilates I	0	2	1
PED***	Physical Education Elective	***	***	1-2
PSF-212	Exercise Programming	2	2	3
PSF-214	Health & Fitness Law	3	0	3
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	12-13
<u>Total Required Minimum Semester Hours Credit</u>				<u>69</u>

****Select two (2) courses from the following:* PED-111, 121, 123, 125, 127, 128, 129, 130, 135, 143, 145, 147, 152, 153, 154, 173, 186, 215, 260, 262

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 sites, and mental health facilities. The program is offered at the following colleges:

Because the use of computers is integral to this curriculum, some courses are delivered in an online 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 39 credit hours at SCC to be used toward completion of the 76-hour A.A.S. in the PCC Health Information Technology program.

Students accepted into this program can explore two options:

1. Complete the 39 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.

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 College Student Success (Substitute for ACA-111)	1	FIRST SEMESTER	
*BIO-165 Anatomy & Physiology I (Substitute for BIO-168)	4	HIT-110 Fundamentals of HIM	3
*BIO-166 Anatomy & Physiology II (Substitute for BIO-169)	4	HIT-112 Health Law & Ethics	3
*BIO-275 Microbiology (Substitute for BIO-175)	3	HIT-114 Health Data Systems/Standards	3
CIS-110 Intro to Computers	3	HIT-122 Prof Practice Experience I	1
DBA-110 Database Concepts	3		
ENG-111 Expository Writing	3	SECOND SEMESTER	
ENG-114 Prof Research & Reporting	3	HIT-210 Healthcare Statistics	3
HUM-115 Critical Thinking	3	HIT-212 ICD-9-CM Coding	4
MAT-110 or higher	3	HIT-216 Quality Management	2
MED-121 Medical Term. I	3	HIT-220 Computers in Health Care	2
MED-122 Medical Term. II	3	HIT-222 Prof Practice Experience III	2
PSY-150 General Psychology	3	HIT-226 Principles of Disease	3
		THIRD SEMESTER	
		HIT-214 CPT/Other Coding Systems	2
		HIT-215 Reimbursement Methodologies	2
		HIT-218 Management Principles in HIT	3
		HIT-224 Prof Practice Experience IV	2
		HIT-280 Professional Issues	2
	39		37

For more information on this unique offering, contact: Toney Ratliff at ratliff@sandhills.edu or 910-695-3752.

Hospitality Management

The Hospitality Management Curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations, and housekeeping. Opportunities are also available in product services, technology support, and sales.

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

Hospitality Management (A25110)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACC-175	Hotel & Restaurant Accounting	3	2	4
CUL-135	Food & Beverage Service	2	0	2
CUL-135A	Food & Beverage Serv Lab	0	2	1
HRM-110	Intro to Hosp & Tourism	3	0	3
HRM-160	Info Systems for Hosp	2	2	3
MAT-115	Mathematical Models (or higher)	<u>2</u>	<u>2</u>	<u>3</u>
		12	8	16
SECOND SEMESTER (Spring)				
CUL-110	Sanitation & Safety	2	0	2
CUL-110A	Sanitation & Safety Lab	0	2	1
CUL-112	Nutrition for Foodservices	3	0	3
CUL-140	Culinary Skills I	2	6	5
HRM-115	Housekeeping	3	0	3
HRM-120	Front Office Procedures	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	17
THIRD SEMESTER (Summer)				
ENG-111	Expository Writing	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavior Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
FOURTH SEMESTER (Fall)				
COE-111	HRM Co-op Work Experience I	0	10	1
CUL-214	Wine Appreciation	1	2	2
ENG-112	Argument-Based Research <u>or</u>			
ENG-114	Prof Research & Reporting	3	0	3
HRM-140	Legal Issues-Hospitality	3	0	3
HRM-210	Meetings & Event Planning	3	0	3
HRM-215	Restaurant Management	3	0	3
HRM-245	Human Resources Mgmt-Hosp	<u>3</u>	<u>0</u>	<u>3</u>

		16	12	18
FIFTH SEMESTER (Spring)				
COE-121	HRM Co-op Work Experience II	0	10	1
HRM-220	Cost Control-Food & Bev	3	0	3
HRM-230	Club & Resort Management	3	0	3
HRM-235	Quality Mgmt-Hospitality	3	0	3
HRM-240	Marketing for Hospitality	3	0	3
HRM-280	Mgmt. Problems-Hospitality	<u>3</u>	<u>0</u>	<u>3</u>
		15	10	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>76</u>

Human Services Technology

The Human Services Technology Curriculum prepares students for entry-level positions in institutions and agencies that provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human services areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

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

Human Services Technology (A45380)

Associate in Applied Science Degree Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-111	Basic PC Literary <i>or</i>			
CIS-110	Introduction to Computers	***	***	2-3
HSE-110	Intro to Human Services Tech	2	2	3
HSE-123	Interviewing Techniques	2	2	3
PSY-150	General Psychology	3	0	3
SOC-210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	15-16
SECOND SEMESTER (Spring)				
ENG-111	Expository Writing	3	0	3
HSE-112	Group Process I	1	2	2

HSE-125	Counseling	2	2	3
PSY 241	Developmental Psychology	3	0	3
SOC-213	Sociology of the Family	<u>3</u>	<u>0</u>	<u>3</u>
		12	4	14

THIRD SEMESTER (Summer)

ENG-112	Argument-Based Research <u>or</u>			
ENG-114	Prof Research & Reporting	3	0	3
GRO-120	Gerontology	3	0	3
PSY-239	Psychology of Personality	3	0	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

FOURTH SEMESTER (Fall)

COE-111	HST Coop Work Experience I	0	10	1
COE-115	HST Work Experience Seminar I	1	0	1
MAT-115	Mathematical Models (or higher) <u>or</u>			
***	Natural Sciences	***	***	3-5
	<i>Please choose one (set):</i>			
	AST-111, 111A			
	BIO-110 (or higher)			
	CHM-151C, 151L			
	PHY-110, 110A			
PSY-141	Psychology of Death & Dying	3	0	3
PSY-281	Abnormal Psychology	3	0	3
SAB-110	Substance Abuse Overview	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	14-16

FIFTH SEMESTER (Spring)

HSE-210	Human Services Issues	2	0	2
HSE-225	Crisis Intervention	3	0	3
PSY-255	Introduction to Exceptionality	3	0	3
PSY-265	Behavior Modification	3	0	3
SOC-220	Social Problems	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14

Total Required Minimum Semester Hours Credit **69**

**Human Services Technology Substance Abuse
Concentration (A4538E)**

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CIS-111	Basic PC Literary <u>or</u>			
CIS-110	Introduction to Computers	***	***	2-3
HSE-110	Intro to Human Services Tech	2	2	3
HSE-123	Interviewing Techniques	2	2	3
PSY-150	General Psychology	3	0	3
SAB-110	Substance Abuse Overview	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	15-16

SECOND SEMESTER (Spring)

ENG-111	Expository Writing	3	0	3
HSE-112	Group Process I	1	2	2
HSE-125	Counseling	2	2	3
PSY-241	Developmental Psychology	3	0	3
SAB-120	Intake & Assessment	<u>3</u>	<u>0</u>	<u>3</u>
		12	4	14

THIRD SEMESTER (Summer)

ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
SAB-125	SAB Case Management	2	2	3
SAB-135	Addictive Process	3	0	3
SOC-210	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		11	2	12

FOURTH SEMESTER (Fall)

COE-111	HST Coop Work Experience I	0	10	1
COE-115	HST Work Experience Seminar I	1	0	1
MAT-115	Mathematical Models (or higher) <i>or</i>			
***	Natural Sciences	***	***	3-5
	<i>Please choose one set:</i>			
	AST-111, 111A			
	BIO-110 (or higher)			
	CHM-151			
	PHY-110, 110A			
PSY-281	Abnormal Psychology	3	0	3
SAB-210	Substance Abuse Counseling	2	2	3
SAB-240	SAB Issues	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	14-16

FIFTH SEMESTER (Spring)

HSE-210	Human Services Issues	2	0	2
HSE-225	Crisis Intervention	3	0	3
SOC-213	Sociology of the Family	3	0	3
SOC-220	Social Problems	3	0	3
SAB-230	Family Therapy	2	2	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	2	17

Total Required Minimum Semester Hours Credit**72**

Landscape Gardening

The Landscape Gardening Curriculum emphasizes intensive, practical, hands-on training in applied horticulture to reinforce classroom lecture on theory and technique.

Course work includes plant propagation, greenhouse and nursery plant culture, turf management, plant identification, arboriculture, diseases and pests of plants, and landscape planning, maintenance, and construction.

Graduates will be prepared for employment opportunities in applied horticulture related to landscape development and maintenance for

residential and commercial operations. Graduates should be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

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

Landscape Gardening (A15260)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Expository Writing	3	0	3
LSG-111	Basic Landscape Techniques	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-120	Geometry & Trigonometry	2	2	3
PSY-118	Interpersonal Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		10	10	14
SECOND SEMESTER (Spring)				
COE-111	LSG Co-op Work Experience I	0	10	1
ENG-114	Prof Research & Reporting	3	0	3
HOR-134	Greenhouse Operations	2	2	3
HOR-142	Fruits & Vegetable Production	1	2	2
HOR-160	Plant Materials I	2	2	3
LSG-122	Spring Gardening Lab	0	6	2
TRF-110	Intro Turfgrass Culture & ID	<u>3</u>	<u>2</u>	<u>4</u>
		11	24	18
THIRD SEMESTER (Summer)				
COE-121	LSG Co-op Work Experience II	0	10	1
HOR-114	Landscape Construction	2	2	3
HOR-164	Horticulture Pest Management	2	2	3
HOR-257	Arboriculture Practices	1	3	2
HOR-260	Plant Materials II	2	2	3
LSG-123	Summer Gardening Lab	<u>0</u>	<u>6</u>	<u>2</u>
		7	25	14
FOURTH SEMESTER (Fall)				
COE-131	LSG Co-op Work Experience III	0	10	1
HOR-112	Landscape Design I	2	3	3
HOR-235	Greenhouse Production	2	2	3
HOR-268	Advanced Propagation	3	3	4
LSG-231	Landscape Supervision	2	6	4
***	Optional Elective (see below)	<u>***</u>	<u>***</u>	<u>***</u>
		9	24	15
ELECTIVE LIST				
HOR-265	Adv. Plant Materials	1	2	2

*****Students must take a minimum of 4 credit hours from the elective list either fall or spring semester.**

FIFTH SEMESTER (Spring)

LSG-244	Advanced Issues/LSG	2	0	2
SPA-120	Spanish in the Workplace	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Elective (see below)	***	***	<u>4</u>
		***	***	12

ELECTIVE LIST

BUS-230	Small Business Management	3	0	3
HOR-213	Landscape Design II	2	2	3
HOR-225	Nursery Production	2	2	3
HOR-255	Interiorscapes	1	2	2

SIXTH SEMESTER (Summer)

COE-212	LSG Co-op Work Experience IV	<u>0</u>	<u>20</u>	<u>2</u>
		0	20	2

Total Required Minimum Semester Hours Credit 75

Landscape Gardening (C15260)

Certificate Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Fall)				
LSG-111	Basic Landscape Techniques	2	0	2
LSG-121	Fall Gardening Lab	0	6	2
MAT-120	Geometry & Trigonometry	<u>2</u>	<u>2</u>	<u>3</u>
		4	8	7
SECOND SEMESTER (Spring)				
COE-111	LSG Co-op Work Experience I	0	10	1
HOR-134	Greenhouse Operations	2	2	3
HOR-160	Plant Material I	<u>2</u>	<u>2</u>	<u>3</u>
		4	14	7
<u>Total Required Minimum Semester Hours Credit</u>				<u>14</u>

Elective

TRF-110	Intro Turfgrass Culture & ID	3	2	4
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Medical Laboratory Technology

The Medical Laboratory Technology (MLT) 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 examinations given by the Board of Certification for Medical Technologists of the American Society of Clinical Pathologists. 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 format.

*The MLT Program at Sandhills is accredited by
National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720, Rosemont, IL 60018
847.939.3597, 773-714-8880, 773.714.8886 (FAX)
info@naaccls.org <http://www.naaccls.org>*

Medical Laboratory Technology (A45420)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
CHM-130	Gen., Org., & Biochemistry	3	0	3
CHM-130A	Gen., Org., & Biochemistry Lab	0	2	1
MAT-140	Survey of Mathematics	3	0	3
MED-120	Survey of Med Terminology	2	0	2
MLT-110	Intro to Medical Lab Technology	2	3	3
MLT-111	Urinalysis and Body Fluids	1	3	2
MLT-140	Intro to Microbiology	<u>2</u>	<u>3</u>	<u>3</u>
		13	13	18
SECOND SEMESTER (Spring)				
BIO-163	Basic Ant. & Physiology	4	2	5
ENG-111	Expository Writing	3	0	3
MLT-120	Hematology/Hemostasis	3	3	4
MLT-130	Clinical Chemistry	3	3	4
MLT-240	Special Clin Microbiology	<u>2</u>	<u>3</u>	<u>3</u>
		15	11	19
THIRD SEMESTER (Summer)				
MLT-126	Immunology & Serology	1	2	2
MLT-127	Transfusion Medicine	2	3	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	5	8
FOURTH SEMESTER (Fall)				
MLT-252	MLT Practicum I	0	6	2
MLT-255	MLT Practicum II	0	15	5
MLT-265	MLT Practicum III	0	15	5
***	Soc/Behav Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>

		3	36	15
FIFTH SEMESTER (Spring)				
ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
MLT-215	Professional Issues	1	0	1
MLT-275	MLT Practicum III	0	15	5
MLT-288	MLT Practicum IV	<u>0</u>	<u>15</u>	<u>5</u>
		4	30	14
<u>Total Required Minimum Semester Hours Credit</u>				<u>74</u>

Medical Office Administration

The Medical Office Administration Curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care-related organizations.

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

Medical Office Administration (A25310)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Principles of Financial Acct. <i>or</i>	3	2	4
ACC-115	College Accounting			
BIO-163	Basic Anat & Physiology	4	2	5
ENG-111	Expository Writing	3	0	3
OST-131	Keyboarding	1	2	2
OST-141	Medical Terms I-Medical Office <i>or</i>			
MED-121	Medical Terminology I	<u>3</u>	<u>0</u>	<u>3</u>
		14	8	18
SECOND SEMESTER (Spring)				
ENG-114	Prof Research & Reporting <i>or</i>			
ENG-112	Argument-Based Research	3	0	3
OST-132	Keyboard Skill Building	1	2	2
OST-137	Office Software Applications	2	2	3
OST-142	Medical Terms II-Medical Office <i>or</i>			

MED-122	Medical Terminology II	3	0	3
OST-164	Text Editing Applications	3	0	3
***	Soc./Behav. Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17

THIRD SEMESTER (Summer)

OST-134	Text Entry & Formatting	2	2	3
OST-136	Word Processing	2	2	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	4	9

FOURTH SEMESTER (Fall)

OST-138	Advanced Software Applications	2	2	3
OST-148	Medical Coding, Billing, Insurance	3	0	3
OST-149	Medical Legal Issues	3	0	3
OST-236	Advanced Word Processing	2	2	3
OST-241	Medical Office Transcription I	1	2	2
***	OST Elective	<u>***</u>	<u>2</u>	<u>2-3</u>
		***	8	16-17

FIFTH SEMESTER (Spring)

BUS-260	Business Communications	3	0	3
OST-243	Medical Office Simulation	2	2	3
OST-286	Professional Development	3	0	3
OST-289	Administrative Office Management	<u>2</u>	<u>2</u>	<u>3</u>
		10	4	12

Total Required Minimum Semester Hours Credit **72**

*****OST Electives:**

OST-184	Records Management	2	2	3
OST-247	Procedure Coding	1	2	2
OST-248	Diagnostic Coding	1	2	2

Medical Office Administration (C25310C)

Medical Office Coding Certificate

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
OST-141	Med Terms I-Med Office <u>or</u>			
MED-121	Medical Terminology I	3	0	3
OST-142	Med Terms II-Med Office <u>or</u>			
MED-122	Medical Terminology II	3	0	3
OST-148	Medical Coding, Billing, Insurance	3	0	3
OST-243	Medical Office Simulation	2	2	3
OST-247	Procedure Coding	1	2	2
OST-248	Diagnostic Coding	<u>1</u>	<u>2</u>	<u>2</u>
		13	6	16

Total Required Minimum Semester Hours Credit **16**

Networking Technology

The Networking Technology Curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

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

Networking Technology (A25340)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success and Study Skills	0	2	1
CIS 110	Introduction to Computers <i>or</i>			
CIS-111	Basic PC Literacy	***	***	2-3
ENG-111	Expository Writing	3	0	3
NET-125	Networking Basics	1	4	3
NOS-110	Operating Systems Concepts	2	3	3
SEC-110	Security Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	15-16
SECOND SEMESTER (Spring)				
DBA-110	Database Concepts	2	2	3
ENG-112	Argument Based Research <i>or</i>	3	0	3
ENG-114	Prof Research & Reporting			
NET-126	Routing Basics	1	4	3
NOS-120	Linux/UNIX Single User	2	2	3
NOS-130	Windows Single User	<u>2</u>	<u>2</u>	<u>3</u>
		10	10	15
THIRD SEMESTER (Summer)				
MAT-140	Survey of Mathematics (or higher)	3	0	3
NOS-230	Windows Admin I	2	2	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>

		8	2	9
FOURTH SEMESTER (Fall)				
CIS-115	Intro to Programming & Logic	2	3	3
CTS-120	Hardware/Software Support	2	2	3
NET-225	Routing & Switching I	1	4	3
***	Humanities/Fine Arts Elective	3	0	3
***	Technical Elective	***	***	<u>3</u>
		***	***	15
FIFTH SEMESTER (Spring)				
BUS-110	Introduction to Business <i>or</i>	3	0	3
CTS-115	Info Systems Business Concepts			
NET-226	Routing & Switching II	1	4	3
NET-289	Networking Project	1	4	3
***	Technical Elective	***	***	<u>3</u>
		***	***	12
<u>Total Required Minimum Semester Hours Credit</u>				<u>66</u>

*****Technical Electives:**

CET-150	Computer Forensics I	2	3	3
CET-211	Computer Upgrade/Repair II	2	3	3
CET-250	Computer Forensics II	2	3	3
DBA-120	Database Programming I	2	2	3
NET-113	Home Automation Systems	2	2	3
NET-175	Wireless Technology	2	2	3
NOS-220	Linux/UNIX Admin I	2	2	3
SEC-150	Secure Communications	2	2	3
SEC-160	Secure Admin I	2	2	3
WEB-110	Internet/Web Fundamentals	3	2	2

OR a work experience technical elective consisting of all of the following three (3) courses:

COE-111	Co-op Work Experience I	0	10	1
COE-115	Work Exp Seminar I	1	0	1
COE-121	Co-op Work Experience II	0	10	1

Networking Fundamentals (D25340)

Diploma Program

The Networking Fundamentals Diploma prepares students for entry level positions in Networking. It provides basic skills in network operating systems such as Windows Server and Red Hat Enterprise, as well as fundamental knowledge of networking hardware and basic router configurations.

