One College • Endless Opportunities

JOHNNSTON COMMUNITY COLLEGE

CATALOG AND STUDENT HANDBOOK

Member Institution of the North Carolina Community College System
P.O. Box 2350
245 College Road
Smithfield, NC 27577
Telephone (919) 934-3051
Main Campus:
P.O. Box 2350 * 245 College Road
Smithfield, NC 27577
(919) 934-3051 · (919) 989-7862 Fax

Cleveland Center:
100 Campus Drive * 9046 Cleveland Road
Clayton, NC 27520
(919) 989-2128 · (919) 989-6122 Fax

Howell Woods:
6601 Devil’s Racetrack Road
Four Oaks, NC 27524
(919) 938-0115 · (919) 938-0224 Fax

Workforce Development Center:
135 Best Wood Drive
Clayton, NC 27520
(919) 209-2591 · (919) 359-1176 Fax

www.johnstoncc.edu

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act, Johnston Community College does not practice or condone discrimination in any form against students or employees on the basis of race, color, age, sex, national origin, religion, disability, or covered veteran status in its administration of educational programs, activities, and policies; scholarship and loan programs; or employment. Inquiries or complaints should be addressed to the vice president of student services and/or the vice president of administrative services.

AN EQUAL OPPORTUNITY INSTITUTION

Johnston Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Johnston Community College.
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MESSAGE FROM THE PRESIDENT

Welcome to Johnston Community College!
We're glad you've chosen to start your pathway to success at JCC.

Whether you are pursuing an associate degree, taking courses to transfer to a four-year institution, or upgrading your job skills, JCC's dedicated faculty and staff are committed to helping you achieve success.

JCC offers an exciting, yet challenging learning environment that will prepare you for careers of the future. We offer some 35 academic programs of study as well as community development courses, customized and workforce training programs, and basic education classes. We serve approximately 13,000 students each year in our educational programs.

We always strive for excellence in all we do here at JCC. With an open-door admissions policy, JCC is ready, willing, and able to help you achieve your educational dreams. Our affordable tuition, small class sizes and excellent faculty and staff, contribute to the best value in higher education today.

At JCC, we respect all educational opportunities by providing seamless pathways to long-term career choices. Education at JCC is not limited to a degree, a diploma, or one course. Once you start your pathway at JCC, your opportunities are endless.

Thanks again for choosing us. In return, we look forward to creating a pathway to success for you.

David N. Johnson, Ed.D.
President

PURPOSE OF THE CATALOG

Johnston Community College publishes this catalog to provide prospective and current students, public citizens, business and corporate entities, agencies, and other interested organizations and persons with information about the College, its programs, and services.

The information provided herein is current and up-to-date as of June 2018 and is as accurate as possible.

The provisions stated in this catalog are not to be regarded as an irrevocable contract between students or other citizens and Johnston Community College or any College division or unit or within the state of North Carolina.

The College reserves the right and responsibility to change or replace any provisions, requirements, fees, schedules, or other information at any time or to add or withdraw courses, program offerings, or listed services as may be necessary.

Every effort will continue to be made to minimize any and all inconveniences or disruptions that any such changes or replacements may cause to students or to members of the public.

Students having questions not addressed or satisfactorily answered by this catalog may receive additional information from the respective dean, academic advisor, or other professional staff members in student services, instruction, and continuing education.

Changes subsequent to the publication of the catalog are posted on the College Web site at www.johnstoncc.edu. A copy of this catalog in PDF format is also available on the College Web site.
CONTACT INFORMATION

Area Code - 919
Main Number/Receptionist - (919) 934-3051
Campus Police and Security - (919) 209-2111

Administrative Services
Accounts Payable - (919) 209-2016
Accounts Receivable - (919) 209-2136
Bookstore - (919) 209-2104
Business Office - (919) 209-2043
Cashier - (919) 209-2165
Controller - (919) 209-2070
Human Resources/Employment - (919) 209-2536
Purchasing/Equipment Coordinator - (919) 209-2007
Shipping/Receiving - (919) 209-2167
Cleveland Center - (919) 989-2128
Vice President - (919) 209-2051

Continuing Education
Adult High School - (919) 209-2065
Business & Industry Services - (919) 209-2591
Certified Nurse Aide (CNA) - (919) 464-2367
Community Services - (919) 209-2592
Computer Applications Coordinator - (919) 209-2108
Director of Basic Skills - (919) 209-2065
EMT & CPR Training - (919) 464-2359
ESL, English as a Second Language - (919) 209-2054
Fire & Rescue - (919) 464-2536
GED - (919) 209-2122
HRD Program - (919) 209-2042
Imaging Inservice - (919) 209-2156
Information/Registration - (919) 209-2522
Information Technology Academy - (919) 209-2504
Basic Skills Assessment Coordinator - (919) 209-2122
Small Business Center - (919) 209-2015

Curriculum Education
Academic Skills Center - (919) 209-2117
Applied/Industrial Technology - (919) 464-2282
Truck Driver Training - (919) 209-2045

Arts and Sciences
Business/Computer Technology - (919) 209-2041
Distance Learning Coordinator - (919) 209-2260
Health Sciences - (919) 209-2024
Library - (919) 464-2251
Howell Woods Environmental Learning Center - (919) 938-0115
Vice President - (919) 209-2066

Institutional Effectiveness
College Foundation - (919) 209-2119 or (919) 209-2222
Grants Development - (919) 209-2125
Marketing - (919) 209-2100
Information - (919) 209-2563
Media Relations - (919) 209-2563
Publications - (919) 209-2100
Marketing and Web Specialist - (919) 209-2008
Institutional Effectiveness - (919) 209-2106

Performing Arts

Box Office - (919) 209-2099

President’s Office
Administrative Assistant - (919) 209-2011

Student Services
Admissions - (919) 209-2128
Career Services (919) 209-2521
Counseling - (919) 209-2128
Director of Admissions - (919) 209-2201
Disabilities Counselor - (919) 209-2208
Financial Aid - (919) 209-2036
Records & Transcripts - (919) 209-2018
Registrar - (919) 209-2018
Student Support Services (SSS, TRIO) - (919) 209-2511
TRACS (local) - (919) 209-2526
TRACS (toll-free) - 866-919-2526
Veterans Affairs - (919) 209-2057
Vice President - (919) 209-2048

Workforce Development Center
Bio-Academy Coordinator BioWork - (919) 209-2593
Bioprocess Technology - (919) 209-2593
Workforce Training - (919) 209-2595
ABOUT THE COLLEGE

HISTORY
Johnston Community College has been awarding associate degrees, certificates, and diplomas for more than 45 years to students pursuing occupational, technical, and continuing education skills.

Since 1969, JCC has maintained its small town values while progressively meeting the needs of one of the fastest growing counties in the state. JCC serves an estimated 13,000 students annually in its curriculum programs and continuing education courses.

In September 1969, Johnston County Technical Institute was established as the fifty-first school of its kind in the state. The first campus opened in a former high school in Four Oaks under the leadership of the late Dr. John Tart, founding president. The College moved to its current location in Smithfield in 1976 gaining full accreditation from the Southern Association of Colleges and Schools the following year.

In 1980, the school was renamed to Johnston Technical College, and in 1987 became Johnston Community College. JCC witnessed tremendous progress under Dr. Tart’s direction, including the construction of a 1,000-seat performing arts auditorium through a private fundraising campaign and the launch of the college transfer program. After Dr. Tart’s retirement in 1999, Dr. Donald L. Reichard was selected to lead the College into the new millennium. During Dr. Reichard’s tenure, JCC focused on expanded opportunities for global education, diversity, biotechnology training, and innovative learning. Dr. Reichard retired in June 2009 and Dr. David N. Johnson was selected as JCC’s third president.

JCC is located 30 miles east of Raleigh near the junction of Interstate 95 and U.S. 70 Business. Today, the two-year, post-secondary college offers more than 40 occupational programs of study as well as numerous continuing education programs and community service activities on its 177-acre main campus. The College boasts state-of-the-art facilities and has educational centers throughout the county, including the Johnston County Workforce Development Center in Clayton, a biosciences training center that houses classrooms and computer and science labs, the Howell Woods Environmental Learning Center, a 2800-acre wildlife preserve and teaching facility, as well as the Cleveland Center, which offers health sciences and continuing education courses. The College’s main campus is also home to a teaching arboretum, the Paul A. Johnston Auditorium, and the North Carolina Truck Driver Training School, the oldest truck driver training school in the United States.

Five bond approvals since 1999 have allowed for upgrades to campus facilities and the construction and renovation of numerous buildings on the JCC campus, including the construction of the Roger A. Smith Building for physical education classes, the construction of the William R. Britt Building, which houses the industrial technology programs, and the construction of the Public Safety Services Building, which houses certified Nurse Aide, emergency medical services, fire services, law enforcement and other public service training programs. In fall 2009, an addition to the Health Sciences Building opened, creating more classrooms and specialized labs for health sciences programs. Meanwhile, renovations to the existing building have created upgraded learning space for the College’s early childhood and imaging programs. Bond monies also funded the College’s new Learning Resource Center, which opened in fall 2011 and includes the library and distance education classrooms.

CAMPUS
BUILDINGS ON CAMPUS
The main campus of Johnston Community College is located near the center of Johnston County, North Carolina, near the intersection of Interstate 95 and U.S. 70 Business, at 245 College Road in Smithfield. The 177-acre campus of buildings and designated sites includes classroom and lab spaces and facilities for both curriculum and continuing education programs as well as the library, fitness center, art gallery, academic skills center, student lounge, auditorium, faculty offices, administrative and student support offices, and service spaces. The beautiful and luscious campus site includes scenic ponds, fountains, walking trails, thematic gardens, and courtyards through an array of native species plants and cultivated landscapes.

Arboretum Complex
The 14 acres of the Arboretum Complex incorporates several facilities and spaces including a one-mile public walking trail, various thematic gardens and a courtyard, an orchard, plus a classroom building. Public functions are also held in these various facilities. The Arboretum promotes prudent and responsible use of cultivated plants and conservation of native species through the acquisition, evaluation, and aesthetic display of selected plant materials. This is accomplished in an educational environment for students, visitors, the green industry, and local citizens. The first beds were planted in 1996 and the site continues to be developed and enhanced.

STEAM Building
Built in 1987, the Science, Technology, Engineering, Arts, and Math (STEAM) Building is home to the College’s engineering program. The 29,000-square-foot building also houses the Information Technology Department. The building was most recently renovated in 2006. In fall 2010, the museum-quality Frank Creech Art Gallery debuted in memory of the late Frank Creech, a local artist and longtime art instructor at the College. The 1,500-square-foot gallery contains state-of-the-art exhibition space as well as a 750-foot reception area to eventually be used for the public sale of art work. The gallery interior is equipped with museum-quality lighting, climate control, hanging and security systems. With is grey, hand-finished concrete
floors, contemporary white walls, and distinct crown molding, the exhibition space balances a modern feel with traditional southern architecture.

**William R. Britt Advanced Technology Center**
Named for the late William R. (Billy) Britt, a Smithfield attorney and longtime member of the College's Board of Trustees and member of the North Carolina Legislature, the William R. Britt Advanced Technology Center opened in the fall of 2004. The 28,000-square-foot facility houses several advanced technology programs including welding, machining technology, and air conditioning, heating, and refrigeration technology. The building also includes faculty offices and a welding lab, and machine shop for student use.

**Elsee Building**
Named for the late Walter B. Elsee, a former member of the College's Board of Trustees, and honored by the College Foundation as Distinguished Citizen, the building was constructed in 1978. Major portions of the building were renovated in 2006. Basic skills programs, developmental studies, Early College classes, and continuing education offerings are located in the 20,000-square-foot Elsee Building. Other continuing education programs and offerings are held at the College's off-campus centers, the Public Safety Services Building, and additional community sites.

**Health Sciences Building**
Constructed in 1998, the two-story Health Sciences Building is home to various health sciences and education programs. The 38,000-square-foot building includes classroom, lab, and computer space for biology, nursing, medical assisting, medical imaging, pharmacy technology, therapeutic massage, early childhood education programs. The facility also has a five-star rated, nationally accredited Child Development Center lab school, which serves students, faculty, staff, and the public. In fall 2009, a 28,000-square-foot, $7 million addition to the Health Sciences Building opened featuring additional classrooms and labs for health, early childhood and natural science classes, as well as a therapeutic massage spa.

**Learning Resource Center**
The 33,000-square-foot, two-story building is the College's first environmentally-constructed, or LEED-certified, building. The facility, which opened in fall 2011, meets the needs of the College's increasing student body and provides updated space for the library and distance education programs. In addition to housing a state-of-the-art distance education suite, the building also features themed rooms showcasing special library collections such as children's books, Johnston County and North Carolina historical materials, and music and media collections.

**Public Safety Services Complex**
The 18 acres of the Public Safety Services Complex includes the 27,000-square-foot Public Safety Services Building which opened in early 2008. The Public Safety Services Building houses the certified Nurse Aide, emergency services, fire services, law enforcement, and other public services training programs. The Public Safety Services Complex also includes the Fire & Rescue Training Grounds, complete with outdoor training apparatus and various physical structures and units to train and practice fire simulations and search

and rescue scenarios. This area has served as a Johnston County fire and rescue training grounds since 1998.

**Smith Building**
The Smith Building, which opened in 2003, is named after Roger A. Smith, a Goldsboro farmer, insurance business owner, and landowner who died in 1973. Smith's son, William, gifted some 40 acres to the College in his father's memory in 1993. The 28,000-square-foot building houses college transfer classes, such as history, English, mathematics, psychology, sociology, and physical education, a fitness center, and the Johnston County Early College Academy.

**Tart Building**
The Tart Building is named for the founding president of Johnston Community College, the late John L. Tart, who was also a member of the North Carolina Legislature, and served from 1969 until his retirement in 1998. The 51,000-square-foot Tart Building includes a public-use auditorium, the SJCTV studio, media services staff and classroom space for various academic programs. The building is also home to the box office and the Great Hall which is used for a variety of College and public functions. The 1,007 seat Paul A. Johnston Auditorium enables the College to showcase national touring performing arts programs and serves as the site for many local and regional events, such as recitals, pageants, band concerts, lectures, and other special community events.

**Transport Technology Building**
Constructed in 1982, the 16,000-square-foot Transport Technology Building is home to the North Carolina Truck Driver Training School, the oldest truck driver training school in the United States. In addition to classrooms and office space for the TDT program, the building, which most recently underwent renovation in 2005, also includes classrooms for the heavy equipment and transport technology program. Commercial Driver's License (CDL) refresher training classes are also held in the Transport Technology Building.

**Wilson Building**
Originally constructed in 1976, the Wilson Building was named for the late M. Brack Wilson Sr., the first chair and a member of the College's Board of Trustees. As the first main building on the campus, the Wilson Building has experienced two renovations and a major addition since 2005. Now with 64,000-square-feet, the Wilson Building is the largest structure on the campus and is readily visible with the large, four-faced street clock and flag poles near the main entrance. The first floor of the two-story building houses many administrative services, student and public use functions, and administrative offices, along with the cosmetology program. The second floor houses faculty offices, classrooms, business education programs, and computer labs.
OTHER CAMPUS BUILDINGS AND SITES

Sports & Recreation Complex
This 14-acre property currently includes a softball field and outdoor volleyball courts, as well as open fields for intramural and student-sponsored field games such as soccer.

Sanders Building
This building is named after Gabriel “Gabe” Sanders, the first employee to retire from the College. Built in 1995, the 13,000-square-foot building includes a maintenance shop, a construction area for the residential construction classes, and storage for grounds and surplus equipment.

EXPANDED STATEMENT OF PURPOSE

VISION STATEMENT
Johnston Community College will be the preferred choice of the communities it serves for quality higher education and training initiatives.

MISSION STATEMENT
Johnston Community College provides accessible, high-quality educational and community enrichment opportunities for the successful development of learners.

CORE VALUES

Excellence
- We value continuous growth and improvement in every area of campus life. We will strive to provide adequate resources so that, over time, such improvement can be seen and measured.
- We value teamwork, cooperation, collaboration, innovation, and creative problem solving as part of our continuous improvement efforts.
- We value freedom to instruct students using various techniques and to develop methods that will help them achieve their maximum potential.
- We value the courage to provide leadership, to take risks, to welcome change and to persevere.

Honesty and Integrity
- We value honesty and integrity and believe that academic and personal honesty are essential elements in education.
- We believe that integrity binds us to fairness, to truth, and to actions and philosophies that meet the highest ethical standards.
- We value intellectual honesty and academic freedom and pledge to foster an environment of trust and responsibility in the learning community.

Community
- We value prompt, fair, friendly, courteous, and people-centered service to our communities and to each other.
- We value the many opportunities we have to help make our community, state, nation, and world a better place to live.

Learners
- We value learning as a lifetime endeavor.
- We value the input of learners as we assist them in achieving their goals.
- We create a nexus for learning in this community to include meeting the changing needs of the learner.

Respect
- We value our faculty, administration, support staff, and maintenance and operations personnel. We respect their diverse life experiences, appreciate their contributions to our learning community, and encourage their individual, personal, and professional development.
- We believe that all people should be treated with respect, creating a safe, inclusive, and nurturing environment that supports a balanced lifestyle as well as opportunities for life-long learning.

Communication
- We value open and honest dialogue, feedback, and active listening, flowing in all directions.

Team Spirit
- We value team spirit, whereby each member operates unselfishly for the benefit of the cause.

INSTITUTIONAL GOALS
1. Enhance student success.
2. Enhance the student experience.
3. Enhance funding for programs, services, and infrastructure.
4. Enhance college image to external constituents.
5. Enhance the organizational climate for employees.

STRATEGIC AREAS OF INTEREST
1. To restructure orientation and advising to increase opportunities for student success.
2. To refresh, enhance, and expand the College’s technology infrastructure to support student, faculty, and staff increased demands for connectivity, security, safety, and learning.

PERFORMANCE MEASURES RESULTS

Reported in the 2017 Performance Measures for Student Success
The Performance Measures for Student Success Report is the North Carolina Community College System’s major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges. Based on three years of historical data (if available) for each measure, system baselines are set two standard deviations below the system mean, and excellence levels are set one standard deviation above the system mean. These baselines and goals remain static for three years and were last reset in the 2016 report.

Each performance measure begins with a description/definition, the system baseline, mean and excellence level, and the College’s performance for that measure. Additional information related to these measures can be obtained through the College’s Executive Director of Planning, Research, Effectiveness and Strategy.
1. Basic Skills Student Progress. The purpose of this measure is to ensure that adults with low literacy skills are progressing academically toward basic skill attainment necessary for employment and self-sufficiency. The measure is determined by the percentage of student who progress as defined by an educational functioning level. The system baseline is 34.5%, the system mean is 59.1% and the system excellence level is 68.3%. JCC's performance on this measure was 76.0%.

2. Student Success Rate in College-Level English Courses. The purpose of this measure is to ensure students are successfully completing credit-bearing English courses within their first two academic years. The measure is determined by the percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within two years of their first term of enrollment. The system baseline is 23.8%, the system mean is 50.9% and the system excellence level is 55.9%. JCC's performance on this measure was 53.7%.

3. Student Success Rate in College-Level Math Courses. The purpose of this measure is to ensure students are successfully completing credit-bearing Math courses within their first two academic years. The measure is determined by the percentage of first-time Associate Degree seeking and transfer pathway students passing a credit-bearing Math course with a "C" or better within two years of their first term of enrollment. The system baseline is 10.1%, the system mean is 29.0% and the system excellence level is 32.5%. JCC's performance on this measure was 37.9%.

4. First Year Progression. The purpose of this measure is to ensure that first-year students reach an academic momentum point that helps predict future credential completion. The measure is determined by the percentage of first-time fall credential-seeking students attempting at least 12 hours within their first academic year who successfully complete ("P", "C" or better) at least 12 of those hours. The system baseline is 54.1%, the system mean is 70.5% and the system excellence level is 75.0%. JCC's performance on this measure was 77.0%.

5. Curriculum Completion. The purpose of this measure is to ensure student completion and persistence toward a post-secondary credential. The measure is determined by the percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years. The system baseline is 35.9%, the system mean is 43.7% and the system excellence level is 51.9%. JCC's performance on this measure was 49.6%.

6. Licensure and Certification Passing Rate. The purpose of this measure is to ensure programmatic coursework prepares students to competently practice in their chosen profession. The measure is determined by the aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners. The system baseline is 69.9%, the system mean is 82.0% and the system excellence level is 90.9%. JCC's aggregate performance on this measure was 83.2%.

Scores for specific programs are as follows:
- Basic Law Enforcement Training – 76%;
- Real Estate – 33%;
- Cosmetology – 100%;
- Emergency Medical Technician (EMT) – 69%, EMT-P – 84%;
- Radiography – 96.5% (97%);
- Nursing – Registered – 100%;
- Massage & Body Work – 100%;
- Cosmetic Arts - Manicurist, less than 5 test takers.

7. College Transfer Performance. The purpose of this measure is to the academic success of community college students at a four-year university or college. The measure is determined by the percentage of community college associate degree completers who have completed 30 or more credit hours who transfer to a four-year university or college and earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution. The system baseline is 65.1%, the system mean is 82.5% and the system excellence level is 87.6%. JCC's performance on this measure was 76.5%.

GOVERNANCE

STATE BOARD OF COMMUNITY COLLEGES

The State Board of Community Colleges is responsible for the North Carolina Community College System and its 58 institutions. The 21 members of the State Board are selected by the governor and the General Assembly, and the lieutenant governor and state treasurer serve as ex-officio members along with the president of the Community College Student Government Association. The State Board has three functions:

1. assure equitable distribution of funds and fiscal accountability;
2. establish state regulations; and
3. provide educational program approval and accountability.

By law, the State Board is responsible for providing funds to meet the financial needs of the community colleges.

The North Carolina Community System Office provides support services for the program and service offerings of the 58 community colleges and assists in developing curricula and statewide data collection.

BOARD OF TRUSTEES

Johnston Community College operates under the control of a 13-member local Board of Trustees. Each member serves a four-year term with four members selected by the Johnston County Board of Education, four members chosen by the Johnston County Board of Commissioners, and four members appointed by the governor of North Carolina. The president of the Student Government Association serves as an ex-officio member. The Board of Trustees sets all local policy and the board appoints the College president. In addition, the Board of Trustees has authority to disperse funds as delegated by the State Board of Community Colleges. The board meets every other month in public and executive sessions.
COLLEGE PRESIDENT
The president operates and leads the College within state regulations and according to policies adopted by the Board of Trustees. All administrative decisions, such as faculty/staff employment, are made by the president, and all personnel are College employees. Dr. David N. Johnson became president in July 2009.

SOURCES OF FUNDS
The College receives funds from five sources: state allocations, tuition/fee revenues, Johnston County, federal government, and private support. State funds are allocated to the community colleges based on a formula comprised of the average number of full-time equivalent (FTE) enrollments for the year, by direct appropriation, or in response to requests for proposals. The formula varies by degree, certificate, continuing education, and extension programs. Some programs, like community service and summer classes, are considered self-supported offerings.

ACCREDITATIONS/APPROVALS
Johnston Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Johnston Community College. In addition to the SACSCOC accreditation, Johnston Community College is accredited or approved by the following:

- Accreditation Commission for Education in Nursing (ACEN) - Associate Degree Nursing
- American Society for Clinical Pathology - Phlebotomy
- American Society of Health-System Pharmacists (ASHP)/Accreditation Council for Pharmacy Education (ACEPE)
- American Society of Phlebotomy Technicians (EKG)
- American Society of Radiologic Technologist for Continuing Education – Mammography
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Review Board (MAERB)
- Commission on Accreditation of Allied Health Education Programs - Diagnostic Medical Sonography - General
- Commission on Accreditation of Allied Health Education Programs - Diagnostic Medical Sonography - Cardiac
- Commission on Accreditation of Allied Health Education Programs - Diagnostic Medical Sonography - Vascular
- The Joint Review Committee on the Education of Radiologic Technology (JRCERT)
- North Carolina Division of Health Services Regulation Center for Aide Regulation and Education - Nurse Aide I
- National Association for the Education of Young Children - Child Development Center
- National Association for the Education of Young Children - Early Childhood Education
- North Carolina Board of Massage and Body Work Therapy - Therapeutic Massage
- North Carolina Criminal Justice Education and Training Standards Commission - BLET
- North Carolina Office of Emergency Medical Science
- North Carolina State Board of Cosmetic Arts
- North Carolina Board of Nursing - Associate Degree Nursing
- North Carolina Board of Nursing - NAII

Johnston Community College is an approved teaching site through the North Carolina Office of EMS and is recognized as a training center for the American Heart Association. The College is also an approved teaching site for Pre-Hospital Trauma Life Support through the National Association of EMT.

Johnston Community College is a Qualified Paralegal Studies Program of the North Carolina State Bar Board of Paralegal Certification.

COLLEGE FOUNDATION - GIVING OPPORTUNITIES
The College Foundation is established and operated as a tax-exempt nonprofit corporation subject to the provisions of Section 501(c)(3) of the Internal Revenue Code and G. S. 55A-1-01 et seq. of the laws of the state of North Carolina. The College Foundation exists as per the authority of the Board of Trustees of Johnston Community College, which established the College Foundation in 1982. It is administered by an independent board of directors, community citizens who serve voluntarily and without compensation.

BOARD OF DIRECTORS
The College Foundation and its board of directors, consisting of College and community volunteers, work with the College president, vice presidents, and resource development professionals to coordinate private giving to the College - identifying, receiving, and managing gifts, bequests, and financial resources from private and corporate sources. The Foundation is a well-established, viable, and secure nonprofit organization serving current, past, and future students; faculty and staff; and indeed the entire community.

Steered by dedicated business, civic, and public leaders, the College Foundation provides a means for local and regional community-based citizens to take an active role in promoting the future of Johnston Community College and assuring its continued success.

ASSETS/GIVING
As of June 30, 2017, assets of the JCC Foundation were more than $8.2 million with over $5.3 million invested for endowed funds. The Foundation assets also include annual scholarships and special purpose funds that direct resources to support and advance various initiatives such as the Arboretum, Howell Woods, Performing Arts, Johnston County Workforce Development Center, The Frank Creech Art Gallery, student leadership, the library, academic enrichment, and emergency student assistance.

For a listing of current Foundation scholarships, see the Student Development Services section of this catalog under the Financial Aid heading.
GENERAL ADMISSION POLICY

Johnston Community College operates under the open-door admission policy. Any high school graduate or non-graduate who is 18 years of age or older and can benefit by pursuing further education may be admitted to the College, provided the person completes both the application and admission process.

It is the policy of Johnston Community College to encourage individuals to complete their high school education before seeking admission to the College. Counseling and guidance are provided as a part of the admission process to help the applicant establish educational goals and select a program of study appropriate to the applicant's interests, aptitudes, and career objectives.

Applicants for admission are accepted and placed in a program of study based upon general admission standards. For certain programs of study, applicants are required to also meet specific program admission standards, as described in this section under the Admission Standards heading.

Admission policies and standards are established upon recommendation of the respective admissions committees and administration and approval of the Board of Trustees. The vice president of student services is responsible for admission of curriculum students and administration of admission policies.

The College is a Service-members Opportunity College serving the voluntary higher education needs of military students.

Students with a felony conviction may have limited certification and employment opportunities.

ADMISSION STANDARDS

General Admission Standards

General admission standards for curriculum programs of study are as follows:

1. Age. Applicants for all general, technical, and vocational education programs, basic skills programs, and continuing education courses must be at least 18 years of age or be a high school graduate. However, a basic skills program applicant who is 16 and 17 may be considered for enrollment under special circumstances and may be admitted to an appropriate program of study in accordance with policy established by the State Board of Education. Students entering Basic Law Enforcement Training (BILET) must be at least 20 years of age.

2. Education. An applicant's general level of education should be sufficient to make possible reasonable progress in the program of study. Applicants for associate degree programs must be high school graduates or equivalent, as recognized by the state.

The College will only recognize high school diplomas from regionally accredited schools or home schools registered with the state. Students not completing such a program must complete the high school equivalency diploma program through an accredited institution.

Specific Program Admission Standards

Admission standards for specific curriculum programs of study are as follows:

1. Applicants for admission to the following programs are required to meet the above general admission standards in terms of age and education: accounting; air conditioning, heating, and refrigeration technology; associate in arts; associate in engineering; associate in general education; associate in science; bioprocess technology; business administration; community Spanish interpreter; heavy equipment and transport technology; industrial systems technology; computer-integrated machining technology; medical office administration; information technology; office systems technology; paralegal technology; and welding technology. Specific program admission requirements are not applicable to the above programs of study.

2. Health Programs. Students accepted to health programs (associate degree nursing, cardiac and vascular sonography, computed tomography, emergency medical science, magnetic resonance imaging, mammography, medical assisting, medical sonography, pharmacy technology, radiography, and therapeutic massage) will submit to criminal background checks and initial and random drug screening as directed by affiliating clinical agencies. Clinical agencies require criminal background checks and drug screening every six months while enrolled in the program. Clinical agencies also require documentation of health insurance coverage while enrolled in the program. Clinical agencies reserve the right to deny students access based on criminal background. This denial will result in the inability of the student to successfully complete the program.