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
CIS-110	Introduction to Computers <i>or</i>	***	***	2-3
CIS-111	Basic PC Literacy			
CIS-115	Intro to Programming & Logic	2	3	3

CTS-120	Hardware/Software Support	2	2	3
NET-125	Networking Basics	1	4	3
NOS-110	Operating Systems Concepts	<u>2</u>	<u>3</u>	<u>3</u>
		***	***	14-15
SECOND SEMESTER (Spring)				
DBA-110	Database Concepts	2	2	3
NET-126	Routing Basics	1	4	3
NOS-120	Linux/UNIX Single User	2	2	3
NOS-130	Windows Single User	2	2	3
SEC-110	Security Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		10	10	15
THIRD SEMESTER (Summer)				
ENG-111	Expository Writing	3	0	3
MAT-140	Survey of Mathematics	3	0	3
NOS-230	Windows Admin I	<u>2</u>	<u>2</u>	<u>3</u>
		8	2	9
<u>Total Required Minimum Semester Hours Credit</u>				<u>38</u>

Networking Technology (C25340C)

Cisco Networking Certificate

The Cisco Networking Certificate is meant to prepare students for the Cisco Certified Networking Associate (CCNA) Certification. The curriculum includes courses in network theory and protocols, router and switch configuration, and network design. The Cisco courses are also technical electives for the students in the Networking Technology Associate in Applied Science degree program.

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
CIS-110	Introduction to Computers <i>or</i>	***	***	2-3
CIS-111	Basic PC Literacy			
NET-125	Networking Basics	1	4	3
NET-126	Routing Basics	1	4	3
NET-225	Routing & Switching I	1	4	3
NET-226	Routing & Switching II	1	4	3
NOS-110	Operating System Concepts	<u>2</u>	<u>3</u>	<u>3</u>
		***	***	17-18
<u>Total Required Minimum Semester Hours Credit</u>				<u>17</u>

Networking Technology (C25340S)

Network Security Certificate

This certificate is designed to focus on the crucial task of securing a network. Upon completion, students will gain the ability to identify information security risks, create an information security policy, identify processes to implement, enforce policy, implement secure data transmission technologies, identify normal network traffic using network analysis tools, and design

basic security defenses. This certificate also will help prepare the student for the CompTIA Security+ Industry Certification. By passing the certificate exam, students earn an industry-recognized credential indicating a basic technical proficiency in securing networks. This certificate will also increase the marketability of the student in finding employment.

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
CIS-110	Intro to Computers <i>or</i>			
CIS-111	Basic PC Literacy	***	***	2-3
NET-125	Networking Basics	1	4	3
NOS-110	Operating Systems Concepts	2	3	3
SEC-110	Security Concepts	3	0	3
SEC-160	Secure Admin I	<u>2</u>	<u>2</u>	<u>3</u>
		***	***	14-15
<u>Total Required Minimum Semester Hours Credit</u>				<u>14</u>

Nursing Assistant

The Nursing Assistant Curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, 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.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Nursing Assistant (C45480)

Certificate Program

		Course Hours Per Week			Semester Hours Credit
		Class	Lab	Clinical	
NAS-101	Nursing Assistant I	3	4	3	6
NAS-102	Nursing Assistant II	3	2	6	6
NAS-103	Home Health Care	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		8	6	9	14
<u>Total Required Minimum Semester Hours Credit</u>				<u>14</u>	

Office Administration

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

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

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

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

Office Administration (A25370)

Associate in Applied Science Degree Program

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ACC-120	Princ. of Financial Acct. <u>or</u>	3	2	4
ACC-115	College Accounting			
ENG-111	Expository Writing	3	0	3
MAT-115	Mathematic Models (or higher)	2	2	3
OST-131	Keyboarding	<u>1</u>	<u>2</u>	<u>2</u>
		9	8	13
SECOND SEMESTER (Spring)				
BUS-121	Business Math	2	2	3
ENG-112	Argument-Based Research <u>or</u>			
ENG-114	Prof Research & Reporting	3	0	3
OST-132	Keyboard Skill Building	1	2	2
OST-137	Office Software Applications	2	2	3
OST-164	Text Editing Applications	<u>3</u>	<u>0</u>	<u>3</u>
		11	6	14
THIRD SEMESTER (Summer)				
OST-134	Text Entry & Formatting	2	2	3
OST-136	Word Processing	2	2	3
***	Humanities/Fine Arts Elective	3	0	3
***	Soc./Behav Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>
		10	4	12
FOURTH SEMESTER (Fall)				
ACC-149	Intro to Acct'g Spreadsheets	1	2	2
OST-138	Advanced Software Applications	2	2	3
OST-184	Records Management	2	2	3

OST-223	Admin Office Transcript I	2	2	3
OST-236	Advanced Word Processing	<u>2</u>	<u>2</u>	<u>3</u>
		9	10	14
FIFTH SEMESTER (Spring)				
BUS-260	Business Communications	3	0	3
OST-233	Desktop Publishing	2	2	3
OST-284	Emerging Technologies	1	2	2
OST-286	Professional Development	3	0	3
OST-289	Admin Office Management	<u>2</u>	<u>2</u>	<u>3</u>
		11	6	14
<u>Total Required Minimum Semester Hours Credit</u>				<u>69</u>

Ophthalmic Medical Assistant

The Ophthalmic Medical Assistant 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.

Ophthalmic Medical Assistant (D45510)

Diploma Program

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
FIRST SEMESTER (Summer)				
COM-120	Interpersonal Communication	3	0	3
ENG-111	Expository Writing	3	0	3
OPH-150	Intro to Ophth Med Assist	2	0	2
OPH-151	Ocular Anat. & Physiology	2	0	2
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13
SECOND SEMESTER (Fall)				
OPH-103	Intro to Diseases of Eye	2	0	2
OPH-105	Ophthalmic Clin Proc I	1	2	2
OPH-106	Ophtha Med Assist Pract I	0	27	9
OPH-109	Ophtha Optics & Basic Refract	<u>2</u>	<u>0</u>	<u>2</u>
		5	29	15
THIRD SEMESTER (Spring)				
OPH-104	Basic Ophthalmic Pharma.	2	0	2
OPH-107	Ophthalmic Clin Proc II	1	2	2

OPH-108	Ophthalmic Patient Care	2	0	2
OPH-110	Op Med Asst Practicum II	<u>0</u>	<u>27</u>	<u>9</u>
		5	29	15
<u>Total Required Minimum Semester Hours Credit</u>				<u>43</u>

Physical Therapist Assistant

The Physical Therapist Assistant Curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Fayetteville Technical Community College/Sandhills Community College Partner Program

Fayetteville Technical Community College (FTCC) has entered into a unique learning partnership with SCC to provide SCC students the opportunity to complete up to 32-33 credit hours at SCC to be used toward completion of the 76-hour A.A.S. in Physical Therapy Assistant program.

Program Prerequisites: 2 Units of Algebra (placement into MAT-171), 1 Unit of Biology, & 2 units of Chemistry.

Students accepted into this program can explore two options:

1. Complete the 32-33 hours of general requirements prior to application to the Physical Therapy Assistant program, or
2. Complete some or all of those courses at SCC while concurrently enrolled in the FTCC program.

When possible, FTCC will schedule clinical hours at a regional facility within 1 to 2 hours of the SCC campus to ensure that student commutes to the FTCC campus will only be two or three days per week.

Physical Therapist Assistant (A45620)

Associate in Applied Science Degree Program

SCC is afforded only 1-4 seats in the FTCC Program each year.

SCC COURSES		FTCC COURSES	
Course Prefix, Number, and Title	Credit Hours	Course Prefix, Number, and Title	Credit Hours
ACA-115 College Student Success	1	FALL FIRST YEAR	
BIO-165 Anatomy & Physiology I	4	PTA 110 Intro to Physical Therapy	3
CIS-110 Intro to Computers, CIS-111 Computer Literacy	3/2	PTA 130 Physical Therapy Proc. I	3
ENG-111 Expository Writing	3	SPRING FIRST YEAR	
PHY-110/110A Conceptual Physics or PHY-125 Health Sciences Physics	4 4	PTA 120 Functional Anatomy	3
BIO-166 Anatomy & Physiology II	4	PTA 140 Therapeutic Exercise	4
BIO-175 General Microbiology or BIO-275 Microbiology	3	PTA 150 Physical Therapy Proc. II	3
PSY-150 General Psychology	3	SUMMER FIRST YEAR	
PSY-241 Developmental Psychology	3	PTA 160 Physical Therapy Proc. III	3
COM-231 Public Speaking	3	PTA 170 Pathophysiology	3
Humanities/Fine Arts Elective	3	PTA 180 AA PTA Clinical Ed Intro	1
		FALL SECOND YEAR	
		PTA 180 BB PTA Clinical Ed Intro	2
		PTA 222 Professional Interactions	2
		PTA 240 Physical Therapy Proc. IV	5
		SPRING SECOND YEAR	
		PTA 212 Health Care/Resources	2
		PTA 260 Adv. PTA Clinical Ed.	10
	33-34		44

For more information on this unique offering, contact: Sue Senior at seniors@sandhills.edu or 910-695-3922.

Polysomnography

The Polysomnography Curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep.

Treatment of sleep-related disorders and patient education focused on healthy sleep habits will also be discussed.

Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

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

Polysomnography (A45670)

Associate in Applied Science Degree Program

		Course Hours Per Week			Semester
		Class	Lab	Clinical	Hours
					Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-163	Basic Anatomy & Physiology	4	2	0	5
ENG-111	Expository Writing	3	0	0	3
MAT-115	Mathematical Models (or higher)	3	0	0	3
MED-120	Survey of Medical Tech	2	0	0	2
PSG-110	Intro to Polysomnography	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		15	6	0	18
SECOND SEMESTER (Spring)					
CIS-110	Introduction to Computers	2	2	0	3
ELC-111	Introduction to Electricity	3	0	0	3
ENG-112	Argument-Based Research	3	0	0	3
PSG-111	Neuro/Cardiopulmonary A &P	4	0	0	4
PSG-112	PSG Fundamentals	3	0	0	3
PSG-214	PSG Clinical APPS I	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		15	4	0	17
THIRD SEMESTER (Summer)					
BIO-271	Pathophysiology	3	0	0	3
PSG-212	Infant/Pediatric PSG	3	2	0	4
PSG-215	PSG Clinical Apps II	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		6	4	0	8
FOURTH SEMESTER (Fall)					
MED-118	Medical Law and Ethics	2	0	0	2
PSG-210	Polysomnography I	3	2	9	7
PSY-150	General Psychology	3	0	0	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	9	15
FIFTH SEMESTER (Spring)					
PSG-211	Polysomnography II	2	6	9	7
PSG-213	Case Study/Exam Review	0	3	0	1
***	Social/Behav Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	9	9	11

Total Required Minimum Semester Hours Credit**69**

Practical Nursing

The Practical Nursing Curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) that is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

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

The Practical Nursing program at Sandhills is approved by the North Carolina Board of Nursing.

Practical Nursing (D45660)

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-165	Anatomy & Physiology I	3	3	0	4
NUR-101	Practical Nursing I	7	6	6	11
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	9	6	19
SECOND SEMESTER (Spring)					
BIO-166	Anatomy & Physiology II	3	3	0	4
ENG-111	Expository Writing	3	0	0	3
NUR-102	Practical Nursing II	<u>8</u>	<u>0</u>	<u>12</u>	<u>12</u>
		14	3	12	19
THIRD SEMESTER (Summer)					
NUR-103	Practical Nursing III	6	0	12	10
<u>Total Required Minimum Semester Hours Credit</u>					<u>48</u>

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 courses are delivered in an online format.

*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		Semester
		Per Week		Hours
		Class	Lab	Credit
FIRST SEMESTER (Fall)				
BIO-165	Anatomy & Physiology I	3	3	4
MAT-140	Survey of Mathematics	3	0	3
RAD-110	RAD Intro & Patient Care	2	3	3
RAD-111	RAD Procedures I	3	3	4
RAD-151	Clinical Education I	<u>0</u>	<u>6</u>	<u>2</u>
		11	15	16
SECOND SEMESTER (Spring)				
BIO-166	Anatomy & Physiology II	3	3	4
ENG-111	Expository Writing	3	0	3
RAD-112	RAD Procedures II	3	3	4
RAD-121	Radiographic Imaging I	2	3	3
RAD-161	Clinical Education II	<u>0</u>	<u>15</u>	<u>5</u>
		11	24	19
THIRD SEMESTER (Summer)				
RAD-122	Radiographic Imaging II	1	3	2
RAD-131	Radiographic Physics I	1	3	2
RAD-171	Clinical Education III	<u>0</u>	<u>12</u>	<u>4</u>
		2	18	8
FOURTH SEMESTER (Fall)				
ENG-112	Argument-Based Research	3	0	3
RAD-211	RAD Procedures III	2	3	3

RAD-231	Radiographic Physics II	1	3	2
RAD-241	Radiobiology/Protection	2	0	2
RAD-251	Clinical Education IV	<u>0</u>	<u>21</u>	<u>7</u>
		8	27	17
FIFTH SEMESTER (Spring)				
RAD-245	Image Analysis	1	3	2
RAD-261	Clinical Education V	0	21	7
RAD-271	Radiography Capstone	0	3	1
***	Humanities/Fine Arts Elective	3	0	3
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	27	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>76</u>

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 delivered in an online format

*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		Semester Hours Credit
		Per Week Class	Per Week Lab	
FIRST SEMESTER (Fall)				
BIO-165	Anatomy & Physiology I	3	3	4
CHM-151	General Chemistry I	3	3	4
ENG-111	Expository Writing	3	0	3
RCP-110	Intro to Respiratory Care	3	3	4

RCP-114	C-P Anatomy and Physiology	<u>3</u>	<u>0</u>	<u>3</u>
		15	9	18
SECOND SEMESTER (Spring)				
BIO-166	Anatomy & Physiology II	3	3	4
CHM-152	General Chemistry II	3	3	4
ENG-112	Argument-Based Research	3	0	3
RCP-111	Therapeutics/Diagnostics	4	3	5
RCP-113	C-P Pharmacology	<u>2</u>	<u>0</u>	<u>2</u>
		15	9	18
THIRD SEMESTER (Summer)				
RCP-115	C-P Pathophysiology	2	0	2
RCP-210	Critical Care Concepts	3	3	4
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	3	9
FOURTH SEMESTER (Fall)				
RCP-169	RCP Clinical Apps I	0	33	11
RCP-211	Advanced Monitoring/Procedures	<u>3</u>	<u>3</u>	<u>4</u>
		3	36	15
FIFTH SEMESTER (Spring)				
RCP-213	Neonatal/Ped's Concept	2	0	2
RCP-269	RCP Clinical Apps II	0	33	11
***	Social/Behavioral Sciences Elect.	<u>3</u>	<u>0</u>	<u>3</u>
		5	33	16
<u>Total Required Minimum Semester Hours Credit</u>				<u>76</u>

Simulation and Game Development

The Simulation and Game Development Curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

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

Simulation and Game Development (A25450)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Expository Writing	3	0	3
HIS-121	Western Civilization I	3	0	3
SGD-111	Introduction to SGD	2	3	3
SGD-112	SGD Design	2	3	3
SGD-113	SGD Programming	<u>2</u>	<u>3</u>	<u>3</u>
		12	11	16
SECOND SEMESTER (Spring)				
MAT-121	Algebra/Trigonometry I <i>or</i>			
MAT-171	Precalculus Algebra	***	***	3
SGD-114	3D Modeling	2	3	3
SGD-212	SGD Design II	2	3	3
***	Art/Graphics Elective	***	***	3
***	Technical Elective	***	***	3
		***	***	15
THIRD SEMESTER (Summer)				
CSC-134	C++ Programming	2	3	3
***	Technical Elective	***	***	<u>3</u>
		***	***	6
FOURTH SEMESTER (Fall)				
SGD-174	SGD Level Design	2	3	3
SGD-213	SGD Programming II	2	3	3
SGD-214	3D Modeling II	2	3	3
***	Physical Methods Elective	***	***	3-4
***	Technical Elective	***	***	3
		***	***	15-16
FIFTH SEMESTER (Spring)				
ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
PSY-150	General Psychology	3	0	3
SGD-162	SG 3D Animation	2	3	3
SGD-274	SG Level Design II	2	3	3
SGD-285	SG Software Engineering	<u>2</u>	<u>3</u>	<u>3</u>
		12	9	15
SIXTH SEMESTER (Summer)				
SGD-289	SGD Project	2	3	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		5	3	6
<u>Total Required Minimum Semester Hours Credit</u>				<u>73</u>

*****Art/Graphics Electives:**

ART-131	Drawing I	0	6	3
ART-171	Computer Art I	0	6	3
SGD-116	Graphic Design Tools	2	2	3
SGD-117	Art for Games	2	3	3

*****Physical Methods Electives:**

PHY-110	Conceptual Physics	3	0	3
PHY-131	Physics-Mechanics	3	2	4
PHY-151	College Physics I	3	2	4

*****Technical Electives: (must choose 3 courses)**

CSC-151	Java Programming	2	3	3
CSC-153	C# Programming	2	3	3
DBA-110	Database Concepts	2	3	3
DME-110	Intro to Digital Media	2	2	3
DME-120	Intro to Multimedia Applications	2	2	3
DRA-126	Storytelling	3	0	3
SGD-159	SGD Production Management	3	0	3
SGD-163	SGD Documentation	3	0	3
SGD-167	SGD Ethics	3	0	3
SGD-171	Flash SG Programming	2	3	3

Simulation & Gaming (C25450)**Certificate Program**

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
SGD-111	Introduction to SGD	2	3	3
SGD-112	SGD Design	2	3	3
SGD-113	SGD Programming	2	3	3
SGD-114	3D Modeling	2	3	3
SGD-212	SGD Design II	<u>2</u>	<u>3</u>	<u>3</u>
		10	15	15
<u>Total Required Minimum Semester Hours Credit</u>				<u>15</u>

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 to 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 the diploma program and proof of certification in surgical technology will qualify surgical technology students to complete the associate degree program. 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 format.

Surgical Technology (A45740)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Expository Writing	3	0	3
BIO-163	Basic Anatomy & Physiology <i>or</i>			
BIO-165	Anatomy & Physiology I	***	***	5-8
BIO-166	Anatomy & Physiology II			
SUR-110	Intro to Surgical Technology	3	0	3
SUR-111	Periop Pt Care	5	6	7
PSY-150	Principles of Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	22-25
SECOND SEMESTER (Spring)				
BIO-275	Microbiology <i>or</i>			
BIO-175	General Microbiology	***	***	3-4
SUR-122	Surgical Procedures I	5	3	6
SUR-123	Clinical Practice I	<u>0</u>	<u>23</u>	<u>7</u>
		***	***	16-17
THIRD SEMESTER (Summer)				
SUR-134	Surgical Procedures II	5	0	5
SUR-135	Clinical Practice II	0	18	4
SUR-137	Professional Success Prep	<u>1</u>	<u>0</u>	<u>1</u>
		6	18	10
FOURTH SEMESTER (Fall)				
ENG-112	Argument-Based Research <i>or</i>			
ENG-114	Prof Research & Reporting	3	0	3
COM-231	Public Speaking	3	0	3
***	Humanities/Fine Arts Elective	3	0	3
***	Natural Sciences/Math Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12
FIFTH SEMESTER (Spring)				
BUS-137	Principles of Management	3	0	3

ECO-151	Survey of Economics	3	0	3
SUR-210	Adv. Surgical Clinical Practice	0	6	2
SUR-211	Adv. Theoretical Concepts	<u>2</u>	<u>0</u>	<u>2</u>
		8	6	10
<u>Total Required Minimum Semester Hours Credit</u>				<u>70</u>

Surgical Technology (D45740)

Diploma Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
ACA-115	Success & Study Skills	0	2	1
ENG-111	Expository Writing	3	0	3
BIO-163	Basic Anatomy & Physiology <i>or</i>			
BIO-165	Anatomy & Physiology I	***	***	5-8
BIO-166	Anatomy & Physiology II			
SUR-110	Intro to Surgical Technology	3	0	3
SUR-111	Periop Pt Care	5	6	7
PSY-150	Principles of Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	22-25
SECOND SEMESTER (Spring)				
BIO-275	Microbiology <i>or</i>			
BIO-175	General Microbiology	***	***	3-4
SUR-122	Surgical Procedures I	5	3	6
SUR-123	Clinical Practice I	<u>0</u>	<u>23</u>	<u>7</u>
		***	***	16-17
THIRD SEMESTER (Summer)				
BIO-275	Microbiology			
<u>Total Required Minimum Semester Hours Credit</u>				<u>48</u>

Surveying Technology

The Surveying Technology Curriculum provides training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other areas of property description and measurements.

Course work includes the communication and computational skills required for boundary, construction, route, and control surveying, photogrammetry, topography, drainage, surveying law, and subdivision design, with emphasis upon applications of electronic data collection and related software including CAD.

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 Professional Land Surveyor in North Carolina.

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

Surveying Technology (A40380)

Associate in Applied Science Degree Program

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
CIS 111	Basic PC Literacy	1	2	2
EGR-110	Intro to Engineering Tech	1	2	2
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	0	3	1
ENG-111	Expository Writing	3	0	3
MAT-121	Algebra/Trig I <u>or</u>			
MAT-171	Precalculus Algebra	***	***	3
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		***	***	17
SECOND SEMESTER (Spring)				
CIV-110	Statics/Strength of Materials	2	6	4
CIV-125	Civil/Survey CAD	1	6	3
ENG-114	Prof Research & Reporting	3	0	3
MAT-122	Algebra/Trig II <u>or</u>			
MAT-172	Precalculus Trigonometry	***	***	3
SRV-110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
		***	***	17
THIRD SEMESTER (Summer)				
CIV-111	Soils & Foundations	2	3	3
PHY-131	Physics-Mechanics <u>or</u>			
PHY-151	College Physics I	***	***	4
SRV-111	Surveying II	<u>2</u>	<u>6</u>	<u>4</u>
		***	***	11
FOURTH SEMESTER (Fall)				
CIV-210	Engineering Materials	1	3	2
CIV-211	Hydraulics & Hydrology	2	3	3
SRV-210	Surveying III	2	6	4
SRV-220	Surveying Law	2	2	3
SRV-260	Field and Office Practice	1	3	2
***	Social/Behavioral Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	17	17
FIFTH SEMESTER (Spring)				
CIV-212	Environmental Planning	2	3	3
SRV-230	Subdivision Planning	1	6	3
SRV-240	Topographical/Site Surveying	2	6	4
SRV-250	Advanced Surveying	<u>2</u>	<u>6</u>	<u>4</u>
		7	21	14

Total Required Minimum Semester Hours Credit**76****Surveying Technology (C40380)****Certificate Program**

		Course Hours Per Week		Semester Hours Credit
		Class	Lab	
FIRST SEMESTER (Fall)				
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	<u>0</u>	<u>3</u>	<u>1</u>
		2	6	4
SECOND SEMESTER (Spring)				
SRV-110	Surveying I	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
FOURTH SEMESTER (Fall)				
SRV-111	Surveying II	2	6	4
SRV-220	Surveying Law	<u>2</u>	<u>2</u>	<u>3</u>
		4	8	7
FIFTH SEMESTER (Spring)				
CIV-125	Civil/Surveying CAD	<u>1</u>	<u>6</u>	<u>3</u>
		9	26	18
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

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 or the National Certification for Therapeutic Massage and Bodywork.

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 format.

Therapeutic Massage (A45750)**Associate in Applied Science Degree Program**

		Course Hours Per Week			Semester
		Class	Lab	Clinical	Hours
					Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-165	Anatomy & Physiology I	3	3	0	4
MED-120	Survey of Medical Terminology	2	0	0	2
MTH-110	Fundamentals of Massage	6	9	3	10
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	14	3	20
SECOND SEMESTER (Spring)					
BIO-166	Anatomy & Physiology II	3	3	0	4
ENG-111	Expository Writing	3	0	0	3
MTH-120	Therapeutic Massage Applics.	<u>6</u>	<u>9</u>	<u>3</u>	<u>10</u>
		12	12	3	17
THIRD SEMESTER (Summer)					
BIO-271	Pathophysiology	3	0	0	3
MAT-115	Mathematical Models (or higher)	2	2	0	3
MTH-125	Ethics of Massage	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		7	2	0	8
FOURTH SEMESTER (Fall)					
COM-110	Intro to Communication <u>or</u>				
COM 231	Public Speaking	3	0	0	3
MTH 210	Adv. Skills of Massage	4	9	3	8
PED***	Physical Education Elective*	0	2-3	0	1
PSY-118	Interpersonal Psychology <u>or</u>				
BUS-152	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	11-12	3	15
FIFTH SEMESTER (Spring)					
BUS-137	Principles of Management <u>or</u>				
BUS-230	Small Business Management	3	0	0	3
COE-111	MTH Co-op Work Experience I	0	10	0	1
MTH 220	Outcome-Based Massage	4	6	3	7
***	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	16	3	14
<u>Total Required Minimum Semester Hours Credit</u>					<u>74</u>

50 hours of independent massage practicum

		Class	Lab	Credit
* Physical Education Electives:				
PED-113	Aerobics I	0	3	1
PED-117	Weight Training I	0	3	1
PED-120	Walking for Fitness	0	3	1
PED-122	Yoga I	0	2	1
PED-125	Self-Defense-Beginning	0	2	1
PED-130	Tennis-Beginning	0	2	1
PED-135	Fencing-Beginning	0	2	1
PED-145	Basketball-Beginning	0	2	1

PED-154	Swimming for Fitness	0	3	1
PED-217	Pilates I	0	2	1

Therapeutic Massage (D45750)

Diploma Program

		Course Hours Per Week			Semester
		Class	Lab	Clinical	Hours
					Credit
FIRST SEMESTER (Fall)					
ACA-115	Success & Study Skills	0	2	0	1
BIO-165	Anatomy & Physiology I	3	3	0	4
MED-120	Survey of Medical Technology	2	0	0	2
MTH-110	Fundamentals of Massage	6	9	3	10
PSY-150	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	14	3	20
SECOND SEMESTER (Spring)					
BIO-166	Anatomy & Physiology II	3	3	0	4
ENG-111	Expository Writing	3	0	0	3
MTH-120	Therapeutic Massage Applies.	<u>6</u>	<u>9</u>	<u>3</u>	<u>10</u>
		12	12	3	17
THIRD SEMESTER (Summer)					
BIO-271	Pathophysiology	3	0	0	3
MAT-115	Mathematical Models (or higher)	2	2	0	3
MTH-125	Ethics of Massage	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		7	2	0	8
<u>Total Required Minimum Semester Hours Credit</u>					<u>45</u>

GENERAL DEGREE PROGRAMS

Sandhills Community College offers two general associate degree programs. These programs are designed for students who wish to earn a two-year associate's degree and choose courses related to their personal or occupational interests. Students may earn the Associate in General Education or the Associate in Applied Science in General Occupational Technology degree.

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. Students who decide to continue their studies at a senior institution may receive transfer credit for many 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: ENG-112 or 114	
Humanities/Fine Arts	3
Select one course from the approved general education core in the following areas:	
Art (ART-111, 114, 115, 121, 131, 132, 171, 240, 241)	
Drama (DRA-111, 126)	
Foreign Languages (FRE-211, 212; SPA-211, 212)	
Interdisciplinary 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, 121, 122, 210)	
Philosophy (PHI-215, 240)	
Religion (REL-110, 211, 212, 221)	

Social/Behavioral Sciences 3

Select **one** course from the approved general education core 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, 236)
- Political Science (POL-110, 120, 210, 220)
- Psychology (PSY-110, 118, 141, 150, 237, 239, 241, 255, 263, 265, 281)
- Sociology (SOC-210, 213, 220, 225, 230)

Natural Sciences/Mathematics..... 3

Select **one** course from the approved general education core in the following areas. In addition, you must also place out of or successfully complete MAT-060 to demonstrate competence in fundamental mathematical skills.

- Astronomy (AST-111, 111A)
- Biology (BIO-110, 111, 112, 120, 130, 140 and 140A, 163, 165, 166, 271, 275)
- Chemistry (CHM-130 and 130A, 151, 152)
- Computer Science (CIS-110, 115)
- Geology (GEL-111)
- Mathematics (MAT-115, 120, 121, 122, 140, 151, 171, 172)
- Physics (PHY-110 and 110A, 131, 151, 152)

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 64-65

General Occupational Technology

The General Occupational Technology degree curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. Each student's specific program of study must be reviewed and approved by the Dean of Instruction at least one

semester prior to the semester of graduation. The following criteria must be met for approval: The degree must comprise a set of non-developmental-level courses (100-189 or 200-289) that enhance the student's employability skills.

Graduates will become more effective workers, better qualified for advancements within their fields of employment, and become qualified for a wide range of entry-level employment opportunities.

Associate in Applied Science in General Occupational Technology (A55280) Requirements

COURSES	SEMESTER HOURS
Communication	6
ENG-111 and one of the following: ENG-112 or 114, COM-110, 120, or 231	
Humanities/Fine Arts	3
Select one course from the approved general education core in the following areas:	
Art (ART-111, 114, 115, 121, 131, 132, 171, 240, 241)	
Drama (DRA-111, 126)	
Foreign Languages (FRE-211, 212; SPA-211, 212)	
Interdisciplinary 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, 121, 122, 210)	
Philosophy (PHI-215, 240)	
Religion (REL-110, 211, 212, 221)	
Social/Behavioral Sciences	3
Select one course from the approved general education core 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, 236)	
Political Science (POL-110, 120, 210, 220)	
Psychology (PSY-110, 118, 141, 150, 237, 239, 241, 255, 263, 265, 281)	
Sociology (SOC-210, 213, 220, 225, 230)	

Natural Sciences/Mathematics..... 3

Select **one** course from the approved general education core in the following areas. In addition, you must also place out of or successfully complete MAT-060 to demonstrate competence in fundamental mathematical skills.

Astronomy (AST-111, 111A)

Biology (BIO-110, 111, 112, 120, 130, 140 and 140A, 163, 165, 166, 271, 275)

Chemistry (CHM-130 and 130A, 151, 152)

Computer Science (CIS-110, 115)

Mathematics (MAT-115, 120, 121, 122, 140, 151, 171, 172)

Physics (PHY-110 and 110A, 125, 131, 151, 152)

Other Required Hours49-60

ACA-115, Success & Study Skills (1 SHC)

Approved 100-level or higher curriculum courses from Associate in Applied Science programs offered by the College.

Each student's specific program of study will be reviewed and approved by the Dean of Instruction at least one semester prior to the semester of graduation. The following criteria must be met for approval: The degree must comprise a set of courses that enhance the student's employability skills.

Total Semester Hours Credit (SHC) in Program65-76

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.
- 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, or the SandHoke Early College (Hoke County students only).

Students may be enrolled in only one college transfer pathway or career-technical pathway per semester, but eligible students may also opt to be concurrently enrolled in a college transfer pathway and career technical pathway during the same semester. Students may change pathways after each semester.

College Transfer Pathways

Students may earn college transfer credits toward 44 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.

Business and Economics Pathway (P1012B)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-122	College Transfer Success	1	0	1
BIO-111	General Biology I	3	3	4
CIS-110	Introduction to Computers	2	2	3
COM-231	Public Speaking	3	0	3
ECO-251	Prin of Microeconomics	3	0	3

ENG-111	Expository Writing	3	0	3
ENG-112	Argument-Based Research	3	0	3
ENG-131	Introduction to Literature	3	0	3
HIS-121	Western Civilization I	3	0	3
MAT-171	Precalculus Algebra	3	0	3
SOC-210	Introduction to Sociology	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>32</u>

Engineering and Mathematics (P1042B)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-122	College Transfer Success	1	0	1
CHM-151	General Chemistry I	3	3	4
ECO-251	Prin of Microeconomics	3	0	3
ENG-111	Expository Writing	3	0	3
ENG-112	Argument-Based Research	3	0	3
ENG-131	Introduction to Literature	3	0	3
HIS-121	Western Civilization I	3	0	3
MAT-171	Precalculus Algebra	3	0	3
MAT-172	Precalculus Trigonometry	3	0	3
MAT-271	Calculus I	3	2	4
<u>Total Required Minimum Semester Hours Credit</u>				<u>30</u>

Humanities and Social Science Pathway (P1012A)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-122	College Transfer Success	1	0	1
ART-111	Art Appreciation	3	0	3
BIO-111	General Biology I	3	3	4
COM-120	Intro Interpersonal Com	3	0	3
ENG-111	Expository Writing	3	0	3
ENG-112	Argument-Based Research	3	0	3
ENG-131	Introduction to Literature	3	0	3
HIS-121	Western Civilization I	3	0	3
MAT-171	Precalculus Algebra	3	0	3
PSY-150	General Psychology	3	0	3
SPA-111	Elementary Spanish I	3	0	3
SPA-181	Spanish Lab I	0	2	1
<u>Total Required Minimum Semester Hours Credit</u>				<u>33</u>

Life and Health Sciences (P1042A)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
ACA-122	College Transfer Success	1	0	1
BIO-111	General Biology I	3	3	4

BIO-112	General Biology II	3	3	4
CHM-151	General Chemistry I	3	3	4
CHM-152	General Chemistry II	3	3	4
ENG-111	Expository Writing	3	0	3
ENG-112	Argument-Based Research	3	0	3
ENG-131	Introduction to Literature	3	0	3
HIS-121	Western Civilization I	3	0	3
MAT-171	Precalculus Algebra	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>32</u>

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 the catalog.