3. Specific program admission requirements in addition to age and education are applicable to the following programs of study:

4. Associate Degree Nursing

Admissions Policy Fall 2019

The Associate Degree Nursing program at Johnston Community College is a 2-year program that runs over 5 semesters. Students are admitted in the Fall semester of each year. The Associate Degree Nursing program has a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Nursing Program as specified in the Johnston Community College Catalog.
The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected on the basis of academic records, admission testing, and the maximum number of seats available as approved by the State Board of Nursing.

A student with two previous attempts in an Associate Degree or Baccalaureate Degree Nursing program or practical nursing program is ineligible to apply to the JCC Associate Degree Nursing Program. However, a student who has not been enrolled in a nursing program for 36 consecutive months may request consideration for re-evaluation. A student who exits the JCC program for any reason (and has not been enrolled in a LPN or Associate Degree Nursing program previously) may re-enter the JCC nursing program one time.

Applicants interested in Fall 2019 admission will have an opportunity to submit the Nursing Intent to Apply form for early decision beginning August 27 through October 5, 2018 with notification of acceptance to the program in January. Applicants can continue to submit the Nursing Intent to Apply form to apply until March 1 of the admitting year for regular admission.

Please note: JCC does not have an evening/alternative program. Clinical days vary each semester based on clinical site availability, therefore clinical rotations may include Saturday.

Applicants must meet the College’s admission requirement and additional admission requirements for the Associate Degree Nursing program.

- Johnston Community College Application: Applicants must complete the Residency and College application on-line at: www.johnstoncc.edu.
- Official high school or official high school equivalency transcript and official transcripts of all Colleges attended on file in Student Services. Official transcripts must be in a sealed envelope or sent electronically directly to the College.
- Have graduated or will graduate from high school or the equivalent as recognized by the State of North Carolina before entering the Associate Degree Nursing Program.
- Complete the College placement test (if required) or meet test exemption requirements.
- Complete a JCC Admissions Connect Session in the Office of Enrollment and Student Success.
- Biology Course: Show completion of one unit of high school or college level general biology course (with a lab component) or equivalent with a grade of C or higher. Anatomy & Physiology does not meet the biology requirement.
- Chemistry Course: Show completion of one unit of high school or college level chemistry or equivalent with a grade C or higher.
- Algebra Course: Show completion of one unit of high school algebra I or II with a grade C or higher and/or completion of required developmental courses.
- Placement: Applicants must place into ENG 111 and complete or place out of DMA 065.
- Applicants must have a minimum 2.50 cumulative grade point average.
- BIO course (BIO 168, 169, and 175) must be completed within the last five (5) years by the point of entry into the program. BIO courses over 5 years must be retaken. BIO courses (168, 169, 175) may be completed as co-requisites in the semester required as outlined in the program of study, and are not required as pre-requisites for admission into the program.
- Attend a MANDATORY Health Science Information Session (session dates posted on JCC’s website). The Nursing Intent to Apply form is provided upon attendance to a Health Science Information Session prior to application deadline for the nursing program.
- Nursing Assistant I: Complete or show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th of the admitting year with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility. Note: A copy of the certificate of completion OR transcript OR registration form showing current enrollment in an approved program OR a letter (on official letterhead) from the NCNA showing completion of an approved program must be submitted with the Nursing Intent to Apply form. An approved program will have classroom, laboratory, and clinical components.
- Challenging the Nurse Aide I examination will not meet this requirement. Completion of a high school Medical Careers I & II course with a grade of C or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both course must have been completed and work experience current.
- ATI TEAS: Applicants are responsible for ensuring all required materials and documents including the Nursing Intent to Apply form has been submitted to the Office of Enrollment and Student Success by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Only completed packets can be processed. A TEAS TESTING TICKET will be issued when the Nursing Intent to Apply form has been submitted to the Office of Enrollment and Student Success. The TEAS TESTING ticket issued via e-mail allows you to view and schedule a testing date. Applicants are allowed twice (2) per academic year with a thirty (30) day interval between testing dates at any testing location. JCC offers the TEAS however; the College does accept transfer TEAS scores.
from ATI. Applicants must achieve a score of exemplary, advanced or proficient to be considered. TEAS scores are valid for two (2) years and must be completed by February 28th of the admitting year. View the JCC and ATI website for additional information.

o. Ranking and Notification: Only courses completed by the deadline date will be used in the point ranking of applicants. A grade of A or B earned on the first attempt in courses will be used in the point ranking. NOTE: Points will only be awarded for BIO 168, 169 and 175 if they were completed within the last five (5) years from the date of point of entry into the program. Points will ONLY be given for BIO 168 and 169 if the two courses have been taken at the same college. Points for BIO 168 and 169 will ONLY be given to seated or face-to-face laboratory instruction, not an online lab component (documentation may be required to award points).

p. Qualified applicants are ranked according to the highest to the lowest points. Applicants accepted to the program depends upon availability of seats. If two or more applicants have the same number of points, ATI TEAS scores will determine the ranking. Applicants are notified in late May. Applicants may be placed on an alternate list (for the current admitting year only) or not accepted. Applicants not accepted may schedule an appointment with a counselor to discuss other educational opportunities or continue with college course work and reapply the next year. Applicants must submit the Nursing Intent to Apply form each year to be considered. Johnston Community College does not create a waiting list for the Associate Degree Nursing program.

q. Acceptance: Applicants accepted in the Associate Degree Nursing Program must:

- Return acceptance to the Office of Enrollment and Student Success within five (5) days of the date of the letter.
- Attend a mandatory 2-day program orientation on the designated dates (accepted applicants should plan to attend the 2 days of orientation during the second week of June and the last week of June).
- Provide documentation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into Associate Degree Nursing program. The physical form will be provided by the college.
- Required Immunizations: 2 MMR VACCINES (measles, mumps, rubella), plus a positive antibody titer for Rubella (lab report required) OR positive antibody titer for Measles, Mumps and Rubella (lab report required); 2 Varicella Vaccines OR positive antibody titer (lab report required); 2-step Tuberculosis skin test; T-dap within the last 10 years (tetanus, diphtheria, pertussis); Hepatitis B- 3 vaccinations required OR positive antibody titer (lab report required) OR declination waiver; annual influenza immunization (due in the fall).
- CPR certification- Provide evidence of current CPR certification by the American Heart Association at the Healthcare Provider level (adult, child, & infant) and maintain certification throughout the NUR course sequence.
- Background Check and Drug Screen: Submit to criminal background checks and initial and random drug screenings as directed by affiliation clinical agencies. Criminal and background checks and drug screenings must be completed through the College’s designated service provider and the student incurs cost. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program. Information obtained from the criminal background checks and drug screening could jeopardize the student’s ability to participate in clinical experiences and will result in the inability of the student to complete the program.
- Provide evidence of individual medical insurance coverage.
- Submit two (2) current passport style photos (2x2) to the Nursing Department during orientation.

The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felon excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. The question is asked because of the legal requirements for becoming licensed as a registered nursing in North Carolina similar requirements exist in other states.

The Nursing Practice Act, Article 9 Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

- Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice Nursing;
- Has been convicted of or plead guilty to a felony excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. The question is asked because of the legal requirements for becoming licensed as a registered nursing in North Carolina similar requirements exist in other states.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to prove a one year notice however, changes or revisions that occur as t. result of accreditation or approval body standards and criteria may be implemented with limited notice. Revised 2/18

**READMISSION to JCC NURSING**
Fall 2018

A student who is academically ineligible to continue in the Nursing Program or who has exited the program for any reason (personal or academic or withdrawals), may apply for re-entry to the JCC program only one time. A student who has not been enrolled in the nursing program for 36 consecutive months may request consideration for reevaluation.

The student who wishes to re-enter the nursing program must:

a. apply within one year of their exit date.
b. must have completed all courses (including nursing and related courses) in the Program Plan of Study to the point of re-entry.
c. BIO course (BIO 168, 169, and 175) must be completed within the last five (5) years at the point of entry into the program. BIO courses over 5 years must be retaken. BIO courses (168, 169, 175) may be completed as co-requisites in the semester required outlined in the program of study, and are not required as pre-requisites for admission into the program.
d. must complete Phases I and II below.
e. must complete the NURSING ACA 111 study course offered in the summer session prior to readmission.

The student who wishes to re-enter the nursing program in any course beyond NUR 111, in addition to 1 - 3 above must:

a. Must pass a competency exam based on previously learned content and up to the point of re-entry into the program.
b. Must pass a dosage calculations exam on previously learned content and up to the point of re-entry into the program.

*Students who do not successfully pass the competency and dosage calculation exam will not be considered for readmission.

Utilization of point ranking may be required for readmission to the program in the second year depending upon the number of vacancies in the program. The utilization of point ranking for readmitting second level students may also include audit courses.

All applications are due by March 1st for fall and July 15 for spring at 5 pm of the admitting year.

Application and Admissions Process:

Phase I:

a. Meet with a Counselor to verify College admission requirements are valid and on file. The interview must be completed no later than one week prior to the program application deadline date.
b. Have a current cumulative GPA of 2.50 or higher.
c. Attend a MANDATORY Health Sciences Information Session - dates and times available on the College website at www.johnstoncc.edu. (Please bring a copy of the Program Admission Policy to the session.) The Nursing Intent to Apply form is provided upon attendance to a Health Science Information Session prior to application deadline for the nursing program.
d. Complete OR show enrollment in a North Carolina state approved Nurse Aide I course and current (active) listing on the NCNA registry by June 15th with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility. Applicants should maintain active CNA listing throughout the nursing program.

Applicants must complete all of Phase I to progress to Phase II of the admission process.

Nursing Intent to Apply form and Health Occupations Test

PHASE II:

Applicants are responsible for ensuring all required materials and documents have been submitted to the Office of Enrollment and Student Success by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.

Submit the Nursing Intent to Apply form (can only be received by attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application.

The following forms must be submitted to the Office of Enrollment and Student Success: Program specific application and

a. Copy of CNA program certificate of completion or transcript showing completion of an approved program or registration form showing enrollment in an approved program
b. Copy of the Nurse Aide listing on the North Carolina Nurse Aide Registry.
c. Verify record of or complete the Test of Essential Academic Skills (ATI TEAS sixth edition). Please visit the website www.atitesting.com for additional information.

The testing fee will be paid at the Cashiers Office prior to testing. A Teas Testing Ticket is required to schedule the test and is obtained by submitting the program specific application. Applicants are allowed to test twice per academic year (August to July of the following year) with a thirty (30) day interval between testing dates at any location. Applicants should allow three and one half hours to complete this computer-based test. The TEAS cannot be taken until PHASE I is completed. Testing can be done at JCC however, the College does accept transfer scores from ATI. Test scores are valid for two (2) years. Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free ATI TEAS prep course.
Additionally, study materials may be purchased in the College Bookstore or online at www.atitestinq.com.

**Ranking and Notification of Admission Status**

**PHASE III:**

Only applicants who score exemplary, advanced, or proficient on the ATI TEAS (sixth edition) will be considered in the point ranking.

All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking.

**Test scores are valid for two (2) years.**

Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All lists and program specific materials are destroyed after Fall classes begin - no waiting list is maintained. Applicants not accepted at this time may continue with college course work or schedule an appointment with a counselor to discuss other educational opportunities.

If admitted, your program code will be changed by the Enrollment and Student Success staff.

**Acceptance**

**Phase IV:**

Students accepted to the Associate Degree Nursing Program must:

- a. Return acceptance to the Admission Office within five (5) days of the date of the letter.
- b. Applicants applying for readmission beginning fall semester will attend a mandatory day program orientation on the designated dates (accepted applicants should plan to attend the 2 days of orientation during the second week of June and the last week of June).
- c. Applicants applying for readmission beginning spring semester will attend a mandatory orientation session on the designated dates as determined by the Nursing Program. Information will be provided upon readmission into the program.
- d. Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
- e. Show evidence of current Healthcare Provider CPR certification (infant, child and adult through the American Heart Association.
- f. Submit to repeat criminal background checks and initial and random drug screenings directed by affiliating clinical agencies. Criminal background checks and drug screening must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.
- g. Provide documentation of required immunizations including: 2 MMR VACCINES (measles, mumps, rubella), plus a positive antibody titer for Rubella (lab report required) OR positive antibody titer for Measles, Mumps and Rubella (lab report required); 2 Varicella Vaccines OR positive antibody titer (lab report required); 2-step Tuberculosis skin test; T-dap within the last 10 years (tetanus, diphtheria, pertussis); Hepatitis B- 3 vaccinations required OR positive antibody titer (lab report required) or declination waiver; annual influenza immunization (due in the fall).
- h. Provide evidence of individual medical insurance coverage.
- i. Submit two (2) current passport style photos (2x2) to the Nursing Department during orientation.
- j. The student is readmitted under the College Catalog and Nursing Student Handbook record.

*Students admitted to the Associate Degree Nursing Program at Johnston Community College will submit to criminal background checks and drug screening upon admission to the program and random drug screening as directed by affiliating agencies. Information obtained from the criminal background check could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program. The application for licensure examination with the North Carolina Board of Nursing contains questions as to whether or not the applicant has ever been convicted of a misdemeanor/felony excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming licensed as a registered nurse in North Carolina. Similar requirements exist in other states.

The Nursing Practice Act, Article 9 Chapter 90 of the General Statutes of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant:

- Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing; Has been convicted of or plead guilty or nolo contendere to any crime which indicates that the nurse is unfit to practice nursing; or that the nurse has deceived or defrauded the public.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice. 10/87, Revised 3/14, 4/15, 9/15, 3/16, 5/17, 2/18; Reviewed 8/17

**Advanced Placement Policy**
(LPN to ADN Option)

Spring 2019

Johnston Community College Associate Degree Nursing offers an advanced placement admission option for students who possess a current North Carolina, unrestricted license as a practical nurse (LPN). The advanced placement student shall meet the following admission criteria. (Nursing credits will not transfer; related course credit transfer will be determined by the Registrar)

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Nursing Program as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicant equally. Applicants are selected on the basis of academic records, admission testing, and the maximum number of seats available as approved by the State Board of Nursing.

A student with two previous attempts in an Associate Degree, Baccalaureate Degree Nursing Program, or Practical Nursing Program is ineligible to apply to the JCC Associate Degree Nursing Program. However, a student who has not been enrolled in a nursing program for 36 consecutive months may request re-evaluation. A student who exits the JCC program for any reason (and who has not been enrolled in a nursing program previously) may re-enter the JCC nursing program one time.

In order for a student to be considered for admission to the Nursing Program, the applicant must complete Phases I and II below.