Civil Engineering Technology Diploma (D40140HS)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
CIV-110	Statics/Strength of Mater	2	6	4
CIV-111	Soils and Foundation	2	3	3
CIV-125	Civil/Surveying CAD	1	6	3
CIV-210	Engineering Materials	1	3	2
CIV-211	Hydraulics and Hydrology	2	3	3
CIV-230	Construction Estimating	2	3	3
CIV-240	Project Management	2	3	3
EGR-115	Intro to Technology	2	3	3
EGR-115A	Intro to Technology Lab	0	3	1
EGR-150	Intro to Engineering	1	2	2
ENG-111	Expository Writing	3	0	3
HUM-130	Myth in Human Culture	3	0	3
MAT-171	Precalculus Algebra	3	0	3
SOC-210	Introduction to Sociology	3	0	3
SRV-110	Surveying I	2	6	4
SRV-111	Surveying II	2	6	4
<u>Total Required Minimum Semester Hours Credit</u>				<u>47</u>

Collision Repair and Refinishing Technology Certificate (C60130HS)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
AUB-111	Painting & Refinishing I	2	6	4
AUB-112	Painting & Refinishing II	2	6	4

AUB-121	Non-Structural Damage I	1	4	3
AUB-131	Structural Damage I	2	4	4
<u>Total Required Minimum Semester Hours Credit</u>				<u>15</u>

Cosmetology Certificate (C55140HS)

		Course Hours		Semester
		Per Week		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
<u>Total Required Minimum Semester Hours Credit</u>				<u>34</u>

Criminal Justice Technology Certificate (C55180HS)

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
CJC-111	Intro to Criminal Justice	3	0	3
CJC-112	Criminology	3	0	3
CJC-113	Juvenile Justice	3	0	3
CJC-131	Criminal Law	3	0	3
HIS-121	Western Civilization I	3	0	3
HUM-130	Myth in Human Culture	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Culinary Arts Certificate (C55150HS)

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
CUL-110	Sanitation & Safety	2	0	2
CUL-112	Nutrition for Foodservice	3	0	3
CUL-140	Culinary Skills I	2	6	5
CUL-160	Baking I	1	4	3
CUL-240	Culinary Skills II	1	8	5
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Digital Media Technology Certificate (C25210HS)

		Course Hours		Semester
		Per Week		Hours
		Class	Lab	Credit
CIS-115	Intro to Prog & Logic	2	3	3
DME-110	Intro to Digital Media	2	2	3
DME-120	Intro to Multimedia Appl	2	2	3

DME-130	Digital Animation I	2	2	3
HIS-121	Western Civilization I	3	0	3
PSY-150	General Psychology	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>18</u>

Emergency Medical Science Diploma (D45340HS)

		Course Hours		Semester Hours Credit
		Per Week		
		Class	Lab	
BIO-165	Anatomy and Physiology I	3	3	4
BIO-166	Anatomy and Physiology II	3	3	4
CIS-110	Introduction to Computers	2	2	3
EMS-110	EMT-Basic	5	6	7
EMS-120	Intermediate Intervention	2	3	3
EMS-121	EMS Clinical Practicum I	0	6	2
EMS-130	Pharmacology I for EMS	1	3	2
EMS-131	Adv Airway Management	1	2	2
EMS-150	Emerg Vehicles & EMS Comm	1	3	2
ENG-111	Expository Writing	3	0	3
MUS-110	Music Appreciation	3	0	3
PSY-150	General Psychology	3	0	3
<u>Total Required Minimum Semester Hours Credit</u>				<u>38</u>

Early College Benefits

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 Students program section of the catalog.

CONTINUING EDUCATION

The Division of Continuing Education offers a wide variety of courses designed to meet the needs and interests of the citizens of Moore and Hoke Counties. Through the Division of Continuing Education, students may acquire basic academic skills and general knowledge; train or retrain for employment; and develop socially, culturally, and intellectually.

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 approximately three weeks prior to the beginning of a term and is also posted on the college website.

Admission

Any person 18 years or older may enroll in continuing education classes. 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 Division of Continuing Education for special instructions concerning admission and registration.

Registration

Registration for continuing education classes may be completed by contacting our registration office at 910-695-3980. Dates and times of registration are announced in the printed class schedule or on the college website.

Fees

The N.C. Legislature establishes all fees charged except for self-supporting classes. Fees vary according to specific programs in Continuing Education. College and Career Readiness (Basic Skills), Career Development (HRD) (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, and all students enrolled in these classes must pay. All registration fees are advertised in the printed class schedules. A \$5.00 technology fee is charged for each class. *Registration fees for one (1) continuing education course per semester are waived for students 65 years or older; this waiver will not apply to all courses.*

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.

Location of Classes

Classes are held on the campuses of Sandhills Community College in both Moore and Hoke Counties, at the Westmoore Center, and at designated locations throughout the communities.

Continuing Education Units (CEU's)

The Continuing Education Division will award the Continuing Education Unit (CEU) 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 Division of Continuing Education has limited scholarships made available by donors. Applications are available through the Office of Continuing Education located in Van Dusen Hall.

Student Records

In accordance with the Family Rights and Privacy Act of 1974, student records are maintained in the college's information system. Student information requested consists of social security number, name, address, telephone number, date of birth, county of residence, email address, place of employment, and level of education completed.

Transcripts

Transcripts will be issued only upon students' written authorization to the Office of Continuing Education. A three-day advance notice should be given for requests.

Course Repetition Policy

The North Carolina Community College System Course Repetition Policy applies only to occupational classes. According to this policy, such classes may be taken no more than two times in five years for the fee designated by the legislature unless these classes are required for certification or licensure. Students may enroll in these classes more than twice for a registration fee designated by the legislature.

CONTINUING EDUCATION PROGRAMS

The Division of Continuing Education offers a wide range of courses through three primary centers of learning.

D.L. “Doc” Furches Center for Lifelong Learning

College and Career Readiness (Basic Skills)

College and Career Readiness Programs provide educational opportunities at no cost to adults who would like to improve their academic skills and their ability to function effectively in society or on the job. At each level, students follow individual learning plans designed to help them meet their unique goals. This enables students to learn at their own pace with one-on-one assistance from an instructor as needed. Classes are available during daytime and evening hours at several convenient locations in Moore and Hoke counties. Students may enroll in classes as space allows at any time during the school year. Specific program areas are described below.

Adult Basic Education (ABE)

Adult Basic Education (ABE) classes are offered for adults 18 or older who have less than an eighth grade education or have completed high school but are functioning at less than a high school level. Basic subjects of reading, writing, arithmetic, science, and social studies are offered. Instruction is also given in family relations, consumer education, and employment skills. Upon completion of eighth grade level work, students may continue toward achieving a high school equivalency diploma.

High School Equivalency Program (GED Diploma)

The High School Equivalency program prepares adults who did not complete high school to take the tests of General Educational Development (GED). Successful participants are awarded a GED Diploma from the State Board of Community Colleges. This GED Diploma is recognized and generally accepted as equivalent to a high school diploma.

Sandhills Community College serves as an official GED testing center. Any person who is not a U.S. high school graduate may apply to enroll in the GED program if the applicant is 18 or older.

An applicant who is between the ages of 16 and 18 may apply to the GED program contingent upon an interview with the director of College and Career Readiness or his or her designee. All accepted minor applicants must present a signed and notarized Parent’s Petition for Admission of a Minor form which can be obtained at 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 place of residence 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.

Adult High School (AHS)

The Adult High School Diploma Program, offered in conjunction with the Hoke County Public Schools, provides academic courses to students working to complete the high school diploma. Students are placed in courses based on their previous high school transcripts and on assessment scores. Classes are offered in a lab setting and provide course work in English, mathematics, social studies, science, and electives. The number of credits required coincides with public school standards. There are no tuition fees. Students may be required to purchase instructional materials.

English as a Second Language (ESL)

English as a Second Language (ESL) 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, reading, and writing, U.S. culture, and civics. Preparation for the U.S. citizenship test is also available.

Family Literacy

The Family Literacy program provides instruction to parents and their minor children. The program is open to adults aged 18 or older who (1) did not complete high school or have limited ability to communicate in the English language and (2) have a child 0-5 years old. Adults receive ABE, GED, or ESL instruction as well as training in effective parenting and job readiness. While parents attend class at a nearby location, their children participate in developmental activities to prepare them for success in school at a State approved day care facility.

Workplace Literacy

Through partnership with business and industry, workplace literacy classes are offered to employees at the work site. These classes can be customized to provide training in specific skills needed for the changing work environment. Instruction is also available in basic literacy skills, ESL and subjects leading to the GED diploma.

Compensatory Education

The Compensatory Education program is designed to prepare developmentally disabled adults for employment and independent, self-sufficient lives. This program uses a customized curriculum to meet the unique learning needs of each student. Subject areas include reading, math, social studies, health, community living, and consumer education.

Robert H. Dedman, Sr. Center for Business Leadership

The Dedman Center for Business Leadership provides occupational training and retraining, professional development classes, employability skills training, career development, and skills upgrade training for individuals, businesses, organizations, and professionals in the community. Through its customized training program and Small Business Center (SBC), the department offers consultation, counseling, and training targeted to the specific needs of a business. The department provides a number of pre-licensing and certification programs in a variety of fields. Two computer labs dedicated for the department's use allow for a broad offering of computer classes from introductory subjects to more specific hardware and software topics. The department has been designated a Career Readiness Center allowing it to offer the North Carolina Career Readiness Certificate (CRC) workforce credential.

Professional Development (Career Training) Programs

The Dedman Center's Professional Development Programs provide training to enhance skills and knowledge necessary to compete in today's workforce. Classes are offered to a wide variety of individuals seeking to improve their job marketability by learning new skills and to seasoned professionals seeking CEU credit courses to stay abreast of new business practices, to gain understanding of new technologies, or 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 Industrial Trades, Business and Office Management, Medical Careers, and Nail Technology. For the individual seeking CEU credit or recertification, courses are offered in areas such as Automotive, Education, Real Estate, Construction, and Cosmetology. Many special interest classes and workshops are available for those interested in lifelong learning. New classes are offered every semester. Professional Development opportunities range from one-day workshops to semester-long certification programs in both traditional and online class venues.

Medical Careers/Allied Health

The Professional Development Programs provide a broad scope of specialized training to meet the local demand of area health care industry providers. Included are programs and certification in areas such as Nursing Assistant (Levels I and II), Phlebotomy, EKG (Electrocardiogram Monitoring), Medication Aide, Medical Billing and Coding, Medical Terminology and Anatomy, Gerontology, Pharmacy Technician, and Pain Assessment.

Customized Training Program

The Dedman Center administers the North Carolina Community College System Customized Training Program for its service area. This program provides free training for companies who qualify and are new to the service area, expanding their employment base, implementing new technology, or raising 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. Through the Customized Training Program's Business and Industry Support initiative, the Dedman Center receives annual funding to assist local qualifying companies with one-time training needs targeting smaller numbers of incumbent workers and for training that will enhance their incumbent workers' skills and productivity.

Small Business Center

The Small Business Center (SBC) provides training, information, counseling, referral, and other technical assistance to existing and potential small business owners designed to increase their potential for success and survival. The SBC's services include seminars, short courses, one-on-one consultation and referral to agencies, organizations, funding sources, etc., and a resource library that includes video, audio, printed materials, Internet access, and software for small business operations. The SBC also maintains an active participation in a number of small business organizations such as the local Chamber of Commerce, economic development agencies, and entrepreneurial boards and working groups.

Technology Training Programs (Computer Programs)

The Technology Training Program in the Division of Continuing Education offers up-to-date instruction in many areas of technology for adult learners of all experience levels. The program includes instruction in both the Apple and Personal Computer platforms including such topics as current and past operating systems, applications software, personal computer maintenance and repair, and other technology such as tablets and digital cameras.

Career Development Programs (Human Resources Development)

The Dedman Center's Career Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. Services and training are designed to assess individuals' assets and limitations, develop a 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 free to those that qualify.

Career Readiness Assessment Center

The Dedman Center 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: Reading for Information, Applied Mathematics, and Locating Information. CRC's are awarded on three levels (Bronze, Silver, and Gold) and are based on the levels scored on the assessments. The Dedman Center is an authorized WorkKeys assessment site.

C. Harlan McCaskill Center

The C. Harlan McCaskill Center is comprised of educational programs invested in meeting the training needs of the public service sector and providing programs to enhance the cultural, academic, and social enrichment of area citizens.

Public Safety Programs

Emergency Medical Services

A wide variety of comprehensive programs are offered by the College in meeting the special needs of EMS personnel. The College places emphasis on initial and upgrade certification programs from the basic First Responder to Advanced Life Support. Specialized lifesaving programs are offered to the general public and on site for business and industry.

Fire and Rescue Training

The College serves the training needs of thirty (30) fire departments in Moore and Hoke counties. Under the auspices of the North Carolina Fire Commission, the majority of training focuses on fire fighter standards programs. In addition to meeting the needs of fire service, the College develops and provides specialized fire brigade training to business and industry.

Law Enforcement Training

Basic law enforcement training and certification programs are offered. 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. Instructional delivery is offered in both traditional and distance learning formats.

Creative Living Programs (Community Service Education Programs)

Creative Living programs provide short-term courses for self-improvement, cultural and academic enrichment and lifelong learning. Course topics and offerings range from academics such as foreign languages or art history to developing personal enrichment through healthy living, music, literature, gardening and culinary courses.

Civic and cultural activities such as art exhibits and lectures are sponsored or co-sponsored by the Creative Living.

Operating through the Division of Continuing Education at Sandhills Community College, the Center for Creative Living's purpose is to provide programs and resources that enhance the intellectual, physical, and personal well-being of the Sandhills community. It seeks to create new and innovative programs, to promote access to services and community resources, and to participate and collaborate with various community organizations and agencies.

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 060-090. 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 prefix, number, course title, number of semester hours of credit and, in parenthesis, 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.”

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 successfully complete the course. 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 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 a mini-mester or summer session. The descriptions below indicate the total amount of class, lab, or cooperative education 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 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.
- **Cooperative Work Experience 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.
- **Distance Learning and Hybrid** – Distance learning (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 same amount of course time 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.

Course Placement Guide

ACCUPLACER Placement Test Results

- If you score 20-39 on Sentence Skills and 20-39 on Reading, you qualify for ENG-075
- If you score 40-64 on Sentence Skills and 40-54 on Reading, you qualify for ENG-085
- If you score 65-85 on Sentence Skills and 55-79 on Reading, you qualify for ENG-095 and 102
- If you score > 85 on Sentence Skills and >79 on Reading, you qualify for..... ENG-111
- If you score 20-54 on Arithmetic, you qualify for MAT-060
- If you score > 39 on Sentence Skills and Reading, and > 54 on Arithmetic, and 20-54 on Algebra, you qualify for MAT-070
- If you score > 39 on Sentence Skills and Reading, and > 54 on Arithmetic, and 55-74 on Algebra, you qualify forMAT-080-121 and 140
- If you score > 39 on Sentence Skills and Reading, and > 54 on Arithmetic, and > 74 on Algebra, you qualify forMAT-151 and 171
- Note: You must reach the qualifying scores on all tests or complete the lower numbered course first.

SAT and ACT Placement Test Results

- If you score 500 or greater on the SAT Reading and Writing tests, you qualify for ENG-111
- If you score 500 on the SAT Math test, you qualify for MAT-115-MAT-171
- If you score 21 or greater on the ACT Reading and Writing tests, you qualify for ENG-111
- If you score 21 or greater on the ACT Math test, you qualify for MAT-115-MAT-171

To enroll in these courses...	...You must also complete, have transfer credit for, or place out of the following ENG and MAT courses in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."
ACC-120, 131	ENG-095 and MAT-060
ANT-210, 220, 221, 240	ENG-085
ART-111	ENG-085
ART-114, 115	ENG-095
AST-111, 111A	ENG-085, MAT-060, minimum grade C
BIO 094	ENG-085; ENG-095 is also a corequisite.
BIO-110, 140, 140A, 155	ENG-085
BIO-111, 163, 165	ENG-095, minimum grade C
BPA-210, 220, 250	ENG-085
BUS-110, 115, 125, 137, 139, 148, 152, 153, 230, 255	ENG-095
BUS-121	ENG-095 and MAT-060
BUS-228	ENG-095 and MAT-115, 140, or 161
BUS-260	ENG-111
CHM-151	ENG-085, minimum grade C, and MAT-070
CIS-115	MAT-070
CIV-110	MAT-121 or MAT-171

To enroll in these courses...	...You must also complete, have transfer credit for, or place out of the following ENG and MAT courses in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."
COE-111-CJC, 115-CJC	ENG-085
COE-111-GCM	ENG-111
COS-111, 112	ENG-085 and MAT-060
CUL-120, 140, 160, 170	MAT-060
CUL-214, 240, 260	ENG-085
ECM-168, 210, 220	ENG-085
ECO-151	ENG-095 and MAT-070
ECO-251, 252	ENG-095 and MAT-080, 115, 120, 121, or 140
EDU-119, 146, 151, 153	ENG-085
EDU-131, 144, 145, 221, 234, 235, 251, 259, 261, 262, 271, 275, 280, 284	ENG-095
EMS-130	MAT-060
ENG-085	ENG-075, minimum grade C
ENG-095, 102	ENG-085, minimum grade C
ENG-111	ENG-095, minimum grade C
ENG-112, 114, 125	ENG-111
ENG-131	ENG-111; ENG-112 or ENG-114 is also a corequisite.
ENG-231, 232, 241, 242, 261, 262, 273	ENG-112 or ENG-114
GCM-220	ENG-111 and MAT-120
GEO-111	ENG-085
HIS-111, 112, 131, 132, 236	ENG-085
HIS-121, 122	ENG-075
HOR-166	MAT-120
HRM-210, 215, 220, 230, 235, 240, 245, 280	ENG-085
HUM-110, 122, 130, 150, 170	ENG-075
HUM-115	ENG-095
HUM-120, 160, 211, 212, 220, 230	ENG-111
MAT-070	MAT-060, minimum grade C; ENG-085 is also a corequisite.
MAT-080	MAT-060 and MAT-070, minimum grade C; ENG-085 is also a corequisite.
MAT-115	MAT-060 and MAT-070, minimum grade C; or MAT-060 and MAT-080, minimum grade C; or MAT-120, minimum grade C; or MAT-121, minimum grade C; or MAT-171, minimum grade C
MAT-120	MAT-060 and MAT-070, minimum grade C; or MAT-060 and MAT-080, minimum grade C; or MAT-171, minimum grade C
MAT-121	MAT-060 and MAT-070, minimum grade C; or MAT-060 and MAT-080, minimum grade C

To enroll in these courses...	...You must also complete, have transfer credit for, or place out of the following ENG and MAT courses in addition to other course pre- and co-requisites listed in the "Curriculum Course Descriptions."
MAT-122	MAT-121 or MAT-171, minimum grade C
MAT-140	MAT-060 and MAT-070, minimum grade C; or MAT-060 and MAT-080, minimum grade C; or MAT-120, minimum grade C; or MAT-121, minimum grade C; or MAT-171, minimum grade C
MAT-151	MAT-060 and MAT-080, minimum grade C; or MAT-120, minimum grade C; or MAT-121, minimum grade C; or MAT-171, minimum grade C
MAT-171	MAT-060 and MAT-080, minimum grade C
MAT-172, 263	MAT-171, minimum grade C
MAT-271	MAT-172 or 175, minimum grade C
MAT-272	MAT-271, minimum grade C
MAT-273, 285	MAT-272, minimum grade C
MED-121	ENG-085
MKT-120	ENG-085
MUS-210	ENG 095
NAS-101, 102	ENG-085
NUR-101	MAT-070
NUR-111	MAT-070; ENG-111 is also corequisite.
NUR-112	ENG-112 or ENG-114 is a corequisite.
NUR-214	ENG-111; ENG-112 or ENG-114 is also a corequisite.
OST-136, 137, 149, 164, 184	ENG-111
OST-141	ENG-095
OST-286, 289	ENG-112 or ENG-114
PHI-215, 240	ENG-111
PHY-110, 110A	MAT-060, minimum grade C
PHY-125	MAT-070
PHY-131	MAT-121 or MAT-171
PHY-151	ENG-085 and MAT-171
PHY-251	MAT-271
PHY-252	MAT-272
POL-110, 120, 210, 220	ENG-085
PSF-110, 111, 116, 218	ENG-085
PSY-110, 118, 141	ENG-075
PSY-150	ENG-085
SOC-210	ENG-075
SOC-213, 220, 225, 230	ENG-085
TRF-120	MAT-120
TRF-230	ENG-114 and MAT-120
TRF-260	ENG-114

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2003 FA)*

ACC-131 Federal Income Taxes 3 (2-2) F

Prerequisites: ENG-095, MAT-060

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 (1-2) S

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. *(2003 FA)*

ACC-149 Intro to Acc Spreadsheets 2 (1-2) FS

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. *(1999 FA)*

ACC-150 Accounting Software Applications 2 (1-2) FS

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 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. (2003 FA)*

- ACC-151** **Accounting Spreadsheet Applications** **2 (1-2)** **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. (1997 SU)
- ACC-175** **Hotel and Restaurant Accounting** **4 (3-2)** **F**
Prerequisites: **None**
Corequisites: **None**
This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants. (1997 SU)
- ACC-180** **Practices in Bookkeeping** **3 (3-0)** **S**
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 analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (2006 SP)
- ACC-221** **Intermediate Accounting II** **4 (3-2)** **S**
Prerequisites: **ACC-220**
Corequisites: **None**
This course is a continuation of ACC-220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (1997 SU)
- ACC-225** **Cost Accounting** **3 (3-0)** **S**
Prerequisites: **ACC-121**
Corequisites: **None**
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students

past and describe the variety of past human cultures. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*

ARC Architectural Technology

ARC-111 Introduction to Architectural 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 Construction Materials & Methods 4 (3-2) F

Prerequisites: None

Corequisites: None

This course introduces construction materials and their methodologies. Topics include construction terminology, 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. *(1997 SU)*

ARC-113 Residential Architectural Technology 3 (1-6) S

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) SS

Prerequisites: None

Corequisites: ARC-114A

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-114A Architectural CAD Lab 1 (0-3) SS

Prerequisites: None

Corequisites: ARC-114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings. Students will develop basic CAD skills using a variety of CAD software. *(1997 SU)*

Upon completion, students should be able to size simple structural elements to specific architectural forms. (1998 FA)

ARC-230 Environmental Systems 4 (3-3) F

Prerequisites: ARC-111, ARC-114, ARC-114A; 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. (2008 SP)

ARC-231 Architectural Presentations 4 (2-4) F

Prerequisites: ARC-111, ARC-114, ARC-114A

Corequisites: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings. (1997 SU)

ART Art

ART-111 Art Appreciation 3 (3-0) FS

Prerequisites: ENG-085

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees.* (1997 SU)

ART-114 Art History Survey I 3 (3-0) F

Prerequisites: ENG-095

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees.* (1997 SU)

ART-115 Art History Survey II 3 (3-0) S

Prerequisites: ENG-095

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,

AST-111A **Descriptive Astronomy Lab** **1 (0-2)** **FS**
Prerequisites: **ENG-085, MAT 060, minimum grade C**
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees. (1997 SU)*

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)** **F**
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)** **S**
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. <i>(1997 SU)</i> | | | |
| | | | |
| AUB-131 | Structural Damage I | 4 (2-4) | F |
| 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. <i>(1997 SU)</i> | | | |
| | | | |
| AUB-132 | Structural Damage II | 4 (2-6) | S |
| 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. <i>(1997 SU)</i> | | | |
| | | | |
| AUB-134 | Autobody MIG Welding | 3 (1-4) | S |
| Prerequisites: | None | | |
| Corequisites: | None | | |
| This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. <i>(1997 SU)</i> | | | |
| | | | |
| 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. <i>(1997 SU)</i> | | | |

- AUT-113 Automotive Servicing I 2 (0-6) S**
Prerequisites: None
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-114 Safety and Emissions 2 (1-2) S**
Prerequisites: None
Corequisites: None
 This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. (2007 FA)
- AUT-116 Engine Repair 3 (2-3) F**
Prerequisites: None
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: None
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 Systems 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: **None**
Corequisites: **AUT-151A**
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007 FA)
- AUT-151A** **Brakes Systems Lab** **1 (0-3)** **S**
Prerequisites: **None**
Corequisites: **AUT-151**
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (2007 FA)
- AUT-161** **Basic Auto Electricity** **5 (4-3)** **F**
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. (2007 FA)
- AUT-163** **Advanced Auto Electricity** **3 (2-3)** **FS**
Prerequisites: **AUT-161**
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. (2007 FA)

- AUT-171** **Auto Climate Control** **4 (2-4)** **SS**
Prerequisites: **None**
Corequisites: **None**
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (2007 FA)
- AUT-181** **Engine Performance I** **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-212** **Auto Shop Management** **3 (3-0)** **F**
Prerequisites: **None**
Corequisites: **None**
This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint. (2007 FA)
- AUT-221** **Auto Transmission/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)

BIO-271 Pathophysiology 3 (3-0) SS
Prerequisites: BIO-163 or BIO-166
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees.*
NOTE: *This course DOES satisfy the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees.*
NOTE: *This course DOES satisfy the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees ONLY. (2010 FA)*

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) S
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.

communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

BUS-139 Entrepreneurship I 3 (3-0) FS

Prerequisites: ENG-095

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-152 Human Relations 3 (3-0) S

Prerequisites: ENG-095

Corequisites: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts. (1997 SU)

BUS-153 Human Resource Management 3 (3-0) F

Prerequisites: ENG-095

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) F

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-095; MAT-115, MAT-140, or MAT-161

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

CET-150 Computer Forensics I 3 (2-3) AND
Prerequisites: None
Corequisites: None
 This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media. (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)

CET-250 Computer Forensics II 3 (2-3) AND
Prerequisites: None
Corequisites: None
 This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks. (2007 FA)

CHM Chemistry

CHM-130 Gen, Org, & Biochem 3 (3-0) F SS
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. NOTE: This course DOES satisfy the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees ONLY.* (1997 SU)

CHM-130A Gen, Org, & Biochem Lab 1 (0-2) F SS
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,

CHM-252	Organic Chemistry II	4 (3-3)	S
Prerequisites:	CHM-251		
Corequisites:	None		

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., A.G.E., and A.S. degrees. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative) for the A.A., A.F.A., and A.S. degrees. (2006 SP)*

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 Programming & Logic	3 (2-3)	FS
Prerequisites:	MAT-070		
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 manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative) for the A.A., A.F.A., and A.S. degrees. (2006 SP)*

CIV Civil Engineering

CIV-110 Statics/Strength of Materials 4 (2-6) S

Prerequisites: **MAT-121 or MAT-171**

Corequisites: **None**

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures. (2008 SP)

CIV-111 Soils and Foundations 3 (2-3) SS

Prerequisites: **CIV-110 or MEC 250**

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. (1997 SU)

CIV-125 Civil/Surveying CAD 3 (1-6) FS

Prerequisites: **None**

Corequisites: **None**

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software. (2007 SP)

CIV-210 Engineering Materials 2 (1-3) F

Prerequisites: **None**

Corequisites: **None**

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests. (1997 SU)

CIV-211 Hydraulics and Hydrology 3 (2-3) F

Prerequisites: **CIV-110 or MEC 250**

Corequisites: **None**

This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures. (1997 SU)

CIV-212 Environmental Planning 3 (2-3) S

Prerequisites: **CIV-211**

Corequisites: **None**

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon

completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans. (1997 SU)

CIV-221 Steel and Timber Design 3 (2-3) F

Prerequisites: CIV-110 or MEC 250

Corequisites: None

This course introduces the basic elements of steel and timber structures. Topics include the analysis and design of steel and timber beams, columns, and connections and the use of appropriate manuals and codes. Upon completion, students should be able to analyze, design, and draw simple steel and timber structures. (1997 SU)

CIV-222 Reinforced Concrete 3 (2-3) S

Prerequisites: CIV-110 or MEC 250

Corequisites: None

This course introduces the basic elements of reinforced concrete and masonry structures. Topics include analysis and design of reinforced concrete beams, slabs, columns, footings, and retaining walls; load-bearing masonry walls; and ACI manuals and codes. Upon completion, students should be able to analyze and design components of a structure using reinforced concrete and masonry elements and utilize appropriate ACI publications. (1997 SU)

CIV-230 Construction Estimating 3 (2-3) F

Prerequisites: ARC-111, CIS-110, CIS-111, or EGR-115

Corequisites: None

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project. (1997 SU)

CIV-240 Project Management 3 (2-3) S

Prerequisites: None

Corequisites: None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records, and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules. (2010 SP)

CJC Criminal Justice

Admission to the BLET program is required before enrolling in CJC-100.

CJC-100 Basic Law Enforcement Training 19 (9-30) 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 are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student

CJC-131 Criminal Law 3 (3-0) FS

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-100, 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. *(1997 SU)*

CJC-141 Corrections 3 (3-0) S SS

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

CJC-212 Ethics & Community 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

- COE-110 GCM 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. (1997 SU)
- COE-111 AST Co-Op Work Experience I** 1 (0-10) SS
Prerequisites: None
Corequisites: None
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-111 AUB Co-Op Work Experience I** 1 (0-10) FS SS
Prerequisites: None
Corequisites: None
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-111 BPA Co-Op Work Experience I** 1 (0-10) F
Prerequisites: None
Corequisites: None
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-111 CJC Co-Op Work Experience I** 1 (0-10) SS
Prerequisites: ENG-085; CJC-241, CJC-132, CJC-141, or CJC-121
Corequisites: COE-115
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *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.* (1997 SU)
- COE-111 COS Co-Op Work Experience I** 1 (0-10) FS SS
Prerequisites: None
Corequisites: COE-115
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating

classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. This course provides the internship work experience for cosmetology students specified by the North Carolina Board of Cosmetic Art and all requirements for enrollment must be fulfilled prior to enrolling in this class. (1997 SU)

COE-111 GCM Co-Op Work Experience I 1 (0-10) S

Prerequisites: ENG-111, LSG-121

Corequisites: HOR-166

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. (1997 SU)

COE-111 HRM Co-Op Work Experience I 1 (0-10) F

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-111 HST Co-Op Work Experience I 1 (0-10) FS SS

Prerequisites: HSE-110, HSE-123, HSE-125, PSY-150, SOC-210

Corequisites: COE-115

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-111 IS Co-Op Work Experience I 1 (0-10) AND

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-111 LSG Co-Op Work Experience I 1 (0-10) S

Prerequisites: LSG-111, LSG-121, MAT-120

Corequisites: LSG-122, TRF-110, HOR-134

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. (1997 SU)

COE-111 MTH Co-Op Work Experience I 1 (0-10) S

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-111 PSF Co-Op Work Experience I 1 (0-10) F

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-111 RSM Co-Op Work Experience I 1 (0-10) S

Prerequisites: None

Corequisites: COE-115

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-112 AST Co-Op Work Experience I 2 (0-20) FS

Prerequisites: None

Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-112 AUB Co-Op Work Experience I 2 (0-20) FS SS

Prerequisites: None

Corequisites: None

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

- COE-112 BPA Co-Op Work Experience I 2 (0-20) S**
Prerequisites: None
Corequisites: None
 This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-112 CUL Co-Op Work Experience I 2 (0-20) S**
Prerequisites: None
Corequisites: COE-115
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-115 AST Work Experience Seminar I 1 (1-0) AND**
Prerequisites: None
Corequisites: COE-111 or COE-112
 This course involves the discussion of selected topics pertaining to important or unique changes in the automotive industry. (1997 SU)
- COE-115 CJC Work Experience Seminar I 1 (1-0) SS**
Prerequisites: ENG-085; CJC-241, CJC-132 CJC-141, or CJC-121
Corequisites: COE-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.* (1997 SU)
- COE-115 COS Work Experience Seminar I 1 (1-0) SS**
Prerequisites: None
Corequisites: COE-111, COE-112, COE-113, or COE-114
 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. (1997 SU)
- COE-115 CUL Work Experience Seminar I 1 (1-0) FS SS**
Prerequisites: None
Corequisites: COE-112
 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. (1997 SU)

- COE-115 HST Work Experience Seminar I 1 (1-0) FS SS**
Prerequisites: None
Corequisites: COE-111
 This course provides the student with an opportunity to evaluate practical experiences in the human services field. Students will discuss with faculty their co-op work in a human services agency and relationships to curriculum components. (1997 SU)
- COE-115 IS Work Experience Seminar I 1 (1-0) AND**
Prerequisites: None
Corequisites: COE-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. (1997 SU)
- COE-115 PSF Work Experience Seminar I 1 (1-0) F**
Prerequisites: None
Corequisites: COE-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. (1997 SU)
- COE-115 RSM Work Experience Seminar I 1 (1-0) S**
Prerequisites: None
Corequisites: COE-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. (1997 SU)
- COE-121 AST Co-Op Work Experience II 1 (0-10) SS**
Prerequisites: None
Corequisites: None
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)
- COE-121 AUB Co-Op Work Experience II 1 (0-10) FS SS**
Prerequisites: None
Corequisites: None
 This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-121 BPA Co-Op Work Experience II 1 (0-10) S

Prerequisites: None

Corequisites: COE 111

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-121 GCM Co-Op Work Experience II 1 (0-10) SS

Prerequisites: COE-111, ENG-114

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. (1997 SU)

COE-121 HRM Co-Op Work Experience II 1 (0-10) S

Prerequisites: None

Corequisites: COE 111

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-121 HST Co-Op Work Experience II 1 (0-10) FS SS

Prerequisites: COE-111

Corequisites: COE-125

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-121 IS Co-Op Work Experience II 1 (0-10) AND

Prerequisites: COE-111

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-121 LSG Co-Op Work Experience II 1 (0-10) SS

Prerequisites: COE-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. (1997 SU)

COE-121 PSF Co-Op Work Experience II 1 (0-10) S

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-122 AST Co-Op Work Experience II 2 (0-20) FS

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-122 AUB Co-Op Work Experience II 2 (0-20) FS SS

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-125 HST Work Experience Seminar II 1 (1-0) FS SS

Prerequisites: COE-111, COE-115

Corequisites: COE-121

This course is designed to prepare the student for graduation and possible employment. The seminar will provide the student an opportunity to discuss with a faculty member the experiences in the agency and employment opportunities in the human services field. The student will also develop a resume for interviews in preparation for employment. (1997 SU)

COE-131 AST Co-Op Work Experience III 1 (0-10) SS

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-131 GCM Co-Op Work Experience III 1 (0-10) F

Prerequisites: COE-121

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Approved situations will include golf courses within ten (10) miles of Sandhills Community College. (1997 SU)

COE-131 LSG Co-Op Work Experience III 1 (0-10) F

Prerequisites: COE-121

Corequisites: HOR-268, HOR-235, LSG-231

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. (1997 SU)

COE-132 AST Co-Op Work Experience III 2 (0-20) FS

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-212 LSG Co-Op Work Experience IV 2 (0-20) SS

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COE-214 GCM Co-Op Work Experience IV 4 (0-40) S

Prerequisites: None

Corequisites: None

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (1997 SU)

COM Communication

For A.A., A.S., and A.F.A. programs, 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature requirement.