Applications are due by July 15 by 5 pm for the upcoming year's spring admission.

**Application and Admission Process**

**Phase I:**

The student must complete and/or have the following:


b. Current unrestricted license as a practical nurse (LPN) in North Carolina.

c. Official transcripts from high school/ GED scores and all colleges attended on file in Student Services. Official transcripts must be in a sealed envelope or sent electronically directly to the College.

d. Have a current cumulative GPA of 2.50 or higher.

e. Complete the College placement test (if required) or meet test exemption requirements.

f. Complete an interview with a counselor in the Office of Enrollment and Student Success.

g. Biology course: Show completion of one unit of high school or college level general biology course (with a lab component) with a grade of "C" or higher. Anatomy & Physiology does not meet this biology requirement.

h. Chemistry course: Show completion of one unit of high school or college level chemistry course (with a lab component) with a grade of "C" or higher.

i. Algebra course: Show completion of one unit of high school algebra I or II with a grade of "C" or higher and/or completion of required developmental math courses (see #1).

j. Placement: Place into ENG 111 and complete or place out of DMA 065.

k. BIO courses (BIO 168, 169, and 175) must be completed within the last five (5) year by the point of entry into the program. Any BIO course completed over five (5) years from the point of entry into the program must be retaken. BIO course (168, 169, 175) may be completed as co-requisites in the semester required as outlined in the program of study, and are not required as pre-requisites for admission into the program.

l. Attend a MANDATORY Health Sciences Information Session - dates and times available on the College website at www.johnstoncc.edu. (Please bring a copy of the Program Admission Policy to the session.) The Nursing Intent to Apply form is provided upon attendance to a Health Science Information Session prior to application deadline for the nursing program.

(Applicants must complete all of Phase I to advance to Phase II)

**Nursing Intent to Apply form, Health Occupations Test, and Pharmacology Requirement**

**Phase II:**

Applicants are responsible for ensuring all required materials and documents have been submitted to the Office of Enrollment and Student Success by the deadline date. If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.

Submit the Nursing Intent to Apply form ( can only be received by attending the Information Session in Phase I). All requirements in Phase I must be met to submit the program specific application- Nursing Intent to Apply form.

The following forms must be submitted to the Office of Enrollment and Student Success:

a. **Nursing Intent to Apply form.**

b. Complete the Test of Essential Academic Skills (ATI TEAS sixth edition). Please visit the website www.atitesting.com for additional information. The testing fee will be paid at the Cashiers Office prior to testing. An ATI Teas Testing Ticket is required to schedule the test and is obtained by submitting the Nursing Intent to Apply form. Applicants are allowed to test twice per
admission annual (August to July of the following year) with a thirty (30) day interval between testing dates at any location. Applicants should allow three and one half hours to complete this computer-based test. The ATI TEAS cannot be taken until PHASE I is completed. Testing can be done at JCC, however, the College does accept transfer scores from ATI. Test scores are valid for two (2) years. Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or on line at www.atitesting.com.

c. Pharmacology Course Information: Applicants desiring advanced placement admission for the spring semester must pass a pharmacology competency exam based on content from Pharmacology-NUR 117 with a C or higher. Applicants will also be required to pass a dosage calculations exam with a B or higher. Both exams will be administered by the Nursing Department. Examination dates will be given to applicants by the admissions coordinator for the Nursing Department. Applicants who do not pass the pharmacology and dosage calculation exam will be required to successfully complete Pharmacology-NUR 117 with a grade of C or higher in the fall semester prior to admission into the spring semester.

Ranking and Notification of Admission Status

Phase III:

Only applicants who score exemplary, advanced, or proficient on the ATI TEAS (sixth edition) will be considered in the point ranking.

Only courses completed by the deadline date will be used in the point ranking of applicants. grade of A or B earned on the first attempt in courses will be used in the point ranking. Points will only be awarded for BIO 168, 169 and 175 if they were completed within the last (5) years from the date of point of entry into the program. Points will ONLY be given for BI 168 and 169 if the two courses have been taken at the same college. Points for BIO 168 an 169 will ONLY be given to seated or face-to-face laboratory instruction, not an online component (documentation may be required to award points).

All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking. Test scores are valid for two (2) years. Notification will be sent to applicants applying for advanced placement to spring semester in mid-December. Applicants may be placed on an alternate list or not accepted at this time. alternate list is for the current admitting year. All lists and program specific materials are destroyed after Spring classes begin - no waiting list is maintained. Applicants not accepted at this time may continue with college course work or schedule an appointment with a counselor to discuss other educational opportunities.

If admitted, your program code will be changed by the Enrollment and Student Success staff Applicants not accepted and desiring to be considered for next year must attend the Information Session, submit the program specific application (Nursing Intent to Apply form), submit evidence of additional points and may elect to retake the Test of Essential Academic Skills (ATI TEAS sixth edition).

(Applicants not accepted at this time must reapply each year)

Acceptance

Phase IV:

Students accepted to the Associate Degree Nursing Program must:

a. Return acceptance to the Enrollment and Student Success Office within five (5) days if the date of the letter.

b. Attend a mandatory orientation on the designated dates as determined by the Nursing Program. Information will be provided upon admission into the program.

c. Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).

d. CPR certification- Provide evidence of current CPR certification by the American Heart Association at the Healthcare Provider level (adult, child, & infant) and maintain certification throughout the NUR course sequence.

e. Submit to a criminal background check, and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screenings every six months while enrolled in the program.

f. Provide documentation of required immunizations including: 2 MMR VACCINES (measles, mumps, rubella), plus a positive antibody titer for Rubella (lab report required) OR positive antibody titer for Measles, Mumps and Rubella (lab report required); 2 Varicella Vaccines OR positive antibody titer (lab report required); 2-step Tuberculosis skin test; T-dap within the last 10 years (tetanus, diphtheria, pertussis); Hepatitis B – 3 vaccinations required OR positive antibody titer (lab report required) or declination waiver; annual influenza immunization (due in the fall). All immunizations and medical related information will be required prior to beginning the spring semester. Admitted applicants will be provided information to access the designated service provider and upload...
Admissions Policy

Fall 2019

The Associate Degree in Medical Sonography and Associate Degree in Cardiac & Vascular Sonography programs at Johnston Community College are a 2 year program that runs over 5 semesters. Students are admitted to begin Fall semester of each year. Both the Associate Degree in Medical Sonography and Associate Degree in Cardiac & Vascular Sonography have a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Medical Sonography or Associate Degree Cardiac & Vascular Sonography Programs as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicants equally.

Applicants are selected on the basis of academic records, admission testing and the maximum number of seats available as determined by CAAHEP/JRCDSMS.

Phase I-A, B and II are completed by the applicant and must be completed by the specified deadline dates.

If the deadline date falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.

Phase III is completed by the College and only accepted will complete Phase IV.

PHASE I-A: Admission Requirements

Deadline Date: College Acceptance - February 20

- 5:00 pm

- Current application for admission to the College on file
- Official transcripts from high school/GED scores and all colleges on file in the Office of Enrollment and Student Success

All foreign transcripts (secondary and post-secondary) must be evaluated by a JCC recognized evaluation company at the student’s expense. For specific details, see International Transcript information in the College catalog.

- Completed the College placement test or met test exemption requirements if required.
- Completed an interview with a Counselor in the Office of Enrollment and Student Success.
- Have a current cumulative GPA of 2.5 or higher at last attended high school or college.
- Graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree Medical Sonography or Cardiac & Vascular Sonography program.
- Place into ENG 111 and MAT 143 or MAT 171.
- Attend a MANDATORY Health Science Information Session dates and time available on the College web-site. (Please bring a copy of...
the Program Admission Policy to the session). Multiple sessions are conducted prior to the application deadlines. Applicants MUST attend one session – no exceptions. The Sonography application will be received at the Health Science Information Session.

Phase I-B

**Deadline: Courses May 15th**

**Official transcript on file in the Office and Enrollment and Student Success May 20th-5:00 pm**

**Prerequisites:**

Must be completed by May 15th of the admitting year with a minimum grade of “C” or better. Applicant must show proof of current enrollment in the final required prerequisites when submitting the program application. An official transcript must be on file in the Office of Enrollment and Student Services by 5:00 pm on May 20th.

- BIO 163 – Anatomy & Physiology or BIO 168 & BIO 169
- PHY 110 & PHY 110A – Conceptual Physics & Lab or college level physics with lab
- COM 231 – Public Speaking
- MAT 152 – Statistical Methods I or a college level statistics course or college algebra
- CNA I Certification with current listing on the NCNA (Certified by June 1 of admitting year)
- Complete a North Carolina state approved Nurse Aide I course to include theory, lab, and clinical components. Challenging the NA I examination will not meet this requirement.
- Current (active) listing on the NCNA registry by June 1 with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility.
- CNA is not required for applicants holding an Associate Degree or Bachelor Degree in Nursing or an Allied Health Degree* and are currently certified or applicants currently enrolled in the final semester of a Nursing or Allied Health Profession*. Applicants enrolled in the final semester of a nursing or allied health program must provide a letter from the program director verifying enrollment and anticipated graduation date. Note: State-approved high school Nurse Aide training programs meet the same standard as all other state-approved Nurse Aide I training programs in North Carolina.

*Eligible Allied Health Profession Degree: Nursing, Radiography, Respiratory Therapist, Physical Therapist, Sonography, Paramedic, A.A.S. Nuclear Medicine, A.A.S Surgical Technologist, LPN, and Certified CMA. Additional healthcare professions with direct patient care will be evaluated on an individual basis.

PHASE II: Program Application and Health Occupations Test:

**Deadline Date: Regular Program Acceptance – February 28 by 12:00 noon**

Applicants are responsible for making sure all materials, documents, and steps in Phase I-A have been completed. If the deadline date falls on a week-end all materials are due the Friday before the deadline. Incomplete application packets will not be processed.

**Application Packet (submitted to the Office of Enrollment and Student Success):**

- Sonography program application
- CNA certificate of completion or registration form showing registration for a class or if enrolled in a final semester of an Allied Health program a letter from the Program Director verifying program enrollment. If graduated from an eligible allied Health Profession program (see above program selection) current copy of licensure
- Copy of Nurse Aide listing on the North Carolina Nurse Aide Registry.
  - Complete the ATI Test of Essential Academic Skills (ATI TEAS)

The TEAS TESTING TICKET will be issued via e-mail upon receipt of the application packet. The TEAS TESTING TICKET allows you to view and schedule a testing date.

- The testing fee is paid at the Cashiers Office.
- An academic preparedness level of exemplary, advanced, or proficient is required for consideration.
- Applicants are allowed to test twice per academic year (August to March of the following year) with a thirty (30) day interval between all testing dates by the deadline date of February 28 of admitting year.
- TEAS scores are valid for two years.
- Testing is offered at JCC however, the College does accept transfer scores from ATI.
- Visit the Academic Enrichment Center for information on TEAS TESTING. Study materials may be purchased in the College Bookstore or online at www.atitesting.com.

**PHASE III: Ranking and Notification of Admission Status**

- All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking.
- Only courses that have been completed, with a grade of A, B, or C, will be used in the point ranking process.
- Additional points will be given on the point ranking for applicants who have completed a medical terminology curriculum course or a HSC course with a grade of “C” or better.
- Notification will be sent to those who completed the ranking review in late May.
• Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All list and program specific materials are destroyed after fall classes begin—no waiting list. Applicants not accepted at this time may continue the college in the current program or schedule an appointment with a counselor to discuss other educational opportunities.

• If admitted, your program will be changed by the Office of Enrollment and Student Success Staff. If a student changes programs after accepting a seat in sonography, the student is responsible for changing their program of study code with the Enrollment and Student Success Office.

• Applicants not accepted and desiring to be considered for next year must complete the information session, submit program specific application, submit evidence of additional points, and may elect to complete the ATI Test of Essential Academic Skills (ATI TEAS).

PHASE IV – Acceptance

The student accepted to the Associate Degree Sonography Program must:

• Return acceptance to the Admission Office within five (5) days of the date on the letter.

• Attend a mandatory program orientation on the designated date

• Show documentation of physical and emotional health by the student's primary care provider. (College approved forms will be distributed at orientation).

• Show evidence of current AHA Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association.

• Submit to criminal background checks and initial and random drug screenings as directed by affiliated clinical agencies. Criminal background checks and drug screenings must be completed through the College's designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screening every 6 months while enrolled in the program. (College approved forms will be distributed at orientation). Information obtained from the criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical experiences and would result in the inability of the student to complete the program. The application for certification examination with the American Registry of Diagnostic Medical Sonographers (ARDMS) contains questions as to whether or not the applicant has ever been convicted of a misdemeanor or felony excluding minor traffic violations. If the answer is "yes" the applicant is asked to provide an explanation. The certification application also asks if a student has received sanctions that are result of a violation of academic honor codes. The ARDMS may deny an application for certification based on these questions. If a student has question of their eligibility for certification, a pre-application process is available by the ARDMS. Information obtained from the criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

7. Computed Tomography (CT) Admissions Policy

Candidates for admission must be registered or registry-eligible by the American Registry of Radiologic Technologists (ARRT) in radiography, radiation therapy or nuclear medicine technology. Nuclear medicine technology applicants may also be registered or registry eligible by the Nuclear Medicine Technology Certification Board (NMTCB). Regardless of the supporting imaging program, applicants who have completed a supporting imaging program must have a minimum GPA of 2.5 on all program course work. Students enrolled in a supporting imaging program at the time of application must have a 2.5 GPA on all course work through the fall term of their final year. Program participants must show evidence of supporting program certification to receive their CT certificate. Applicants applying for the fall term must submit all documents listed in Step I by March 1. Applicants applying for the spring term must submit all documents in Step I by October 1.

Step I: Application Process

Submit:

• Online ECC application for admission
• Completed program application (CT)
  • Fall Application: Due March 1
  • Spring Application: Due October 1
• Applicant Information Form
• Official high school transcripts or equivalency
• Official transcripts of all prior college course work (current)
• Verification of ARRT/other registration (if applicable)

Step II: Ranking

Eligible applicants are ranked based on the categories listed on the " Applicant Points Explanation Sheet." Eligibility is based on GPA and availability of all supporting documentation required in Step I.

Step III: Conditional Acceptance
Eligible applicants will receive a letter of conditional acceptance, a medical form, drug screen, background screen, and Healthcare Provider CPR instructions.

- Accept or reject the seat in writing to the CT/MRI Admissions Counselor
- Complete the medical form, background, drug screen, and CPR requirements by the deadlines

Step IV: Clinical Placement & Final Acceptance
Applicants who meet the clinical agency's employee health standards, background and drug screen requirements will be notified of final acceptance.