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts (Substitute) for the A.A., A.F.A., and A.S. degrees. NOTE: This course does NOT satisfy the Humanities/Fine Arts course requirement for the A.A.S. and A.G.E. degrees. This course does satisfy the Communication course requirement for the A.A.S. and A.G.E. degrees. (1997 SU)*

COM-120 Intro Interpersonal Communication 3 (3-0) FS**Prerequisites:** None**Corequisites:** None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts (Substitute) for the A.A., A.F.A., and A.S. degrees. NOTE: This course does NOT satisfy the Humanities/Fine Arts course requirement for the A.A.S. and A.G.E. degrees. This course does satisfy the Communication course requirement for the A.A.S. and A.G.E. degrees. (2007 FA)*

COM-150 Intro. to Mass Comm. 3 (3-0) FS**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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2010 SP)*

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

safely and competently apply these cosmetology concepts in the salon setting. (1997 SU)

COS-116 Salon III 4 (0-12) SS

Prerequisites: COS-111, minimum grade C

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. (1997 SU)

COS-117 Cosmetology Concepts IV 2 (2-0) FS

Prerequisites: None

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. (1997 SU)

COS-118 Salon IV 7 (0-21) FS

Prerequisites: None

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. (1998 SP)

COS-223 Contemp Hair Coloring 2 (1-3) F

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)

CSC Computer Science

CSC-134 C++ Programming 3 (2-3) SS

Prerequisites: MAT-070

Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for*

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|---|--|----------------|-----------|
| CUL-112 | Nutrition for Foodservice | 3 (3-0) | S |
| Prerequisites: | None | | |
| Corequisites: | None | | |
| <p>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)</p> | | | |
| CUL-120 | Purchasing | 2 (2-0) | S |
| Prerequisites: | MAT-060 | | |
| Corequisites: | None | | |
| <p>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)</p> | | | |
| CUL-135 | Food & Beverage Service | 2 (2-0) | FS |
| Prerequisites: | None | | |
| Corequisites: | CUL-135A | | |
| <p>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)</p> | | | |
| CUL-135A | Food & Beverage Service Lab | 1 (0-2) | FS |
| Prerequisites: | None | | |
| Corequisites: | CUL-135 | | |
| <p>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)</p> | | | |
| CUL-140 | Culinary Skills I | 5 (2-6) | FS |
| Prerequisites: | MAT-060 | | |
| Corequisites: | CUL-110 | | |
| <p>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)</p> | | | |

- CUL-160** **Baking I** **3 (1-4)** **F**
Prerequisites: **MAT-060**
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)** **S**
Prerequisites: **MAT-060**
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-085**
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**
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: **ENG-085, CUL-110, CUL-110A, CUL-140**
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. (2011 FA)

CUL-245 Contemporary Cuisines 5 (1-8) S
Prerequisites: CUL-110, CUL-110A, CUL-140
Corequisites: None
 This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines. (2011 FA)

CUL-260 Baking II 3 (1-4) F
Prerequisites: ENG-085, CUL-110, CUL-110A, CUL-160
Corequisites: None
 This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. (2011 FA)

DBA Database Management Technology

DBA-110 Database Concepts 3 (2-3) FS
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 Database Programming 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)

ECM-210 **Intro. to E-Commerce** **3 (2-2)** **S**
Prerequisites: **ENG-085; 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)

ECM-220 **E-Commerce Plan. & Implem.** **3 (2-2)** **S**
Prerequisites: **ENG-085; CIS-110 or CIS-111**
Corequisites: **None**
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business. This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration Program. (2000 FA)

ECO Economics

ECO-151 **Survey of Economics** **3 (3-0)** **S SS**
Prerequisites: **ENG-095, MAT-070**
Corequisites: **None**
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*

ECO-251 **Principles of Microeconomics** **3 (3-0)** **FS**
Prerequisites: **ENG-095; MAT-080, MAT-115, MAT-120, MAT-121, or MAT-140**
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*

ECO-252 Principles of Macroeconomics 3 (3-0) FS
Prerequisites: ENG-095; MAT-080, MAT-115, MAT-120, MAT-121, or MAT-140

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*

EDU Education

EDU-119 Introduction to Early Child Education 4 (4-0) F
Prerequisites: ENG-085

Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. *(2009 FA)*

EDU-131 Child, Family, & Community 3 (3-0) F
Prerequisites: ENG-095

Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. *(2009 FA)*

EDU-144 Child Development I 3 (3-0) S
Prerequisites: ENG-095

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the Comprehensive*

EDU-221 Children with Exceptionalities 3 (3-0) S

Prerequisites: ENG-095, EDU-144, EDU-145

Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. (2009 FA)*

EDU-234 Infants, Toddlers, & Twos 3 (3-0) S

Prerequisites: ENG-095, EDU-119

Corequisites: None

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. *(2009 FA)*

EDU-235 School-Age Development and Programs 3 (3-0) SS

Prerequisites: ENG-095

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. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. *(2009 FA)*

EDU-251 Exploration Activities 3 (3-0) F

Prerequisites: ENG-095

Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. *(2009 FA)*

EDU-259 Curriculum Planning 3 (3-0) F

Prerequisites: ENG-095, EDU-119

Corequisites: None

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's

construct and analyze simple DC and AC circuits using electrical test equipment. (1997 SU)

ELC-131 DC/AC Circuit Analysis 5 (4-3) 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. (2007 FA)

ELC-229 Applications Project 2 (1-3) S

Prerequisites: None

Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. (2007 FA)

ELN Electronics

ELN-131 Semiconductor Applications 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 discrete component circuits using appropriate techniques and test equipment. (2007 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, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (1998 FA)

ELN-232 Introduction to Microprocessors 4 (3-3) F

Prerequisites: None

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. (2007 FA)

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|--|---|----------------|----------|
| EMS-231 | EMS Clinical Practicum III | 3 (0-9) | F |
| Prerequisites: | EMS-221 | | |
| Corequisites: | None | | |
| This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (1997 SU) | | | |
| EMS-235 | EMS Management | 2 (2-0) | S |
| 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 | Special Needs Patients | 2 (1-2) | S |
| Prerequisites: | EMS-120, EMS-121, EMS-130, EMS-131 | | |
| Corequisites: | None | | |
| This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients. (2002 FA) | | | |
| EMS-241 | EMS Clinical Practicum IV | 3 (0-9) | S |
| Prerequisites: | EMS-231 | | |
| Corequisites: | None | | |
| This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (1997 SU) | | | |
| EMS-250 | Advanced Medical Emergencies | 3 (2-3) | F |
| Prerequisites: | EMS-120, EMS-121, EMS-130, EMS-131 | | |
| 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 pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression. (2000 FA) | | | |
| EMS-260 | Advanced Trauma Emergencies | 2 (1-3) | F |
| Prerequisites: | EMS-120, EMS-121, EMS-130, EMS-131 | | |
| 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 hemorrhage control, shock, | | | |

- ENG-131 Introduction to Literature** 3 (3-0) FS SS
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*
- ENG-231 American Literature I** 3 (3-0) FS
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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*
- ENG-232 American Literature II** 3 (3-0) FS
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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*
- ENG-241 British Literature I** 3 (3-0) FS SS
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*

- FRE-211 Intermediate French I 3 (3-0) AND**
Prerequisites: FRE-112
Corequisites: FRE-281
 This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*
- FRE-212 Intermediate French II 3 (3-0) AND**
Prerequisites: FRE-211
Corequisites: FRE-282
 This course is a continuation of FRE-211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*
- FRE-281 French Lab 3 1 (0-2) AND**
Prerequisites: FRE-182
Corequisites: FRE-211
 This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*
- FRE-282 French Lab 4 1 (0-2) AND**
Prerequisites: FRE-281
Corequisites: FRE-212
 This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

GCM Golf Course Management

GCM-220 Golf Course Maintenance Systems 3 (3-0) S

Prerequisites: **ENG-111, MAT-120**

Corequisites: **COE-111, TRF-110**

This course provides a detailed study of the logistics of day-to-day maintenance programs for golf courses. Emphasis is placed on how such programs relate to the overall management of golf course facilities. Upon completion, students should be capable of setting up and operating maintenance programs at golf courses. *This course is a unique concentration requirement in the Golf Course Management concentration in the Turfgrass Management Technology program. (1997 FA)*

GCM-230 Golf Course Org and Admin 3 (3-0) F

Prerequisites: **COE-121, GCM-220**

Corequisites: **COE-131, TRF-230**

This course provides a detailed analysis of golf course and landscape operations and administration. Topics include personnel, planning, budgeting, purchasing, records, labor management, and other day-to-day administrative functions. Upon completion, students should be able to understand the complicated roles and functions of golf course operations. *This course is a unique concentration requirement in the Golf Course Management concentration in the Turfgrass Management Technology program. (1997 FA)*

GCM-240 Golf Course Design 3 (3-0) F

Prerequisites: **None**

Corequisites: **None**

This course provides a detailed study of the application of design principles to golf courses. Emphasis is placed on specific areas associated with golf courses and surrounding structures. Upon completion, students should be able recognize the application of design principles as applied to golf courses. *This course is a unique concentration requirement in the Golf Course Management concentration in the Turfgrass Management Technology program. (1997 FA)*

GCM-244 Advanced Issues/GCM 2 (2-0) S

Prerequisites: **None**

Corequisites: **None**

This course covers advanced topics and field applications in golf course management. Emphasis is placed on management issues and professional growth experiences of current interest to golf course operations professionals. Upon completion, students should be able to demonstrate an understanding of advanced topics and critically analyze issues in golf course management. *(2008 SP)*

GEL Geology

GEL-111 Introductory 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education*

HIT-222 Prof Practice Exp III 2 (0-0-6) PITT CC

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. (2007 FA)

HIT-224 Professional Practice Experience IV 2 (0-0-6) PITT CC

Prerequisites: None

Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. (2011 FA)

HIT-226 Principles of Disease 3 (3-0-0) PITT CC

Prerequisites: BIO-166 or BIO-169

Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management. (1997 SU)

HIT-280 Professional Issues 2 (2-0-0) PITT CC

Prerequisites: HIT-211

Corequisites: None

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies. (2011 FA)

HOR Horticulture

HOR-112 Landscape Design I 3 (2-3) F

Prerequisites: HOR-114, HOR-160, HOR-260, MAT-120

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. Upon completion, students should be able to read, plan, and draft a landscape design. (1997 SU)

HOR-114 Landscape Construction 3 (2-2) SS

Prerequisites: LSG-111, LSG-121, MAT-120

Corequisites: LSG-123

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

HOR-260 **Plant Materials II** **3 (2-2)** **SS**
Prerequisites: **HOR-160**
Corequisites: **None**

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials. (2001 FA)

HOR-265 **Advanced Plant Materials** **2 (1-2)** **F**
Prerequisites: **HOR-260**
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)

HOR-268 **Advanced Propagation** **4 (3-3)** **F**
Prerequisites: **HOR-134, HOR-164**
Corequisites: **COE-131**

This course covers applied production techniques for asexual and sexual plant propagation. Emphasis is placed on the major accepted methods of asexual propagation and sexual propagation of woody ornamental plants, with evaluation of all initiated propagation. Upon completion, students should be able to successfully propagate a variety of plant materials utilizing methods covered in the course. (1997 SU)

Other courses within the Landscape Gardening program are listed under the following prefixes: COE, LSG, and TRF.

HRM Hotel and Restaurant Management

HRM-110 **Intro to Hosp & Tourism** **3 (3-0)** **F**
Prerequisites: **None**
Corequisites: **None**

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry. (2011 FA)

HRM-115 **Housekeeping** **3 (3-0)** **S**
Prerequisites: **None**
Corequisites: **None**

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff, proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department. (2011 FA)

- HRM-120** **Front Office Procedures** **3 (3-0)** **S**
Prerequisites: **None**
Corequisites: **None**
This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services. (2011 FA)
- HRM-140** **Legal Issues-Hospitality** **3 (3-0)** **F**
Prerequisites: **None**
Corequisites: **None**
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability. (2011 FA)
- HRM-160** **Info Systems for Hosp** **3 (2-2)** **F**
Prerequisites: **None**
Corequisites: **None**
This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting. (2011 FA)
- HRM-210** **Meetings & Event Planning** **3 (3-0)** **F**
Prerequisites: **ENG-085**
Corequisites: **None**
This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events. (2011 FA)
- HRM-215** **Restaurant Management** **3 (3-0)** **F**
Prerequisites: **ENG-085, CUL-135**
Corequisites: **None**
This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant. (2011 FA)

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| HRM-220 | Cost Control-Food & Bev | 3 (3-0) | FS |
| Prerequisites: | ENG-085 | | |
| Corequisites: | None | | |
| <p>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)</p> | | | |
| HRM-230 | Club & Resort Management | 2 (2-0) | S |
| Prerequisites: | ENG-085 | | |
| Corequisites: | None | | |
| <p>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)</p> | | | |
| HRM-235 | Quality Mgmt-Hospitality | 3 (3-0) | S |
| Prerequisites: | ENG-085 | | |
| Corequisites: | None | | |
| <p>This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment. (2011 FA)</p> | | | |
| HRM-240 | Marketing for Hospitality | 3 (3-0) | S |
| Prerequisites: | ENG-085 | | |
| Corequisites: | None | | |
| <p>This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry. (2011 FA)</p> | | | |
| HRM-245 | Human Resource Mgmt-Hosp | 3 (3-0) | F |
| Prerequisites: | ENG-085 | | |
| Corequisites: | None | | |
| <p>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)</p> | | | |

able to perform various techniques essential to maintaining the fall landscape. (2001 FA)

LSG-122 Spring Gardening Lab 2 (0-6) S

Prerequisites: LSG-111, LSG-121

Corequisites: TRF-110, COE-111

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, TRF-110

Corequisites: COE-121, HOR-114, HOR-142, HOR-164, HOR-260

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: HOR-114, HOR-164, HOR-260, LSG-123, TRF-110

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. (2000 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)

Other courses within the Landscape Gardening program are listed under the following prefixes: COE, HOR, and TRF.

MAT Mathematics

Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental course work at the appropriate level indicated by that college's placement test. All associate's degree students must either place out of MAT-060 or successfully complete MAT-060 to demonstrate competence in fundamental mathematical skills.

- MAT-060** **Essential Mathematics** **4 (3-2)** **FS SS**
Prerequisites: **None**
Corequisites: **None**
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. (1997 SU)
- MAT-070** **Introductory Algebra** **4 (3-2)** **FS SS**
Prerequisites: **MAT-060, minimum grade C**
Corequisites: **ENG-085**
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. (1997 SU)
- MAT-080** **Intermediate Algebra** **4 (3-2)** **FS SS**
Prerequisites: **MAT-060 and MAT-070, minimum grade C**
Corequisites: **ENG-085**
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. (1997 SU)
- MAT-115** **Mathematical Models** **3 (2-2)** **FS SS**
Prerequisites: **MAT-060 and MAT-070, minimum grade C; or MAT-060 and MAT-080, minimum grade C; or MAT-120, minimum grade C; or MAT-121, minimum grade C; or MAT-171, minimum grade C**
Corequisites: **None**
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. **NOTE:** *This course has been approved as a general education course in Mathematics for the A.A.S. and A.G.E. degrees ONLY.* (2005 SU)

- MAT-263** **Brief Calculus** **3 (3-0)** **FS**
Prerequisites: **MAT-171, minimum grade C**
Corequisites: **None**
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Mathematics for the A.A.S. and A.G.E. degrees. (2005 SU)*
- MAT-271** **Calculus I** **4 (3-2)** **FS SS**
Prerequisites: **MAT-172 or MAT-175, minimum grade C**
Corequisites: **None**
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Mathematics for the A.A.S. and A.G.E. degrees. (1997 SU)*
- MAT-272** **Calculus II** **4 (3-2)** **FS**
Prerequisites: **MAT-271, minimum grade C**
Corequisites: **None**
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Mathematics for the A.A.S. and A.G.E. degrees. (1997 SU)*
- MAT-273** **Calculus III** **4 (3-2)** **AND**
Prerequisites: **MAT-272, minimum grade C**
Corequisites: **None**
This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics for the A.A., A.F.A., and A.S. degrees. This course*

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) FS

Prerequisites: ENG-085

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. (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) F

Prerequisites: None

Corequisites: MLT-111, MLT-140

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) F

Prerequisites: None

Corequisites: MLT-110, MLT-140

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) S

Prerequisites: MLT-110, MLT-111, MLT-140

Corequisites: MLT-130, MLT-240

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) SS

Prerequisites: MLT-110, MLT-111, MLT-140

Corequisites: MLT-127

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

MTH-120 **Therapeutic Massage Applications** **10 (6-9-3)** **S**
Prerequisites: **BIO-165, MED-120, MTH-110, PSY-150**
Corequisites: **BIO-166, 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; MAT-115, MAT-140, or MAT-171**

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 210 **Advanced Skills of Massage** **8 (4-9-3)** **F**
Prerequisites: **MTH-120**
Corequisites: **COM-110; PSY-118 or BUS-152; PED-113, 117, 120, 122, 125, 130, 135, 145, 154, or 217**

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: **BUS-137 or BUS-230; COE-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 and Music Education (A1020D) 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. *This course has been approved for*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

NAS Nursing Assistant

Admission to the Nursing Assistant Program is required before enrolling in NAS courses.