8. Cosmetology

Admissions Policy
- Meet health standards specific to the occupation.
- Must place into at least DRE 097.
- A cosmetology student transferring to Johnston Community College from another cosmetology art school must complete at least 500 hours at JCC.

9. Early Childhood Education

Admissions Policy
- Students must complete the placement test during the admission process and must have placed out of DRE 096 before they can enroll in EDU courses with the exception of ED 119.
- Students may be required to submit a certified criminal history check from the Clerk of Superior Court's Office and a completed fingerprint card for submission to the State Bureau of Investigation (SBI) for a criminal history check (Section 2700 of Subchapter 3U- Child Day Care Rules on Criminal Records Check). The student will incur the cost of the criminal background checks.
- Students may be required to submit to initial & random drug screenings as directed by the affiliated practicum and volunteer sites. The student will incur the cost of the drug screenings.
- JCC Early Childhood Education students are required to take EDU practicum courses at a JCC. These courses cannot be transferred from other colleges.
- The student may be required to furnish a statement signed by a licensed physician that indicates the student is emotionally and physically fit to care for children and an initial test showing the student to be free of active tuberculosis as well as other requirements before observing, volunteering or completing practicum in a licensed childcare program or public school.
- Information obtained from the criminal background checks, health records, and drug screenings could jeopardize the student's ability to participate in volunteering and practicum experiences in an early childhood setting and would result in the inability of the student to complete the program.

Students with a felony conviction may have limited certification and employment opportunities in the field and may not be able to complete the early childhood education degree.

10. Emergency Medical Science

Admissions Policy
Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Emergency Medical Science Program as specified in the Johnston Community College Catalog. Applicants are selected on the basis of their achievement potential through the use of previous academic records and based on the number of available seats in the program.

In order for a student to be considered for admission to the EMS Program, the applicant must complete Phases I and II below. Applicants can test for the NC Emergency Medical Technician-Basic (EMT-B) certification after successfully completing the first semester.

Advanced Placement
A certified EMT-Basic or EMT-Intermediate, completed by transfer credit or through certification can apply for spring admission if they have completed all required courses in the fall semester as outlined in the JCC EMS program of study. Applicants applying to the Bridging option must hold a current North Carolina EMT-Paramedic certification. Applicants from out of state who hold a National Registry Paramedic certification must obtain a North Carolina Paramedic credential through the North Carolina Office of EMS reciprocity process.

PHASE I: Application and Admission Process
- Submit a completed application to Johnston Community College
- Official transcripts from high school or GED scores and all colleges sent to the College.
- Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree EMS Program
- Complete the College placement test or met test exemption requirements.
- Have attained a minimum grade of "C" in a general biology course at the high school or college level.
- Maintained a 2.0 or higher grade point average
- Place into ENG 111 and MAT 143.
- Complete an interview with an admissions counselor after completing the College placement test and or all official College transcripts have been received by the College. All transcripts must be on file to complete the interview.

(Applicants must complete all of Phase I and meet admission requirements to advance to Phase II)

PHASE II: Program Application and Notification and Acceptance
- Submit a program specific application by May 1 of the admitting year. The college reserves the right to extend the application deadline when
warranted. Program specific applications are available beginning September 1 of the prior admitting year in the Student Services Office. Twenty-five students are admitted each fall on a first-come, first served basis. Applications must be submitted to the Admissions Office with the following items listed:

- Copy of counselor interview summary
- Applicants are notified by mail of their acceptance.
- Must attend a program orientation in July of the admitting year by the Program Director or designee. You will receive a letter providing additional information in late May. Due to the demand of health science programs, students are encouraged to complete advising and registration at the program orientation. To secure their position in the program students are encouraged to have met their financial obligations to the College after registering for classes.
- Show documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
- Medical, criminal background checks and drug screening are due in the first semester.
- Show evidence of health insurance coverage and maintain such coverage while enrolled in the emergency medical science program.

*Students admitted to the Associate Degree Emergency Medical Services Program at Johnston Community College will submit to criminal background checks and drug screening upon admission to the program and random drug screening as directed by affiliating agencies. Information obtained from the criminal background check could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program. Clinical agencies may require criminal background checks and drug screening every 6 months while enrolled in the program.

The application for certification examination with the North Carolina Office of EMS inquires whether or not the applicant has ever been convicted of a misdemeanor/felony including minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. This question is asked because of the legal requirements for becoming a certified EMT or Paramedic in North Carolina. Similar requirements exist in other states. Individuals applying for an EMS certification in the state of North Carolina are subject to the provision of the North Carolina general Statutes on EMERGENCY MEDICAL SERVICES AND TRAUMA RULES found in section 10A NCAC 13P.

Note: Having a criminal history, including felony conviction, does not necessarily preclude an individual from applying for or receiving a North Carolina EMS certification. The NC Office of EMS will evaluate individuals on a case by case basis, but only AFTER that individual has completed an approved educational course, passed a state certification exam and applied for certification.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

11. Magnetic Resonance Imaging (MRI)

Admissions Policy

Candidates for admission must be registered or registry-eligible by the American Registry of Radiologic Technologists (ARRT) in radiography, radiation therapy, nuclear medicine technology, or sonography. Nuclear medicine technology applicants may also be registered or registry eligible by the Nuclear Medicine Technology Certification Board (NMTCB). Sonography applicants may also be registered or registry eligible by the American Registry for Diagnostic Medical Sonography (ARDMS). Regardless of the supporting imaging program, applicants that have completed a supporting imaging program must have a minimum GPA of 2.5 on all program course work. Students enrolled in a supporting imaging program at the time of application must have a 2.5 GPA on all course work through the fall term of their final year. Program participants must show evidence of supporting program certification to receive their MRI diploma. Applicants must submit all documents listed in Step I by March 1.

Step I: Application Process

Submit:

- Online ECC application for admission
- Completed MRI program application
- Official high school transcript or equivalency
- Official transcript from an approved Radiography/Imaging Program that includes the fall semester of your senior year
- Official transcripts supporting all other college courses
- Verification of ARRT/other registration (if applicable)
- Applicant Information Form

Step II: Ranking

The MRI program has a points based acceptance process. Applicants will be ranked based on the categories listed on the applicant points explanation sheet. In order to receive points in a category, applicants must send supporting documentation with the other documents required in Step I.

Step III: Conditional Acceptance

Eligible applicants will receive a letter of conditional acceptance, a medical form, drug screen, background screen, and Healthcare Provider CPR instructions.

- Accept or reject the seat in writing to the MRI Admissions Counselor
• Complete the medical form, background, drug screen, and CPR requirements by the deadlines.

Step IV: Clinical Placement & Final Acceptance

Applicants who meet the clinical agency’s employee health standards, background and drug screen requirements will be notified of final acceptance.

12. Mammography

Admissions Policy

The Mammography program at Johnston Community College is a two (2) semester certificate that will provide a registered radiologic technologist the didactic and clinical experience to become a registered mammographer. This program will be offered online with the exception of lab and clinical hours. A limited number of applicants will be admitted under the provision of the admission policies of Johnston Community College and the Mammography Certificate program. The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected on the basis of their academic records and the maximum number of seats determined by clinical space availability on a first come first serve basis. All applicants must maintain a 2.5 or higher cumulative grade point average.

At the completion of the Mammography program, graduates will meet the Mammography Quality Standards Act training requirements and are eligible to apply for the American Registry of Radiologic Technologists certification in Mammography.

PHASE I: Admission Requirements

Deadline date: College Acceptance-June 1 by 12 noon

• Current application for admission to the College on file in Student Services.
• Official transcripts from high school/GED scores and all colleges on file in Student Services Office
• Must hold an Associate Degree in Radiography and ARRT certification in Radiography or enrolled in the last semester of an accredited Radiography program. Applicants in the last semester of the Radiography program must provide a letter from their Program Director and be ARRT certified prior to August 1 of admitting year.
• Complete an interview with a counselor in the Office of Enrollment and Student Success.
• Have a current cumulative GPA of 2.5 or higher.

PHASE II: Program Application

Deadline Date: Regular Program Acceptance: June 15 by 12:00 noon

Applicants are responsible for ensuring all required materials and documents have been submitted to the Office of Enrollment and Student Success by the deadline date. If the deadline date falls on a week-end all materials are due the Friday before the deadline.

Submit program specific application. All requirements in Phase I must be met to submit the program specific application.

The following forms must be submitted in the application packet to the Office of Enrollment and Student Success:

• Program specific application.
• Copy of current ARRT certification card or proof of applying for certification.
• Documentation of a confirmed clinical site placement for clinical affiliate sponsor if choosing your own clinical affiliate.

PHASE III: Ranking and Notification of Admission Status

• Notifications will be sent to applicants in late June.
• Applicants may be placed on an alternate list based on application submission date. The alternate list is for the current admittance year.
• If admitted, your program will be changed by the Enrollment and Student Success Staff. If a student changes programs after accepting a seat in mammography, the student is responsible for changing their program of study code with the Enrollment and Student Success Office.
• Applicants not accepted and desiring to be considered for next year must reapply to the Mammography program.

PHASE IV: Acceptance

The student accepted to the Mammography Certificate Program must:

• Return acceptance to the Enrollment and Student Success Office within five (5) days of the date on the letter.
• Attend a mandatory program orientation on the designated date in August.
• Show documentation of physical and emotional health by the student’s primary care provider.
• Show evidence of current Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association.
• Show evidence of Health Insurance coverage and maintain such coverage while enrolled in the radiography program.
• Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screening every six months while enrolled in the program.

Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.
The application for certification examination with the American Registry of Radiologic Technologists (ARRT) contains questions in regards to the following:

- Has the applicant ever been convicted of a misdemeanor or felony excluding minor traffic violations (including convictions of similar offenses in a military court-martial)?
- Has the applicant ever had disciplinary actions from a certification board or regulatory in regards to a professional license, permit, registration or certification?
- Has the applicant ever been convicted of a misdemeanor or felony excluding minor traffic violations (including convictions of Has the applicant ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?

If the answer is yes to any of these questions, the ARRT may deny an application for certification based on these questions. If a student has question of their eligibility for certification, a pre-application process is available by the ARRT.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice. Rev. 2/18

13. Medical Assisting

Admissions Policy

Applicants are admitted under provision of the admission policies of Johnston Community College and the Medical Assisting Program as specified in the Johnston Community College Catalog. Applicants are selected on the basis of their achievement potential through the use of previous academic records based on the number of available seats in the program. The Medical Assisting program offers a Diploma and an Associate Degree option during the day.

In order for a student to be considered for admission to the Medical Assisting Program, Phases I must be completed prior to 5:00 p.m., March 24 (application deadline) of the year of application entrance. If the deadline date falls on a weekend, all materials and documents are due The Friday before the deadline.

The College reserves the right to extend the application deadline when warranted.

PHASE I: Application and Admission Process

Deadline date: March 24, noon.

- Submit a completed application to Johnston Community College
- Official transcripts from high school and all colleges sent to the College. Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Medical Assisting Program.
- Complete the College placement test or met test exemption requirements.
- Place into ENG 111 and MAT 110.
- Have a cumulative grade point average of 2.0 or higher.
- Complete interview with a counselor in Student Services.
- Attend a mandatory Health Science Information Session (Please bring a copy of the Program Admission Policy to the session). Please view the Medical Assisting website information Session for dates and times.

(Applicants must complete all of Phase I to advance to Phase II)

PHASE II: Program Application, Point Ranking and Notification of Acceptance

- Submit a program specific application (can only be received by attending Information session in Phase I) Program specific applications are available beginning September 1 of the prior admitting year. The following forms must be submitted to the Admissions Office no later than 12:00 noon on April 1 (in a packet):
  - Program Specific Application
  - Copy of counselor interview summary
  - Copy of CNA certificate of completion (optional, to obtain points).
  - Copy of North Carolina Nurse Aide Registry listing (optional, to obtain points).
  - Incomplete Packets cannot be processed
  - Applicants will be admitted to the Medical Assisting based on a point ranking system. Applicants can receive points by completing related course work in the Medical Assisting program and/or completing an approved CNA class (optional).

To qualify for CNA points: Applicants must have successfully completed a Certified Nurse Aide I Program. Additional points can be earned by currently listed on the North Carolina Nurse Aide I Registry with no substantiated findings of resident abuse, resident neglect or misappropriation of resident property in a Nursing Facility. The Certified Nurse Aide I Training Program must include theory, lab, and clinical components. The applicant must provide a copy of the certificate of completion from an approved program. Applicants must be listed on the registry by April 1 (optional, only to obtain additional points). Points are given for completing the class and additional points for listed currently on the North Carolina Nursing Aide I Registry.

- All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, grade point average will determine point ranking. Only courses that have been completed, with a grade of A, B, or C, by the deadline will be used in the point ranking process.
Admission Information and Procedures

The student accepted to the Medical Assisting program must:
- Return acceptance to the Admission Office within five (5) days of the date of the letter.
- Attend a mandatory program orientation on the designated date.
- Show documentation of physical and emotional health by the student's primary care provider. (College approved forms will be distributed at orientation).
- Show evidence of current Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association prior to entering the Medical Clinical externship, Summer semester.
- Show evidence of health coverage and maintain such coverage while enrolled in the medical assisting program.
- Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College's designated service provider. The student will incur the cost of the criminal background checks and drug screenings.

* Information obtained from the criminal background checks and drug screenings could jeopardize the student's ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The application for certification examination with the AAMA contains questions as to whether or not the applicant has ever been convicted of a misdemeanor or felony excluding minor traffic violations. If the answer is "yes" the applicant is asked to provide an explanation. The certification application also asks if a student has received sanctions that are result of a violation of academic honor codes based on these questions.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

14. Medical Sonography

Admissions Policy

Fall 2019

The Associate Degree in Medical Sonography program at Johnston Community College is a 2-year program that runs over 5 semesters. Students are admitted to begin Fall semester of each year. The Associate Degree in Medical Sonography has a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Medical Sonography Program as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected on the basis of academic records, admission testing and the maximum number of seats available as determined by CAAHEP/JRCDMS.

Phase I and II are completed by the applicant and must be completed by the specified deadline dates. Phase III is completed by the College and only the accepted will complete Phase IV.

PHASE I-A: Admission Requirements

Deadline Date: College Acceptance - February 20, 5:00 p.m.

- Current application for admission to the College on file.
- Official transcripts from high school/GED scores and all colleges on file in the Office of Enrollment and Student Success.
- Completed the College placement test or met test exemption requirements if required.
- Completed an interview with a Counselor in the Office of Enrollment and Student Success.
- Graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree Medical Sonography program
- Have a current cumulative GPA of 2.5 or higher
- Place into ENG 111 and MAT 171 or MAT 143.
- Attend a MANDATORY Health Science Information Session dates and time available on the College Web site. (Please bring a copy of the Program Admission Policy to the session). Multiple sessions are conducted prior to the application deadlines. Applicants MUST attend one session - no exceptions.