NAS-101 Nursing Assistant I 6 (3-4-3) FS
Prerequisites: ENG-085
Corequisites: None

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course. (2006 SP)*

NAS-102 Nursing Assistant II 6 (3-2-6) FS
Prerequisites: ENG-085
Corequisites: None

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course. (1997 SU)*

NAS-103 Home Health Care 2 (2-0) FS
Prerequisites: NAS-101
Corequisites: None

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course. (1997 SU)*

NUR-211 Health Care Concepts 5 (3-0-6) S

Prerequisites: NUR-111

Corequisites: NUR-112

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

Corequisites: NUR-113, BIO-275

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

Corequisites: NUR-112, NUR-113, NUR-114, NUR-211, NUR-212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. (2011 FA)

NUR-214 Nursing 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-103 Intro to Diseases of Eye 2 (2-0-0) F

Prerequisites: OPH-150, OPH-151

Corequisites: None

This course introduces the fundamentals of common external and internal diseases of the eye and orbital region. Topics include common patient complaints, what constitutes an ocular emergency, triage procedure and common conditions and disorders. Upon completion, the student should be able to identify most common

- OPH-109** **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. (2012 SP)
- OPH-110** **Op Med Asst Practicum II** **9 (0-0-27)** **S**
Prerequisites: **OPH-106, OPH-150, OPH-151**
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 demonstrate basic skills in patient care and examination techniques. (2012 SP)
- 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, preliminary patient examination, basic ophthalmic equipment, and office efficiency. (2000 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-233 Office Publications Design 3 (2-2) S**
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 Advanced Word or Information Processing 3 (2-2) F**
Prerequisites: OST-136
Corequisites: None
 This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. (2008 FA)
- OST-241 Medical Office Transcription I 2 (1-2) F**
Prerequisites: OST-142 or MED-122, OST-134, OST-136, OST-164
Corequisites: None
 This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. (1997 SU)
- OST-243 Med Office Simulation 3 (2-2) S**
Prerequisites: OST-131, 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 2 (1-2) 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. (2008 FA)
- OST-248 Diagnostic Coding 2 (1-2) 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. (2008 FA)

- 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2007 SP)*
- PED-164 Kayaking-Whitewater** 1 (0-2) AND
Prerequisites: PED-163
Corequisites: None
 This course covers the skills necessary to safely negotiate Class II and some Class III rapids. Topics include execution of a river roll, maneuvering, rescuing and retrieving kayaker and equipment. Upon completion, students should be able to safely negotiate Class II and some Class III rapids and perform all rescue skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*
- 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*
- PED-170 Backpacking** 1 (0-2) F
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*
- 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (1997 SU)*

PED-212 Snowboarding-Beginning 1 (0-2) S

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. *This course has been approved by the Transfer Advisory Committee to satisfy the Comprehensive Articulation Agreements for transferability as a premajor and/or elective course requirement. (2002 SP)*

PED-215 Outdoor Cycling 1 (0-2) AND

Prerequisites: None

Corequisites: None

This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2005 SP)*

PED-217 Pilates I 1 (0-2) FS

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2005 SU)*

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2005 SU)*

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2009 SU)*

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 utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*

PHY Physics

PHY-110 Conceptual Physics 3 (3-0) FS
Prerequisites: MAT 060, minimum grade C
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees. (1997 SU)*

PHY-110A Conceptual Physics Lab 1 (0-2) FS
Prerequisites: MAT 060, minimum grade C
Corequisites: PHY-110

This course is a laboratory for PHY-110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY-110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY-110. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees. (1997 SU)*

PHY-125 Health Science Physics 4 (3-2) AND
Prerequisites: MAT 070
Corequisites: None

This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the students' area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences. *This course satisfies the general education course requirement in Natural Science for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*

be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations. (2006 FA)

PSG-212 Infant/Pediatric Polysomnography 4 (3-2-0) SS

Prerequisites: None

Corequisites: None

This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (2006 FA)

PSG-213 Case Study/Exam Review 1 (0-3-0) S

Prerequisites: None

Corequisites: None

This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams. (2006 FA)

PSG-214 PSG Clinical Applications I 1 (0-2-0) S

Prerequisites: None

Corequisites: None

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (2006 FA)

PSG-215 PSG Clinical Applications II 1 (0-2-0) SS

Prerequisites: None

Corequisites: None

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (2006 FA)

PSY Psychology

PSY-118 Interpersonal Psychology 3 (3-0) F

Prerequisites: **ENG-070 and RED-070, or ENG-075**

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. *This course satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY.* (1997 SU)

- PSY-141 Psychology of Death and Dying 3 (3-0) F**
Prerequisites: ENG-070 and RED-070, or ENG-075
Corequisites: None
 This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying. *This course satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*
- PSY-150 General Psychology 3 (3-0) FS SS**
Prerequisites: ENG-085
Corequisites: None
 This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*
- 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. (2004 SU)*
- 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*

- PSY-239 Psychology of Personality 3 (3-0) SS**
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*
- PSY-241 Developmental Psychology 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees. (1997 SU)*
- PSY-255 Intro to Exceptionality 3 (3-0) S**
Prerequisites: PSY-150
Corequisites: None
 This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person. *This course satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*
- 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement for the A.A., A.F.A., and A.S. degrees. This course satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*

PSY-265 Behavioral Modification 3 (3-0) S
Prerequisites: PSY-150
Corequisites: None
 This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others. *This course satisfies the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences for the A.A., A.F.A., and A.S. degrees. NOTE: This course DOES satisfy the general education course requirement in Social/Behavioral Sciences for the A.A.S. and A.G.E. degrees ONLY. (1997 SU)*

RAD Radiography

Admission to the Radiography program is required before enrolling in RAD courses.

RAD-110 Rad Intro & Patient Care 3 (2-3) 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) F
Prerequisites: None
Corequisites: RAD-110 and RAD-151
 This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. *(1997 SU)*

RAD-112 RAD Procedures II 4 (3-3) 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, bony

and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. (1997 SU)

RAD-271 Radiography Capstone 1 (0-3) S
Prerequisites: RAD-211, RAD-231, RAD-241, RAD-251
Corequisites: RAD-245, RAD-261

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 any entry-level radiographer. (2005 SU)

RCP Respiratory Care

Admission to the Respiratory Therapy program is required before enrolling in RCP courses.

RCP-110 Intro to Respiratory Care 4 (3-3) F
Prerequisites: None
Corequisites: None

This course introduces the respiratory care profession. Topics include the role of the respiratory care practitioner, medical gas administration, basic patient assessment, infection control, and medical terminology. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. (1997 SU)

RCP-111 Therapeutics/Diagnostics 5 (4-3) S
Prerequisites: RCP-110
Corequisites: None

This course is a continuation of RCP-110. Emphasis is placed on entry-level therapeutic and diagnostic procedures used in respiratory care. Upon completion, students should be able to demonstrate competence in concepts and procedures through written and laboratory evaluations. This course includes introductory concepts of mechanical ventilation with emphasis in non-invasive ventilation and underlying pathophysiology. (1997 SU)

RCP-113 RCP Pharmacology 2 (2-0) 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 through written evaluations. (1997 SU)

RCP-114 Cardiopulmonary Anatomy & Physiology 3 (3-0) 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)

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts for the A.A., A.F.A., and A.S. degrees. This course also satisfies the general education course requirement in Humanities/Fine Arts for the A.A.S. and A.G.E. degrees. (1997 SU)*

SAB Substance Abuse

SAB-110 Substance Abuse Overview 3 (3-0) F
Prerequisites: None
Corequisites: None
 This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. *(1997 SU)*

SAB-120 Intake and Assessment 3 (3-0) S
Prerequisites: None
Corequisites: None
 This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program. (1997 SU)*

SAB-125 SA Case Management 3 (2-2) SS
Prerequisites: None
Corequisites: None
 This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program. (2010 SP)*

SAB-135 Addictive Process 3 (3-0) SS

Prerequisites: None

Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (2008 SP)

SAB-210 Sub Abuse Counseling 3 (2-2) F

Prerequisites: None

Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. (1997 SU)

SAB-230 Family Therapy 3 (2-2) S

Prerequisites: None

Corequisites: None

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment. (1997 SU)

SAB-240 Sab Issues in Client Serv 3 (3-0) F

Prerequisites: None

Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program. (1997 SU)

SEC Information Systems Security

SEC-110 Security Concepts 3 (3-0) 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

SUR-137 Prof Success Prep 1 (1-0) SS

Prerequisites: SUR-123

Corequisites: SUR-134 and SUR-135

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. (2012 SP)

SUR-210 Adv SUR Clinical Practice 2 (0-6) S

Prerequisites: SUR-137

Corequisites: SUR-211

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) S

Prerequisites: SUR-137

Corequisites: SUR-210

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 Cultivation & Ident 4 (3-2) S

Prerequisites: LSG-111, LSG-121, MAT-120

Corequisites: None

This course provides an in-depth study of turfgrass. 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 through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas. (1997 SU)

TRF-120 Turfgrass Irrigat & Design 4 (2-4) F

Prerequisites: MAT-120, TRF-110

Corequisites: COE-131, TRF-260

This course covers the basic techniques involved in the design, layout, installation, and use of turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system. (1997 SU)

- WEB-111 Introduction to Web Graphics** 3 (2-2) S
Prerequisites: None
Corequisites: None
 This course introduces the creation of Web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include Web graphics file types, optimization, RGB color, Web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery. (2010 SP)
- WEB-115 Web Markup and Scripting** 3 (2-2) S
Prerequisites: WEB-110
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-120 Introduction to Internet Multimedia** 3 (2-2) AND
Prerequisites: None
Corequisites: None
 This is the first of two courses covering the creation of Internet multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications. (2006 SP)
- WEB-140 Web Development Tools** 3 (2-2) AND
Prerequisites: WEB-115
Corequisites: None
 This course provides an introduction to Web development software suites. Topics include the creation of Web sites and applets using Web development software. Upon completion, students should be able to create entire Web sites and supporting applets. (2006 SP)
- WEB-180 Active Server Pages** 3 (2-2) AND
Prerequisites: CIS-115
Corequisites: None
 This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active Web applications. Upon completion, students should be able to create and maintain a dynamic website. (2008 FA)
- WEB-182 PHP Programming** 3 (2-2) S
Prerequisites: CIS-115
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. (2006 SP)

WEB-187 Prog for Mobile Devices 3 (2-2) AND

Prerequisites: CIS-115

Corequisites: None

This course introduces content development for mobile electronic devices with a focus on business-related, social media, and entertainment applications. Emphasis is placed on developing web content and creating applications for mobile devices, including internet/business practices and techniques for delivery on mobile platforms. Upon completion, students should be able to develop web content and business or entertainment applications for use on mobile electronic devices. (2012 SP)

WEB-210 Web Design 3 (2-2) F

Prerequisites: WEB-111 and WEB-115

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-211 Advanced Web Graphics 3 (2-2) AND

Prerequisites: WEB-111

Corequisites: None

This course covers the advanced concepts related to the creation and manipulation of graphic images for Web delivery. Topics include graphics acquisition, use of masks and channels, advanced special effects, advanced photo manipulation, and other related topics. Upon completion, students should be able to create, manipulate, and optimize Web graphics with advanced techniques and maintain an online coursework portfolio. (2010 SP)

WEB-215 Advanced Markup and Scripting 3 (2-2) AND

Prerequisites: WEB-115

Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language. (2008 FA)

WEB-225 Content Management Sys 3 (2-2) AND

Prerequisites: WEB-110, WEB-115

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. (2010 SU)

WEB-250 Database Driven Websites 3 (2-2) AND
Prerequisites: DBA-110 and WEB-140
Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into Web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven Web applications according to industry standards. (2009 FA)

WEB-260 E-Commerce Infrastructure 3 (2-2) AND
Prerequisites: WEB-250
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, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet Web site. (2006 SP)

WEB-285 Emerging Web Technologies 3 (2-2) AND
Prerequisites: None
Corequisites: None

This course will explore, discuss, and research emerging technologies in the Web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies. (2006 SP)

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B.A., Appalachian State University; M.S., Ph.D., North Carolina State University
- Moss, Dianna M.*Nursing*
A.D.N., Wayne Community College; B.S.N., University of North Carolina at Pembroke; M.S.N., East Carolina University

- Mullen, Cydney K., Ph.D.*Nursing*
B.S.N., M.S.N., University of Texas; Ph.D., The University of North Carolina at Chapel Hill
- Nocton, Timothy C.*Chair, Physical Education*
B.S., Indiana State University, MS Pembroke State University
- O'Brien, John G.**Engineering Technologies*
B.S.M.E., University of Denver; M.S.A.E., Naval Postgraduate School
- Oelfke, Teddy D., CFE, FMP, CHE *Chair, Hospitality & Culinary Arts*
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.*Cosmetology*
Certificate, Asheboro Beauty School; A.A.S., Sandhills Community College
- Patrick, Eva Bert *Nursing Assistant*
A.A.S., Sandhills Community College; B.S.N.; University of North Carolina at Pembroke
- Paxton, Nancy S.*Mathematics*
B.S., University of North Carolina at Greensboro; M.Ed., University of North Carolina at Charlotte
- Phifer, Lynne B.*Nursing*
B.S.N., M.P.H., The University of North Carolina at Chapel Hill
- Pope, William*History*
B.A., Thomas Edison State College; M.A., University of Maryland
- Purvis, Alberta *Coordinator, Ophthalmic*
L.P.N., Young Memorial Voc-Tech, LA
- Query, Jayne C.*Nursing*
B.S.N., West Virginia University; M.S.N., East Carolina University
- Robertson, Lewis C.*Biology*
A.S., Sandhills Community College; B.S., Master of Life Sciences; M.S., North Carolina State University
- Robinson, Scott R.*Digital Media Technology, Culinary, Distance Learning*
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

- Rolland, William W. *Coordinator, Simulation & Game Development*
A.B., Davidson College; M.S., North Carolina State University
- Roscoe, Michael A *Coordinator, Computer Engineering Technology*
B.E., Youngstown State University
- Roush, Rebecca S., Ph.D. *Biology*
B.A., Ohio Wesleyan University, Delaware, Ohio; M.S., Ph.D., University of
Wisconsin, Madison
- Schultz, Martha G. *Nursing*
B.S.N., East Carolina University; M.S.N., East Carolina University
- Senior, Susan A. *Health Science*
A.A.S., Niagara County Community College; B.S., M.S., State University of New
York at Buffalo
- Sheffield, Matthew T. *Coordinator, Architectural; Civil Engineering/Surveying*
A.A.S., Sandhills Community College; B.S., University of North Carolina, Charlotte
- Sherrill, David F. *Mathematics*
B.S., M.S., North Carolina A & T State University
- Skura, Catherine A. *Coordinator, Business Administration*
B.A., Brooklyn College of the City University of New York; M.E., North Carolina
State University
- Speth, Mary M. *Coordinator, Accounting*
B.A., M.B.A., University of South Carolina
- Spitler, Edwin F. *Chair, Engineering Technologies/Coordinator, Civil Engineering/Surveying*
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
- Steel, Paul C. *Chair, Computer Technologies*
A.S., A.A.S., Computer Engineering Applications Technology, Sandhills Community
College
- Stroman, Alfreda T. *Chair, Developmental Education*
B.A., Claflin College; M.A., Fayetteville State University
- Swanson, Richard E., Ph.D. *Physics*
B.S., United States Air Force Academy; M.S., The Ohio State University; Ph.D.,
University of New Mexico

- Taylor, Norwood T., Ph.D.* *Mathematics*
 B.S., M.A., Ph.D., The University of North Carolina at Chapel Hill
- Thompson, Sally C. *Chair, Cosmetology*
 Diploma, Asheboro Beauty School; A.A.S., Sandhills Community College
- Ton, Eric A. *Art*
 B.A., Illinois State University; M.F.A., University of North Carolina at Greensboro
- Toney, Nevius *Business Administration*
 B.S., North Carolina A & T University; M.S., Central Michigan University
- Toney, Patricia, Ed.D.* *Psychology*
 B.S., M.S., North Carolina A&T State University; Ed.D, North Carolina State University
- Trevarrow, Heather S. *Psychology*
 B.A., University of Michigan; M.A., Wayne State University
- Tucker, Elaine S. *Director, Developmental Mathematics*
 B.A., The University of North Carolina at Chapel Hill; M.A., University of North Carolina at Greensboro
- Turner, John T., Ph.D. *Psychology*
 B.A., M.A., Adams State College of Colorado; Ph.D., University of Northern Colorado
- 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. *Coordinator, Golf Course Management*
 B.S., Michigan State University; M.S., Rutgers, The State University of New Jersey
- Voigt, Julie A. *Sociology*
 A.A., Guilford Technical Community College; B.A., M.A., 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
- Ward, Mary Ann *Developmental English*
 A.A., Peace College; B.A., College of Charleston; M.S., University of North Carolina at Pembroke

- West, Pamela H. *Business Laboratory Assistant*
A.A.S., Sandhills Community College
- Westmen, James F. *Landscape Gardening*
A.A.S., A.F.A., Sandhills Community College
- Westmen, Johanna. *Landscape Gardening*
A.A.S., Sandhills Community College
- White, Carla *Spanish*
B.A., University of Maryland; J.D., Massachusetts School of Law
- Whitesell, Kristi M. *Biology*
B.S., University of North Carolina at Pembroke
- Williams, Alisa A. *Chair, Mathematics*
B.S., Campbell College; M.Ed., Campbell University
- Williams, Leslie E. *Respiratory Therapy*
A.A.S., Sandhills Community College; B.S., Methodist College
- Williams, Tammy, RCP, RRT-SDS, RPSGT *Coordinator, Polysomnography*
A.A.S., Sandhills Community College
- Wright, Dana H. *Cosmetology*
A.A.S., Sandhills Community College
- Wright, Susan M. *Early Childhood Education*
B.S., University of Wisconsin; M.A., University of North Carolina at Pembroke
- *Retired from SCC, teaching part-time

Distinguished Professors

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.