Prerequisites

Must be completed by March 1 with a minimum grade of "C"

- BIO 163 – Anatomy & Physiology or BIO 168 & BIO 169
- PHY 110 & PHY 110A – Conceptual Physics & Lab or college level physics with lab
- COM 231 – Public Speaking
- MAT 152 – Statistical Methods I or a college level statistics course or college algebra
- CNA I Certification (Certified by June 1)
- Complete a North Carolina state approved Nurse Aide I course to include theory, lab, and clinical components. Challenging the NA I examination will not meet this requirement.
- Current (active) listing on the NCNA registry by June 1 with no substantiated findings of resident abuse, resident neglect, or misappropriation of resident property in a nursing facility.
- CNA is not required for applicants holding an Associate Degree or Bachelor Degree in Nursing or an Allied Health Degree* and are currently certified or applicants currently enrolled in the final semester of a Nursing or Allied Health
**PHASE I-B**

**Deadline: Courses May 15**

Official transcript on file in the Office and Enrollment and Student Success May 20 5:00pm.

**Prerequisites:**

Must be completed by May 15 of the admitting year with a minimum grade of "C" or better. Applicant must show proof of current enrollment in the final required prerequisites when submitting the program application. An official transcript must be on file in the Office of Enrollment and Student Services by 5:00pm on May 20.

- BIO 163 – Anatomy & Physiology or BIO 168 & BIO 169
- PHY 110 & PHY 110A – Conceptual Physics & Lab or college level physics with lab
- COM 231 – Public Speaking
- MAT 152 – Statistical Methods I or a college level statistics course or college algebra

**PHASE II: Program Application and Health Occupations Test:**

**Deadline Date: Regular Program Acceptance – February 28 by 12:00 noon**

Applicants are responsible for making sure all materials have been submitted to the Office of Enrollment and Student Success by the deadline. If the deadline date falls on a weekend all materials are due the Friday before the deadline. Incomplete application packets will not be processed.

The following forms must be submitted in the application packet to the Office of Enrollment and Student Success:

- Program Specific Application (can only be received by attending the Information Session in Phase I). All requirements in Phase I-A and I-B must be met to submit the program specific application.
- Copy of CNA program certificate of completion or a transcript showing completion or registration form showing registration for a class.
- Copy of Nurse Aide listing on the North Carolina Nurse Aide Registry
- A letter from the program director verifying program enrollment and anticipated date of graduation (if in an Allied Health Program*)
- Complete the ATI Test of Essential Academic Skills (ATI TEAS). Please visit the website (www.atitesting.com) for additional information.
- The testing fee will be paid at the Cashiers Office prior to testing. A Teas Testing Ticket is required to schedule the test and is obtained by submitting the program specific application.
- Applicants are allowed to test twice per academic year (August to March of the following year) with a thirty (30) day interval between testing dates and testing locations.
- Applicants should allow three and one half hours to complete this computer-based test. The ATI TEAS cannot be taken until PHASE I is completed.
- Testing can be done at JCC however, the College does accept transfer scores from ATI. Applicants are strongly encouraged to prepare in advance for the ATI TEAS test. Visit the Academic Enrichment Center for information on a free ATI TEAS prep course. Additionally, study materials may be purchased in the College Bookstore or on-line at www.atitesting.com.

**PHASE III: Ranking and Notification of Admission Status**

- All applicants will be ranked according to the highest to the lowest points. The number of applicants accepted to the program depends upon availability of seats. In the case where two or more applicants have the same number of points, TEAS scores will determine point ranking.
- Only courses that have been completed, with a grade of A, B, or C, will be used in the point ranking process.
- Additional points will be given on the point ranking for applicants who have completed a medical terminology curriculum course or a HSC course with a grade of "C" or better.
- Notification will be sent to those who completed the ranking review in late May.
- Applicants may be placed on an alternate list or not accepted at this time. The alternate list is for the current admitting year. All list and program specific materials are destroyed after fall classes begin-no waiting list. Applicants not accepted at this time may continue the college in the current program or schedule an appointment with a counselor to discuss other educational opportunities.
- If admitted, your program will be changed by the Office of Enrollment and Student Success Office. If a student changes programs after accepting a seat in sonography, the student is responsible for changing their program of study code with the Enrollment and Student Success Office.
- Applicants not accepted and desiring to be considered for next year must complete the information session, submit program specific application, submit evidence of additional points, and may elect to complete the ATI Test of Essential Academic Skills (ATI TEAS).
PHASE IV: Acceptance

The student accepted to the Associate Degree Medical Sonography Program must:

- Return acceptance to the Admission Office within five (5) days of the date on the letter.
- Attend a mandatory program orientation on the designated date.
- Submit documentation of physical and emotional health by the student’s primary care provider. (College approved forms will be distributed at orientation).
- Show evidence of current AHA Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association.
- Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider.

The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screening every 6 months while enrolled in the program. Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The application for certification examination with the American Registry of Diagnostic Medical Sonographers (ARDMS) contains questions as to whether or not the applicant has ever been convicted of a misdemeanor or felony excluding minor traffic violations. If the answer is “yes” the applicant is asked to provide an explanation. The certification application also asks if a student has received sanctions that are result of a violation of academic honor codes. The ARDMS may deny an application for certification based on these questions. If a student has question of their eligibility for certification, a pre-application process is available by the ARDMS. Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

15. North Carolina Truck Driver Training School

Admissions Policy

- Have a completed DOT physical examination form and commercial driver’s license permit.
- Have the state department of motor vehicles forward a copy of the applicant’s seven-year motor vehicle record.
- Must be a U.S. citizen or permanent resident alien.

16. Pharmacy Technology

Admissions Policy

The pharmacy technology program offers diploma and associate degree options. Applicants are admitted on a first-come, first-served basis. The pharmacy technology program is offered during the day and begins fall semester of each year.

In order for a student to be considered for admission to the pharmacy technology program, Phase I must be completed by May 1st. The college reserves the right to extend the application deadline when warranted.

PHASE I: Application and Admission Process

- Submit a completed application to Johnston Community College.
- Submit official transcripts from high school and all colleges to the Student Services Office.
- Have graduated or will graduate from a high school or the equivalent, as recognized by the State of North Carolina before entering the pharmacy technology program.
- Have earned a minimum grade of “C” in one unit of biology or one unit of chemistry or the equivalent.
- Complete the College placement test or met test exemption requirements.
- Place into ENG 111 and MAT 110.
- Be interviewed by a counselor after completing the College placement tests (if required) and/or after all official transcripts have been received by the College.

Phase II: Program Application and Notification of Acceptance

- Applicants must have met all admission requirements and submitted program specific application by the May 1st deadline to be considered for admission into the Pharmacy Technology program. Applicants are admitted on a first-come, first-served basis. The College reserves the right to extend the application deadline when warranted.
- Receive notification by e-mail from the College.
- Attend a mandatory program orientation by the program director or her designee on designated dates.
- Show College approved documentation of physical and emotional health by the student’s primary care provider.
- Show evidence of current Healthcare Provider CPR certification (infant child and adult) through the American Heart Association.
- Show evidence of personal health insurance and maintain while enrolled in the Pharmacy Technology program.
- Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College’s designated service provider.
provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screening every 6 months while enrolled in the program.

Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The College reserves the right to change any time. Every effort is made to provide a one year notice; however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

17. Radiography

Admissions Policy

Fall 2019

The Associate Degree Radiography program at Johnston Community College is a two-year program that runs over five semesters. Students are admitted in the Fall semester of each year. The Associate Degree Radiography program has a limited enrollment number and meeting the admission requirements does not guarantee admission to the program.

Applicants are admitted under provision of the admission policies of Johnston Community College and the Associate Degree Radiography Program as specified in the Johnston Community College Catalog. The guidelines, deadline dates, and admission policies apply to all applicants equally. Applicants are selected on the basis of academic records, admissions testing, and the maximum number of seats available as approved by the JRCERT.

Phase I and II are completed by the applicant and must be completed by the specified deadline dates.

If the deadline falls on a weekend, all materials and documents are due the Friday before the deadline. Incomplete packets cannot be processed.

Phase III is completed by the College and only accepted will complete Phase IV.

PHASE I: Admission Requirements

Deadline date: College Acceptance-February 20 by 5:00 p.m.

- Current application for admission to the College on file in Student Services
- Official transcripts from high school/GED scores and all colleges on file in Student Services Office.
- All foreign transcripts (secondary and post-secondary) must be evaluated by a JCC recognized evaluation company at the student's expense. For specific details, see International Transcript information in the College catalog.
- Complete the College placement test or met test exemption requirements
- Complete an interview with a counselor in the Office of Enrollment and Student Success.
- Have a current GPA of 2.0 or higher.
- Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Associate Degree Radiography Program.
- Show completion of 2 of the following science courses:
  - High school or college level general biology course or equivalent with a grade of “C” or higher and/or
  - High school or college level chemistry course with a grade of “C” or higher and/or
  - High school or college level physics course with a grade of “C” or higher.

**The Anatomy and Physiology courses in the Radiography program of study will not satisfy this course requirement.**

- Place into ENG 111 and MAT 143.
- Attend a MANDATORY Health Science Information Session—dates and time available on the College Web site. (Please bring a copy of the program Admission Policy to the Session). Multiple sessions are conducted prior to the application deadlines. Applicants MUST attend one session – no exceptions. The Radiography application will be received at the Health Science Information Session.
- Applicants are highly encouraged to complete either job shadowing or a North Carolina approved Nurse Aide I course and current listing on the NCNAR for additional points on the point ranking. Additional points can also be received for completing an approved college level medical terminology course.
- Job Shadowing: Applicants may complete eight hours (8)(documented) job shadowing in the summer or early fall prior to applying to the program. Job shadowing experience for extra points in Radiography is required to be completed at a hospital or free-standing imaging facility.
- Nursing Assistant I (CNA): Complete a North Carolina state approved Nurse Aide I course and current listing on the NCNAR and current listing on the NCNAR by March 1 of the admitting year with no substantiated findings of resident abuse, resident neglect or misappropriation of resident property in a Nursing Facility. An approved program will have classroom, laboratory and clinical components. Challenging the Nurse Aide I examination will not meet this requirement. Completion of a high school Medical Careers I & II courses with a grade of C or higher and current employment may be used to meet this requirement. A letter from your employer (on company letterhead) stating you are currently employed as a CNA, and length of employment will be required. Both courses must have been completed.

PHASE II: Program Application and Health Occupations Test

Deadline Date: Regular Program Acceptance: February 28 by 12:00 noon
The following forms must be submitted in the application packet:

- Program specific application. The following must also be included with the program specific application to obtain points on the point ranking, but not required for program application:
  - Job Shadowing Verification Documentation signed by the clinical facility.
  - or
  - CNA CERTIFICATE OF COMPLETION or a transcript showing completion of an approved program.

- Complete the ATI Test of Essential Academic Skills (ATI TEAS) once you have received the TEAS test ticket and scheduled your test.
- The testing fee is paid at the Cashiers Office.
- Applicants are allowed to test twice per academic year (August to March of the following year) with a thirty (30) day interval between all testing dates and testing locations by the deadline of February 28 of admitting year.
- Testing is offered at JCC however, the College does accept transfer scores for information on TEAS TESTING.
- Study materials may be purchased from ATI.
- Visit the Academic Enrichment Center for on-line at www.atitesting.com.

PHASE IV: Acceptance
The student accepted to the Associate Degree Radiography Program must:

- Return acceptance to the Enrollment and Student Success Office within five (5) days of the date on the letter.
- Attend a mandatory program orientation on the designated date in June.
- Show documentation of physical and emotional health by the student's primary care provider.
- Submit evidence of current Healthcare Provider CPR certification (infant, child, and adult) through the American Heart Association.
- Show evidence of Health insurance coverage and maintain such coverage while enrolled in the radiography program.
- Submit to criminal background checks and initial and random drug screenings as directed by affiliating clinical agencies. Criminal background checks and drug screenings must be completed through the College's designated service provider. The student will incur the cost of the criminal background checks and drug screenings. Clinical agencies may require criminal background checks and drug screening every six months while enrolled in the program.

Information obtained from the criminal background checks and drug screenings could jeopardize the student’s ability to participate in clinical experiences and would result in the inability of the student to complete the program.

The application for certification examination with the American Registry of Radiologic Technologists (ARRT) contains questions in regards to the following:

a. Has the applicant has ever been convicted of a misdemeanor or felony excluding minor traffic violations (including convictions of similar offenses in a military court-martial)?

b. Has the applicant ever had disciplinary actions from a certification board or regulatory in regards to a professional license, permit, registration or certification?

c. Has the applicant ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?

If the answer is “yes” to these questions, the ARRT may deny an application for certification based on these questions. The applicant is asked to provide an explanation. If a student has question of their eligibility for certification, a pre-application process is available by the ARRT.
The College reserves the right to change any restrictions or program requirements at any time. Every effort is made to provide a one year notice however, changes or revisions that occur as the result of accreditation or approval body standards and criteria may be implemented with limited notice.

18. Therapeutic Massage

Admissions Policy

Applicants are admitted under provision of the admission policies of Johnston Community College and the Therapeutic Massage program as specified in the Johnston Community College Catalog. Applicants are selected on the basis of achievement potential through the use of previous academic records and based on a first come first served system. The college offers a full-time Certificate I & II, Diploma & Degree Program during the day.

In order for a student to be considered for admission to the Therapeutic Massage Program, the applicant must complete Phase I. Program acceptance begins March 1st and continues until the cap is reached. The college reserves the right to close applications when the cap is reached.

PHASE III: Ranking and Notification of Admission Status

- Submit a completed application to Johnston Community College.
- Official transcripts from high school and all colleges sent to JCC.
- Have graduated or will graduate from high school or the equivalent, as recognized by the State of North Carolina, before entering the Therapeutic Massage program.
- Must complete the college placement test or meet the test exemption requirements.
- Current grade point average of 2.0 or higher
- Must place into DRE 098 or ENG 111.
- Complete a mandatory information session on-line http://www.johnstoncc.edu/programs/health-sciences/therapeutic-massage/information-session-on.aspx
- Complete an interview with an admissions counselor after completing the college placement test and or official transcripts have been received by the College.