Professor	Discipline	Alma Mater
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	Holly 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

Computer Technologies

Beverly Dawson	Stephanie Gast	Dorothy Maceluch
Robin Rouke	Stephen Stromko	Jason Thomas

Cosmetology

Karen Enloe	Beverly Williams
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Developmental Education

Johnnerlyn Johnson	Carol Pizzi	Glenda Pope
Linda Presley	Ann Spong	

Engineering Technologies

Cathy Cowling	Lyn Lane	George Thompson
Monica Whitehead		

Fine Arts

Fran Gertz	Robert Hill	Eric Kopecky
Ray Martin	Jennifer Thomas	

Health Sciences

Michael Bachman
Dena Evans
Joe Mancos

Susan Boulton
Shelby Yow Hayes
Rachel Williams

Ronald Currie
Michelle LeRoy

Hospitality & Culinary Arts

Megan Coleman
Warren Lewis

Victoria Collins
Steve Nigg

Siew Kwoh
Jennifer Vasquez

English & Humanities

Evan Adams
Joe Hairr
Marciarose Long
Glenda Pope
Cynthia Reeves
Jamie Williams

Jeffrey Allen
Patricia Hickman
Lisa Morman
Christie Poteet
Bruce Rutherford

Bethany Barnes
Joy Karcher
Gayle Parker
Allison Query
Cassandra Stone

Management & Business Technologies

Brian Barrett
Rachel Byrd
Dena Evans
Larry Little

Joe Brown
Victoria Collins
Leo Garcia
Ed Silberhorn

Nancy Brown
Karl Ecker
Rebecca Jones
Kathryn Thwaites

Mathematics

Marsha Apke
Brenda Coronato
Gwendolyn McMillan
Jean Squier

Rosemary Barker
Aaron Denton
Antoinette Morello

Caren Broadwell
Stewart Heilman
Mary Smith

Nursing

Gail Barget
Carolyn Helms
Virginia Minichiello
Carol Mulcahy
Elieen Sikinger
Joey Walker
Heather Zerbel

Susan Crandall
Angela Ivey
Teena Mitchell
Sandra Oakley
Laura Stone
Jeannette Wicker

Denise Gowan
Andrea Marks
Natalie Morreale
Imogene Roper
Mary Socha
Molly Wilson

Physical Education

Leigh Blanton
Victoria Collins
AnnMarie Mello-Morris
Blake Webb

John Buchholz
Jennifer Henry
Sam Moore

Tony Chapman
Richard Johnson
Rick Oelfke

Public Service

Lou Abbondanzio
Lisa Michino

Susan Fish
Dave Reece

Stephanie Freeman
Diane Reynolds

Science

Mary Alice Jost
Ellen Stewart

Kathy Macaulay
Jessica Yates

Jessica Patella

Social & Behavioral Sciences

Jacqueline Abell	Dr. Mary Ann Fewkes	Lawrence Hanover
Lauren Holland	Siew Kwoh	Marc Leake
Dr. Cynthia Reeves	John Sayre	Robert Thome

Transportation Services

Brian Garner	Jeremy Greene	Thurman Exum
David Sykes		

Audiovisual/Campus Services

Geoff Davis	<i>Audiovisual Technician</i>
Steve Melone	<i>Director, Auditorium and Audiovisual Services</i>
Sandra Perry	<i>Audiovisual Graphic and Technical Assistant</i>
Regina M. Ritter	<i>Telecommunications Services Coordinator</i>
Daniel Shea	<i>Printing Services Coordinator</i>
Tara Taylor	<i>Receptionist/Switchboard Operator</i>
Charlotte Tomeski	<i>Receptionist/Switchboard Operator</i>

Buildings and Grounds Maintenance

Melvin Ritter	<i>Director, Physical Plant</i>
Lynn May	<i>Office Coordinator</i>
Ronald H. Peters	<i>Special Projects Manager</i>

DAY STAFF

Jeremy Beal	<i>General Maintenance</i>
David Clevenger	<i>Maintenance Technician/HVAC/Electrical</i>
Steven Garner	<i>General Maintenance</i>
Jeremy Greene	<i>General Maintenance</i>
Dennis Holder	<i>Groundskeeper</i>
Kenneth F. Locklear	<i>Custodian</i>
Larry McKenzie	<i>General Maintenance</i>
Larry Meggs	<i>Maintenance Technician/HVAC/Electrical</i>
Bradley F. Morrison	<i>Custodial Supervisor</i>
Nick St. Sauveur	<i>Groundskeeper</i>
Lee Short	<i>Fleet Mechanic Maintenance Technician</i>
Andy J. Thompson	<i>Supervisor, Grounds Maintenance</i>
Kevin Whitaker	<i>Facilities Specialist/Safety Officer</i>

EVENING STAFF

Garland Ingram	<i>Custodian</i>
Curtis L. McLeod	<i>Evening Operations Supervisor</i>
Harlan K. Page	<i>Custodian</i>
Ricky Stephens	<i>Custodian</i>
Phillip Williams	<i>Custodian</i>

Business Office and Finance

Joe Brown	<i>Associate Director of Finance</i>
Karen T. Carriker	<i>Purchasing Specialist</i>
Portia F. Clark	<i>Accounts Payable Specialist</i>
Sheryl Comer	<i>Accounts Receivable Specialist</i>
Royilyn Derr	<i>Payroll Specialist</i>
Rachel T. Gagliardi	<i>Payroll Accountant</i>
Rhonda Gamble	<i>Director of Student Accounts</i>
Marla Goodwin	<i>Inventory Control Specialist</i>
Pam Taylor	<i>Cash Receipts Specialist</i>
Elizabeth Thomas	<i>Controller</i>

Campus Police and Public Safety

David Reece	<i>Director, Police and Public Safety</i>
Dwight Threet	<i>Police Officer/Emergency Preparedness Manager</i>
Rick Bickel	<i>Evening Police Officer</i>
Open	<i>Bike Officer/Crime Prevention Officer</i>

Division of Continuing Education

Mike Andrews	<i>Coordinator, College and Career Readiness</i>
Kimberly Blue	<i>Director, Internal Auditing</i>
Denise Cameron	<i>Public Safety Document Technician</i>
Maria Campbell	<i>Coordinator, ESL/Family Literacy</i>
Adele Chestnut	<i>GED Test Administrator/Counselor</i>
Marco Clark	<i>Instructor, Compensatory Education</i>
Lucinda Cole	<i>Director, College and Career Readiness</i>
Alan Duncan	<i>Associate Dean of Continuing Education, Business and Industry Services</i>
Vanessa Galloway	<i>Director, Career Training and Online Programs</i>
Jayne Heisig	<i>Coordinator, Fire/Rescue Training</i>
Rose Highland-Sharpe	<i>Recruiter, College and Career Readiness</i>
Libby Hines	<i>Program Associate, College and Career Readiness</i>
Lynn Joyner	<i>Program Associate</i>
Andi Korte	<i>Dean</i>
Carlitha Matthews	<i>Instructor, Compensatory Education</i>
Twana McKnight.....	<i>Retention & Assessment Specialist/Transitions Coordinator</i> <i>College and Career Readiness</i>
Murdock McLaurin	<i>Director, Public Safety, Law Enforcement Training</i>
Edna McNeill.....	<i>Instructor, Compensatory Education</i>
Marilyn Neely.....	<i>Director, Small Business Center</i>
Shana Payne.....	<i>Coordinator, College and Career Readiness</i>
Patrilla Quick.....	<i>Program Associate</i>
Teresa Reynolds	<i>Director, Professional Development and Creative Living</i>
Ellen Spencer	<i>Instructor, College and Career Readiness</i>
Angie Swayne	<i>Coordinator, LEIS, College and Career Readiness</i>
Laura Todd.....	<i>Coordinator, Technology Training Programs</i>

Jenny Troyer *Coordinator, Career Development Programs*
 Annie Weatherford *Instructor, College and Career Readiness Hoke County*
 Lori Williams *Director, Program Accountability and Public Relations*
 Terrie D. Williams *Administrative Assistant*
 Nicole Worley *Coordinator, Compensatory Education*

High School Liaisons

Lauren Holland *Coordinator of High School Programs, Moore County*
 Eric Richardson *Director of High School and College Relations, Hoke County*

Hoke County Center

Dorothy Adams *Instructor, College and Career Readiness*
 Obie Blue *Grounds/Maintenance*
 Marco Clark *Instructor, Compensatory Education*
 Jenny Freeman *Instructor, Career Development (Hoke Correctional)*
 Larry Grant *Instructor, College and Career Readiness (Hoke Correctional)*
 Jenell Holland *Associate Professor, Nursing Assistant Program*
 Brenda Holmes *Recruiter, College and Career Readiness*
 Tammi Maynor *Coordinator, College and Career Readiness*
 Vernon Morrison *Instructor, Compensatory Education (Hoke Vocational Options)*
 Anna McPhatter *Director for the Hoke Center*
 Susan Patterson *Administrative Assistant*
 Diane E. Reynolds *Security/Housekeeping*
 Eric Richardson *Director of High School & College Relations, Hoke County*
 Annie Weatherford *Instructor, College and Career Readiness*

Human Resources

Wendy Dodson *Director of Human Resources*
 Open *Human Resources Specialist*

Information Services

William P. Barber *Technical Support Specialist*
 Robert O. Henderson *Network Administrator*
 Jonathan B. McLeod *Systems Administrator*
 M. Chad Parrish *Webmaster/Applications Developer*
 Debra S. Ring *Associate Systems Administrator*
 J. Bradley Robbins *Associate Director of Information Services*
 Dorothy S. Sykes *Director, Information Services*
 Suzanne R. Via *Technical Support Specialist*

Instructional Support

Lavada Alsbrook *Administrative Assistant for Distance Learning/Faculty Secretary*

Emily Alston	<i>Faculty Secretary</i>
Cynthia Cooper	<i>Faculty Secretary</i>
Teryl J. Dailey	<i>Faculty Secretary</i>
Nancy Heilman	<i>Coordinator, Tutoring & Volunteer Services</i>
Patricia G. Mabe	<i>Faculty Secretary</i>
Cathy McLean	<i>Faculty Secretary</i>
Susan Patterson	<i>Receptionist/Secretary, Hoke Center</i>

Learning Resources

Pamela Armfield	<i>Librarian</i>
Deborah Ashby	<i>Head Librarian</i>
Yvette Ausby	<i>Learning Resources Computer Lab Assistant</i>
Joanna Barber	<i>Learning Resources Computer Lab Assistant</i>
Winnie Barnes	<i>Boyd Library Technical Services Supervisor</i>
Alita Feek	<i>Librarian</i>
Judy Hines	<i>Learning Resources Computer Lab Supervisor</i>
Micky Konold	<i>Administrative Assistant to Dean, Learning Resources</i>
Brenda Quick	<i>Boyd Library Circulation Services Supervisor</i>
Martha Smolenski	<i>Boyd Library Learning Resources Associate</i>
Dr. John Stacey	<i>Dean, Learning Resources</i>
Feather Zimmerman	<i>Boyd Library Learning Resources Associate</i>

Planning and Research

Dr. Kristie H. Sullivan	<i>Dean of Planning and Research/SACS Liaison</i>
Rebecca Graham	<i>Data Specialist</i>

Project Promise – Student Support Services Grant

Seth Buchanan	<i>Student Support Services TRIO Grant Program Associate</i>
Katrina Canady	<i>Student Support Services TRIO Grant Counselor</i>
Sherrill Collins	<i>Director, Project Promise</i>
Matthew Smith	<i>Learning Specialist, Project Promise</i>

Minority Male Mentoring NCCCS Grant

Davis Smith	<i>Program Director</i>
Dwight Threet	<i>Lead Mentor</i>

Division of Student Services

Kimberly Aliago	<i>Admissions Associate</i>
Madie Ash	<i>Director of Disability Services</i>
Barbara Baer ...	<i>Administrative Assistant to the Deans of Student Services and Campus Life</i>
Cassidy Benjamin	<i>Enrollment Specialist</i>
Sally Bowen	<i>Student Services Data Manager</i>
Natasha Brown	<i>Records & Registration Associate</i>

Tricia Donadio	<i>Director of Co-op Service Learning</i>
Phyllis Dowdy	<i>Director of Records and Registration</i>
Ellen Durkee	<i>Financial Aid Associate, Loans</i>
DJ Farmer	<i>Dean of Campus Life</i>
Lindsey Farmer	<i>Director of Financial Aid</i>
Randal Foster	<i>Coordinator, Personal Counseling Services</i>
Jonathan Garrison	<i>Financial Aid Associate</i>
Cary Greene	<i>Director of Admissions</i>
Tonelli Hackett	<i>Student Success Specialist</i>
Shannon Hudson	<i>Placement Specialist</i>
Lynn Lupei	<i>Financial Aid Associate, Scholarships and Work Study</i>
Rosa McAllister-McRae	<i>Residency, Transfer, and Personal Counselor</i>
Linda McKoy	<i>Records and Registration Associate</i>
Rick Oelfke	<i>Intramural Coordinator</i>
Lindsay Richardson	<i>Admissions Associate</i>
Caitlin Rexrode	<i>Director of Student Life</i>
Isai Robledo.	<i>Recruiter</i>
Gwendolyn Russell	<i>Career Coordinator</i>
Kellie Shoemake	<i>Dean of Student Services</i>
Davis Smith	<i>Director of Student Success</i>
Teresa Taylor	<i>Financial Aid Associate, VA and Childcare</i>
Cynthia Thomas	<i>Assistant Director of Financial Aid</i>
Fredanel Story	<i>Student Success Specialist</i>

COMPLIANCE STATEMENTS

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, 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 religion, sex, age, or disability 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 religion, sex, age, or disability. In addition, Sandhills has established a college-wide benchmark 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 benchmark has been approved by the Trustees of the College. The President of the College shall oversee and monitor the implementation of this benchmark through the Director 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, and national origin 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, compensation, or terms, conditions or privileges of employment.

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 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 with the Provost, Executive Vice President, Director of Human Resources, or the Director of the Hoke Center. The Director of Human Resources is the designated Title IX Coordinator for Sandhills Community College.

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.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy and accessibility rights of students enrolled in a postsecondary institution in relation to their education records. The term “education record” is defined as those records that contain information directly related to the student and which are maintained by the educational institution. They include admissions, personal, financial, academic, cooperative education, and placement records. They do not include those of a school’s law enforcement, student health, employment, or alumni offices. They also do not include records of instructional, administrative, and educational personnel that are in their sole possession and that are not accessible or revealed to any other individual except a temporary substitute.

FERPA permits the release of some general student information known as “directory information” without written approval of students. Currently, directory information includes 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 and awards received; and the most recent educational agency or institution attended by the student. 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.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel that the decisions of the hearing panel are unacceptable. Students interested in inspecting or reviewing their education records should contact the Director of Records and Registration for procedures to follow.

Students may not inspect and review the following:

- Financial information submitted by their parents,
- Confidential letters and recommendations associated with admission, and

- Employment, job placement, or education records containing information about more than one student.

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,
- 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,
- Federal, state and local authorities involved in the audit or evaluation of compliance with educational programs,
- Organizations conducting studies for or on behalf of educational institutions,
- Parents of a dependent student,
- Directory information being released, or
- An alleged victim of a crime of violence, to whom the results of a disciplinary hearing may be disclosed.

The Dean of Student Services has been designated by the College to consider and coordinate inspection and review requests from third parties for students' educational records.

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.

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 work place, 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, he or she 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 he or she is 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 Director 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, he or she 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 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 he or she is 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 Division of Student Services, 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. For further information or copies of this policy, please call 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

IPEDS Graduation Rate

To determine its graduation rate, Sandhills Community College used the Federal cohort of students who entered fall 2006 as first-time diploma or degree-seeking full-time students and who graduated by August 2009. This graduation rate was 19%.

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. Sandhills does not collect transfer-out data.

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. 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 Director of Disability Services also manages services for disabled students. Responsibilities of this office include advising the administration concerning academic barriers, advising concerning 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 Office of Civil Rights guidelines, any staff member or student who believes that a Sandhills Community College employee has discriminated against him/her on the basis of race, color, national origin, gender, age, or disability may file a grievance. To file a grievance, complainants should follow the Sandhills Community College Grievance Procedures governing informal and formal resolution described elsewhere in this catalog.

Constitution and Citizenship Day

On September 17 of each year, 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 Procedure 1.1.2: Public Complaints as an element of Policy 1.1: Mission Statement:

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 Director 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 Director of Human Resources will convene the impacted parties to reach an informal resolution to the complaint. If an informal resolution cannot be reached, the impacted member of the public 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 Director 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 Provost.
4. The Director 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.

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