Phase II: Program Application and Notification and Acceptance

- Submit a program specific application (available online & Student Services Office- Wilson Bldg) and a copy of counselor interview summary after completion of Phase I. Submit e-mail verification of completion of the on-line Information Session. Applicants are admitted on a first-come first serve basis. Program specific applications are available beginning September 1 of the prior admitting year. Applicants are notified by mail of their acceptance.
- Must attend a program orientation held by the Program Director or her designee. You will receive a letter providing additional information

The North Carolina Board of Massage & Bodywork Therapy requires a criminal history check on all license applicants. (See § 90-629.1. The North Carolina Massage & Bodywork Practice Act)

Prospective students should be advised that if the NC Board deems the applicant’s criminal history to be in question, that applicant may be denied a license to practice in North Carolina.

Career and College Promise Admissions

Career and College Promise provides educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Johnston Community College will offer the following three Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. College Transfer Pathway – students are afforded up to 34 semester hours of community college credits towards the Associate of Arts Degree, Associate of
Science Degree, or Associate of Engineering Degree tuition free.
2. Career and Technical Education Pathway – students earn community college course credits towards a job credential, certificate, or diploma in a technical career, tuition free.
3. Cooperative Innovative High School Pathway – students begin earning community college course credits as a high school student by attending an approved Cooperative Innovative High School, tuition free. (Early College Academy or Career and Technical Leadership Academy).

**College Transfer Pathway**

1. The College Transfer Pathway affords students up to 34 semester hours (from the Associate of Arts Degree, Associate of Science Degree or Associate of Engineering Degree) of transfer courses to a NC public or participating private college or university, tuition free.
2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 (or higher) on high school courses; and
   c. Demonstrate college readiness on an approved assessment or placement test. College readiness tests may include PLAN, PSAT, PreACT, ACT, SAT, or Accuplacer/NCDAP. A student must demonstrate college readiness in English, reading, and mathematics.
   d. Students must be enrolled in at least one high school course.
3. To maintain eligibility for continued enrollment, a student must:
   a. Continue to make progress towards high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two courses.
4. With approval of the high school principal or his/her designee and the college's Vice President of Instruction, a student may:
   a. Continue to earn college transfer credits leading to the completion of the Associate of Arts Degree, Associate of Science Degree or Associate of Engineering Degree, if he/she completes a College Transfer Pathway while still enrolled in high school.
   b. Enroll in both a College Transfer Pathway and a Career Technical Education Pathway.
   c. A student may change his/her pathway of study, at the completion of a semester.

**Career and Technical Education Pathway**

The Career and Technical Education Pathway allows students to earn community college course credits towards a job credential, certificate, or diploma in a technical career, tuition free.

To be eligible for enrollment, a high school student must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 (or higher) on high school courses OR a weighted 2.0 – 2.99 with a written recommendation from his/her principal or designee;
- Student must have taken an approved assessment placement test, or college readiness test which may include the PLAN, PSAT, PreACT, ACT, SAT, or Accuplacer/NCDAP.
- Student must be enrolled in at least one high school course.
- Meet the prerequisites for the career pathway.
- To maintain eligibility for continued enrollment, a student must:
  - Continue to make progress towards high school graduation, and
  - Maintain a 2.0 in college coursework after completing two courses.
- A student must enroll in one Career and Technical Education Pathway and may not substitute courses in one pathway for courses in another pathway.
- A student may change his/her pathway of study, at the completion of a semester. Career and Technical Education Pathway courses may be used to provide partial or full fulfillment of a four unit career cluster.

**Cooperative Innovative High School Programs**

- Cooperative Innovative High School Programs are located on the college campus, enroll 100 or fewer students per grade level, and students begin earning community college course credits to complete an associate's degree or earn up to two years of college credit as a high school student, tuition free.
- Eligibility requirements for Cooperative Innovative High School Programs are established jointly by the Johnston County School Board of Education and the Johnston Community College Board of Trustees

**Listed below are the pathways offered in the three Career and College Promise programs:**

- **College Transfer Pathways:**
  - Associate of Arts
  - Associate of Engineering
  - Associate of Science
- **Career and Technical Education Pathways:**
  - Accounting
  - Air Conditioning, Heating, and Refrigeration Technology
  - Bioprocess Technology
  - Business Administration
  - Community Spanish Interpreter
  - Computer Integrated Machining Technology
  - Cosmetology
  - Criminal Justice Technology
  - Criminal Justice-Latent Evidence
  - Diesel and Heavy Equipment Technology
  - Early Childhood Education
  - Emergency Medical Science - Seniors only
  - Fire Protection Technology
  - Industrial Systems Technology
  - Information Technology
  - Medical Assisting
  - Medical Office Administration
  - Nurse Aide (student must be 16 1/2)
  - Office Administration
  - Paralegal Technology
  - Pharmacy Technology (seniors only)
  - Phlebotomy (seniors only)
  - Welding Technology
- **Cooperative Innovative High School Programs:**
ADMISSION PROCEDURES

Applications may be found online on the Johnston Community College website. Applicants who need help completing the online application may come to the Enrollment and Student Success department in the Wilson Building. All correspondence may be sent to: Student Services
Johnston Community College
P.O. Box 2350
Smithfield, NC 27577
Telephone: (919) 209-2128
Fax: (919) 989-7862
jccadmissions@johnstoncc.edu

Applicants wishing to be admitted to the College need to complete the following steps:

1. Complete the NC Residency Determination process and receive an RCN number.
2. Submit a complete application for admission through CFNC.
3. Submit all required transcripts.
4. If needed, complete placement testing through the NC-DAP test.

All Applicants are now required to complete documentation for the North Carolina Residency Determination Service (NCDS). Residency determination establishes if students should have in-state or out-of-state tuition. Applicants must complete the NC Residency Determination forms before completing a college application through CFNC. After completing the RDS process, applicants will receive a Residency Determination Number (RCN) that will be needed to complete the JCC Admissions Application through College Foundation of North Carolina (CFNC).

The application for admission, along with the applicant’s official high school transcript, should be submitted as soon as possible within one year prior to admission. Accurate and complete information on the application form and supporting information is required. Applicants are notified when they have been accepted for admission and when to report for registration. Falsification, misrepresentation, or omission of information on the application may result in revocation of admission.

A student who desires to enter a particular program of study but is not accepted to pursue that program may be accepted for admission to an alternate program. This may involve admission to

1. Another program of study,
2. Developmental courses,
3. Individualized programmed instruction, or
4. A combination of these approaches designed to help the student overcome academic limitations.

Following receipt of the application for admission and all transcripts, the applicant is invited for placement testing (if needed). Applicants must also submit transcripts from previously attended post-secondary educational institutions if they:

• Wish to receive transfer credits from another institution
• Plan to apply to a Health Science program
• Applied for Veterans Benefits
• Plan to play an intercollegiate sport for Johnston Community College

If a student graduated with an associate's degree or higher, the official transcript from the awarding institution may serve as the official transcript on record. The official high school transcript would not be needed for admission to the college unless they plan to apply to a Health Science program and apply for Veterans Benefits or plan to play an intercollegiate sport for JCC. Applicants are also required to complete @ JCC admissions connect session.

The purpose of the connect session is to provide information, clarify the applicant’s goals, and confirm educational career plans. The applicant is encouraged to consider the full range of educational programs and services available and to evaluate probability for success in relation to the individual’s educational preparation, interests, aptitudes, and career objectives. Placement tests are used to assess educational preparation in the areas of reading, grammar, composition, and mathematics. The tests are given for guidance in the admission and placement of students in programs.

TESTING SERVICES

Accuplacer

Johnston Community College uses an online computerized placement test (CPT) called ACCUPLACER, which delivers the NC Diagnostic and Placement test (NCDAP). On rare occasions, applicants who are not yet comfortable using a computer may be administered a paper-and-pencil placement test called COMPANION. These students should notify the Admissions Office prior to being scheduled for testing. Students with other special needs must make testing arrangements with admissions and counseling staff. The College accepts COMPASS and ASSET placement scores earned at another institution only when accompanied by actual course placement.

Exemption from Placement Testing

Multiple Measures

Students who enroll at Johnston Community College may be exempt from English, reading and math placement testing if all of the following criteria are met:

• The applicant is admitted and registered for classes within five (5) years from the high school graduation date.
• The applicant has an unweighted high school GPA of 2.6 or greater.
• The applicant has successfully completed four (4) high school math courses including three (3) Core Mathematics Courses and at least one higher level math course* as recognized by the North Carolina Department of Public Instruction.
• Placement for students who apply before graduation from high school will be based on their high school GPA at the end of the fall term of their senior year.
SAT/ACT Scores

Students who enroll at Johnston Community College may be exempt from English, reading and/or math placement testing if the following SAT or ACT scores are met:

**SAT Scores**
- Writing: 500 OR Reading: 480
- Math: 530

**ACT Scores**
- English: 18 OR Reading: 22
- Math: 22

Other Exemptions from Placement testing

Students who enroll at Johnston Community College may be exempt from English, Reading and/or Math placement testing with:

- Successful completion (a grade of C or higher) of a college-level math and/or English course from a regionally accredited institution.
- Successful completion of a developmental level course in English and/or Math from another North Carolina Community College
- Appropriate Advanced Placement (AP) scores
- Appropriate College Level Exam Program (CLEP) scores
- Appropriate ACCUPLACER, COMPASS or ASSET scores

Students, who qualify for a placement test waiver in math or English but not both, will need to complete the ACCUPLACER for the skill area not exempted. Student must present all documentation when requesting a waiver.

Core Mathematics Courses:
- Algebra I, Geometry and Algebra II; OR
- Common Core Math I, II and III; OR
- Integrated Math I, II and III

PLUS, a fourth mathematics course from the list below:

**Approved Math Courses (4th Math):**
- Advanced Functions and Modeling*
- Discrete Mathematics*
- Pre-Calculus*
- Integrated Mathematics IV*
- AP Statistics*
- AP Calculus (AB)*
- AP Calculus (BC)*
- Analytical Geometry
- Integrated Mathematics
- Mindset
- Probability & Statistics
- Trigonometry

*Will also meet UNC mathematics requirements.

NC-DAP Retest Policy

A student may take the placement test twice in a five-year period, retest each section only once, and must adhere to a minimum 10 day waiting period between tests. Before retesting, students are highly encouraged to utilize all available study resources to include the College's transition programs. During registration, first-time testers will have priority over retest students.

**TEAS**

TEAS (Test of Essential Academic Skills) is an assessment used as part of the admissions process for nursing, radiography, medical sonography, and cardiac and vascular sonography. The computerized assessment contains four parts: reading, math, science, and English. There is a fee to take this assessment. Students are scheduled after a program-specific application or intent to apply form is submitted and the student has met all program admission requirements.

If you require services/accommodations for testing due to a hearing, visual or physical impairment or another disability, please contact our Disability Services Coordinator prior to testing. The Academic Skills Center offers a free preparatory program for the TEAS.

**CLEP**

CLEP (College Level Examination Program) offers testing for course credit through an online computerized assessment. Johnston Community College is a national test center for the program. The exam allows a student to receive credit and exemption for a course if a minimum score is obtained.

**DSST**

DSST (Dantes Subject Standardized Test) is a nationally recognized test program that offers opportunities for students to receive college credit for learning acquired outside the traditional college classroom.

**Students who wish to obtain credit for a course not offered through CLEP and DSST testing should refer to the Credit by Examination or Credit by Experience policies.**

**CRC**

The Career Readiness Certification is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills in reading, applied math, and locating information – essential skills required by the vast majority of jobs today. The CRC Certificate confirms to employers that you possess basic workplace skills in Reading For information, Applied Mathematics, Locating Information. There is a cost associated with each WorkKeys Assessment.

Proctored Testing for Other Colleges and Universities

Johnston Community College offers test proctoring for students enrolled at other colleges and universities. Test proctoring is offered through the Academic Skills Center for a fee of $15 per test. To ensure availability of a proctor, students are encouraged to contact the Academic Skills Center at least two weeks prior to the desired testing date.

Special Arrangements for Students with Disabilities

If an individual has a disability that will prevent him/her from taking the test under standard conditions, contact the disability services coordinator at (919) 209-2543 prior to reserving a testing time. ADA accommodations that require special testing environments should be scheduled well
in advance of the start of the term. Requests in the four weeks prior to the start of the term may not be possible to schedule.

**READMISSION**

Applications for readmission of former students are received and processed by the Admissions Office. Students applying for readmission to a curriculum program who have not attended for two or more consecutive semesters must enroll under the current College catalog.

Prior disciplinary records may be considered when students seek admission or readmission to the College. The College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or a disruption of the educational process.

**ADMISSION APPEALS**

Admission/readmission policies and standards are administered by the vice president of student services. Appeals of application or admission decisions are heard by the Student Success Committee. Appeals must be submitted to the chair or secretary of the Student Success Committee in writing within 10 days following the date of the initial decision.

**ADMISSION TO CONTINUING EDUCATION**

Information regarding admission to continuing education courses may be found in the Continuing Education catalog section.

**PERSISTANCE AND GRADUATION RATES**

Information concerning persistence and graduation rates is available upon request from the Student Services Office, on the College’s Web site, and in other publications.

**STUDENTS TRANSFERRING TO JCC**

Applicants for admission as transfer students may be admitted and granted advanced standing based on acceptance of course work completed at other regionally accredited colleges, universities, or post-secondary institutions. All courses for which transfer credit is possible are evaluated in terms of the curriculum to be pursued at the College. The application for admission and all official transcripts being evaluated must be received before an application can be processed. Johnston Community College transfer students are in good standing following an application can be processed. Johnston Community College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or a disruption of the educational process.

Course credits earned at other institutions will be accepted for transfer subject to the following criteria:

1. The course work must be applicable to the program of study the student desires to pursue.
2. A minimum grade of “C” or the equivalent must have been earned for a course to be considered for transfer.

**SPECIAL CREDIT STUDENTS**

Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission and documentation (transcripts) of prerequisite course work, if applicable. Special credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credits earned as a special credit student may be applied to program requirements, if appropriate. Special student enrollment status does not qualify for federal financial assistance. Special credit students are limited to 16 credit hours before they must officially choose a program of study or must be granted special permission from the Vice President of Student Services.

**ADMISSION OF UNDOCUMENTED IMMIGRANTS**

In accordance with regulations prescribed in the 10 SBCCC 400.2 Admission to Colleges, undocumented immigrants may enroll as outlined below.

An undocumented immigrant, any immigrant who is not lawfully present in the United States, must have attended or graduated from a United States high school, private high school or home school that operates in compliance with state or local law. An undocumented immigrant with a diploma from an Adult High School located in the United States that operates in compliance with state or local law is also eligible to be admitted. All undocumented immigrants must be admitted as out-of-state students for tuition purposes whether or not they reside in North Carolina. Undocumented immigrant students are not eligible for federal financial aid. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

**DEVELOPMENTAL COURSES**

The Developmental Studies program provides post-secondary students with instruction in basic math, English, and reading. As the point of entry for learners needing academic development, Developmental Studies is sensitive to the needs of students making the transition to a college environment. Our goal is to enable students to develop those skills and behaviors that will lead to successful academic achievement at Johnston Community College.

Initial student placement in developmental courses is based primarily on college placement scores; however, course enrollment may also be voluntary or recommended by the student’s faculty advisor. Students may take a combination of developmental and curriculum courses. Grades earned in developmental courses are not included in the grade point average and credit hours earned do not count toward graduation. The majority of developmental courses are offered every term, both day and evening.

Progression Criteria: A student taking required developmental math, reading or English courses must receive a grade of “P” (Pass) in order to progress to the curriculum program or the next pre-curriculum course level. A grade of “R” requires the student to re-enroll in the course.
TRANSMISSION PROGRAMS
Students may also be placed in transitional academic programs such as Lessons Enhancing Academic Placement (LEAP) or Successful Transition and Academic Readiness Programs (STAR). These courses are offered in a structured and supportive environment designed to increase the students' aptitude in the subject and strengthen their preparation to pursue further education. These courses are free to registered participants and are typically offered in the fall, spring, and summer semesters. At the completion of the program, students are required to complete all assessment and testing surveys and attend a transition orientation session with the course instructor.

GAINFUL EMPLOYMENT PROGRAMS
Federal regulations require institutions to report certain information about students who enrolled in Title IV eligible educational programs that lead to gainful employment in a recognized occupation (GE programs). While all our programs at Johnston Community College are designed to lead to either employment or transfer, the Department of Education requires that we provide disclosure information on the specific programs listed as Gainful Employment.

The College has created a Web page to allow prospective students to research the GE programs available at the College. Prospective students will be able to find information about the program, links to occupational information, estimated cost of program, normal time for program completion, median debt at program completion, and job placement rate for program completers, if available. Please visit the Gainful Employment Web page at www.johnstoncc.edu/gainfulemployment.aspx

DISTANCE EDUCATION
In order to obtain a certificate, diploma, or degree at Johnston Community College, a student will need to follow the general admissions process. If they are offered, distance education courses may be taken instead of on-campus courses. Once admitted to the College, students will be assigned an advisor who will assist in the selection of courses and in the progression of their chosen curriculum.

Notice Regarding Online Offerings
The Higher Education Act requires legal authorization for the delivery of distance education degrees, programs and courses to students whose physical presence is in a state other than North Carolina. Johnston Community College's ability to offer distance education or correspondence education to students who reside in another state may be limited due to compliance with state authorization. If you wish to enroll in one of our online offerings and are located in a state other than North Carolina, please inquire before enrolling to determine if we have permission to offer online courses in your state. Johnston Community College is unable to enroll a student in an online course from a state for which it does not have authorization. You may direct inquiries to the admissions coordinator at (919) 209-2049.

STUDENT GRIEVANCE PROCEDURES
Johnston Community College desires to resolve student complaints in an expeditious and fair manner. Students residing outside of the State of North Carolina who desire to resolve a grievance should follow the College's Student Grievance Procedure. Please try to exhaust all possible avenues of complaint resolution before going outside of the College. For assistance with the grievance procedure, please contact the vice president of student services.

However, if an issue cannot be resolved internally, you may file a complaint with the appropriate agency in your state. In compliance with federal Department of Education regulations, Johnston provides a list of state agencies with contact information for each state on its Website. You may also contact our state agency, the North Carolina Community College System, Office of Propriety School Services. Johnston Community College is accredited by the Southern Association of Colleges and Schools/Commission on Colleges.

INTERNATIONAL STUDENT ADMISSION
Johnston Community College has approval by the U.S. Department of Homeland Security and U.S. Immigration and Customs Enforcement for attendance by international students. The application and documentation deadline for international students for the Fall term is March 30. Applicants for the Spring semester must submit application and documentation by August 30. Any applicants that have not been submitted by this date with all required documentation by August 30. Any applications that have not been submitted by this date with all required documentation will not be processed for the upcoming term. International students are treated as nonresidents of the state of North Carolina with respect to tuition and fees. The College is unable to provide financial aid to international students; therefore, international students must have sufficient funds to cover all living expenses, tuition, and fees while attending the College. Student housing is not provided by the College. International students are expected to make their own arrangements for housing.

The following items are required for admission:

1. Application for Admission and Residence Status Application. These forms are provided by the College and should be completed and returned at least six months prior to the date of proposed admission to initiate the admission process.

2. Academic Records. A certified copy of the original educational records, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is required.

3. The Test of English as a Foreign Language (TOEFL). TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in English. The minimum acceptable TOEFL score is 550.

4. Placement and Testing Interview. Applicants must complete placement testing and personal interviews before they can be accepted for admission.

5. Financial Statement. A signed financial statement is required of all applicants. This should be a detailed statement of the applicant’s financial situation, including the amount of money available per year, source of income, and any other pertinent information. The availability of funds sufficient to meet expenses for the first academic year must be certified. The inclusion of any false information
constitutes grounds for dismissal from the College and reporting to SEVIS.

6. Student medical form. A student medical form, completed and signed by a physician, must be submitted on the form provided by the College. The student must have completed the hepatitis B series.

7. Responsibility Statement. Each applicant must furnish a certified statement from a United States citizen stating that the citizen agrees to accept responsibility for sponsoring and assisting the applicant as may become necessary for the applicant to pursue his or her educational objective.

Upon receipt of all above items, the applicant's file will be presented to the Enrollment Management Committee for the admissions decision. The applicant will be informed by mail of the committee's decision. Form I-20 A-B, Certificate of Eligibility, will be prepared on request from applicants who have been formally accepted for admission to the College.

HEALTH STANDARDS

Some curriculum students are required to complete an individual student health questionnaire. For certain programs, students are required to secure a physical examination prior to initial registration. Students should be in a sufficient state of health to successfully pursue the program of study chosen. Communicable disease or severe mental illness may prohibit approval to register for classes when health records indicate that attendance would be detrimental to the health and/or safety of the student or others with whom the student may come in contact while pursuing a program of study.

For certain specialized programs of study such as associate degree nursing, basic law enforcement training, cardiac and vascular sonography, computed tomography and magnetic resonance imaging technology, cosmetology, emergency medical science, medical assisting, medical sonography, early childhood education, nurse assistant, pharmacy technology, radiography, therapeutic and diagnostic services and therapeutic massage, a student medical form and titers and immunizations (physical examination by a primary care provider) is required. The North Carolina Truck Driver Training School requires a DOT physical examination form. Early childhood education may also require physical examinations, immunizations and TB requirements. For these programs, students are required to meet health standards specific to the occupation for which they are preparing. These are generally accepted standards of physical ability to perform the requirements of the program and to engage in educational and clinical experiences in such a way as not to endanger the student, other students, or members of the public including patients, patrons, customers, minors, or other persons with whom the student will come in contact as a part of the educational program.

REPORTABLE COMMUNICABLE DISEASE

Students and employees of the College who may be infected with a reportable communicable disease, as defined by the North Carolina Division of Health Services, will not be excluded from enrollment or employment, or restricted in their access to College services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other members of the College community, or others associated with the instruction through clinical, intern, laboratory, or other such experiences, involving the general public. Persons who know or have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of others.

Persons who know that they are infected are urged to share that information with the department dean and the vice president of student services so that the College can assist in the appropriate response to their health and educational needs. Such information will be disclosed only to responsible officials of the College on a strictly limited, need-to-know basis, unless the individual consents in writing to release of the information to others.
TUITION, FEES AND EXPENSES

Johnston Community College, a member of the North Carolina Community College System, offers educational opportunities at low cost to the student. Tuition and fees are subject to change by action of the N.C. General Assembly. Select classes may require fees not listed or be "eText only" courses. Tuition and all fees, including eText fees, are due by each semester's payment deadline. Please see the academic calendar for detailed dates.

Tuition and fees are payable before the beginning of each semester. Tuition rates are established by the General Assembly of North Carolina. The CAPS, Activity and Technology fees are set by the Board of Trustees in accordance with policy established by the State Board of Community Colleges. Tuition and fees are subject to change without notice. Tuition for distance learning education courses is the same as all other curriculum courses. The cost of textbooks, eText and supplies is an additional expense and varies with the program of study. Students who have incurred indebtedness to the College will not be allowed to register until cleared by the appropriate official of the College.

Residency status is now determined by RDS (Residency Determination System). Please click on this link for more information: https://ncresidency.cfnc.org/residencyInfo/

For purposes of financial aid, a full-time student is defined as one who is registered for 12 or more semester hours of course work. A part-time student is one who is registered for less than 12 semester hours of course work. A student is considered to be officially registered only after all tuition, fees, and other charges have been paid in full or acceptable arrangements for third party billing have been approved by the Business Office. The rate of tuition charged for auditing a course is the same as the rate charged for taking the course for academic credit. Fees and regulations for courses taken through continuing education are listed in the Continuing Education section of this catalog.

TUITION FOR RESIDENTS

Tuition and fees payable by curriculum students who qualify as residents of the state of North Carolina for tuition purposes, are as follows (subject to change):

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<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Activity Fee</th>
<th>Tech Fee</th>
<th>CAPS Fee</th>
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</table>

Residency status is now determined by RDS (Residency Determination System). Please click on this link for more information: https://ncresidency.cfnc.org/residencyInfo/

TUITION FOR NON-RESIDENTS

Any student whose legal residence is outside of the state of North Carolina, or, in the case of students who are boarding or living with relatives in the community and whose parents or guardians live outside the state, and who do not otherwise qualify as residents for tuition purposes under General Statute 116-143.1, shall pay tuition and fees as follows (subject to change):

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Activity Fee</th>
<th>Tech Fee</th>
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Residency status is now determined by RDS (Residency Determination System). Please click on this link for more information: https://ncresidency.cfnc.org/residencyInfo/

**RESIDENCE STATUS FOR TUITION PURPOSES**

The tuition charge for students who qualify as residents of the State of North Carolina is less than the charge for nonresident students. To qualify for in-state tuition, as specified in General Statute 116-143.1, a legal resident must maintain his or her domicile in North Carolina for at least the 12 months prior to his or her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for purposes of maintaining a bona fide domicile, rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education. The residency classification of a student, for purposes of applicable tuition rates, is required to be changed if, since original establishment of the student’s current classification, his or her state of legal residence has changed.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual To Assist The Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Copies of the manual are available and can be seen upon request in the College’s library.

**STUDENT ACTIVITY FEE**

The student activity fee provides financial support for the student activities programming, including student government, intercollegiate athletics, intramural recreation, student publications, social activities, student clubs and related activities, student insurance, student identification cards, parking permits, and other projects of benefit to students. The activity fee is a tiered fee based on the number of credit hours originally enrolled in and is non-refundable after classes begin.

**TECHNOLOGY FEE**

The technology fee supports the procurement, operation, and repair of computer and other instructional technology, including the supplies and materials that support the technology. This permits the College to purchase computers and other technology, hire support positions to operate and maintain this technology, and buy the necessary supplies and materials for operations. The technology fee is $16 for any number of credit hours enrolled and is non-refundable after classes begin.

**CAPS FEE**

The CAPS (Campus Access, Parking and Security) fee supports the construction and maintenance of campus parking lots and roads. In addition, it supports Campus Police, Security Guards and Jaguar Alerts to ensure a safe campus. The CAPS fee is $4 per credit hour enrolled for curriculum courses, with a maximum of $64 per term and $5 per continuing education course and is non-refundable after the semester and/or course begins.

**CURRICULUM REFUND**

Refunds shall be in accordance with the North Carolina Administrative Code and will be made only under the following circumstances:

1. A 100-percent tuition refund shall be made if the student officially withdraws prior to the first day of the academic semester as noted in the academic calendar. Also, a student is eligible for a 100-percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. A 75-percent tuition refund shall be made if the student officially withdraws from the class prior to or on the official 10-percent point of the class.
3. For fast track classes, (classes beginning at times other than the first week or seven calendar days of the semester), a 100-percent tuition refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75-percent tuition refund shall be made if the student officially withdraws from the class prior to or on the official 10-percent point of the class.
4. All fees, including but not limited to eText fees are non-refundable once the semester begins.
5. Where a student, having paid the required tuition for a semester, dies during the semester (prior to but not after the semester and/or course begins), a 100-percent tuition refund shall be made if the student officially withdraws after the semester and/or course begins. A 75-percent tuition refund shall be made if the student officially withdraws from the class prior to or on the official 10-percent point of the class.

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

**TEXTBOOK AND OTHER EXPENSES**

Textbook and other items are an additional expense for which the student should plan. The cost of textbooks varies with program of study, but the average cost is usually between $500 and $750 per semester for full time students. Courses Requiring a Digital Textbook (eText)

The Digital Textbook Access Charge covers the cost of the eText and digital materials needed for this course section only. The Digital Textbook Access Charge must be paid each time a student registers for a class requiring an eText including when a class is repeated. The eText will be accessed through Blackboard. When students pay for courses with eTexts the cost of the digital textbook is added to the tuition and fees and must be paid at the same time. Full refunds for eTextbooks will be issued to students who drop this class before the first day of the term.

**OTHER FEES AND COSTS**

It should be clearly understood by the student that in certain courses the student must also provide at his or her own expense certain items needed to perform practice
work required in that course. Examples of such items are notebooks, uniforms, tools, cosmetology kits, and art supplies.

Students in health programs are required to purchase uniforms and miscellaneous items that may cost approximately $275 depending on the program.

Students in the cosmetology program are required to purchase supply kits and uniforms constituting an additional expense to the student.

Distance education classes may require the purchase of lab kits, software, and additional technology/equipment.

Students in the therapeutic massage program must supply books, linens, and accessories for hands-on massage therapy practice. Approximate cost of supplies & table is $1,000. The table must be purchased during the first semester.

Students in the imaging programs will incur a dosimeter fee each semester. This fee is non-refundable after the semester starts.

Students in the nursing programs will incur a testing fee each semester. This fee is non-refundable.

Books, supplies, and other items may be purchased from the bookstore. Hours of operation are published by the bookstore.

NET PRICE CALCULATOR

The Net Price Calculator is a tool to help students and parents plan for educational costs at Johnston Community College. It is important to understand that the information you receive from the calculator is only an estimate and shall not be binding to JCC. Many factors come into play when awarding financial aid to students. Submission of the FAFSA is the only way to obtain an accurate determination of eligibility.

THIRD PARTY SPONSORS

Students must present a completed sponsor form from a third-party sponsor detailing all allowed charges prior to registration. Third-party sponsors are defined as any employer, agency, or organization that agrees to pay for a student's tuition, fees, and/or books. Once the third-party sponsor authorization has been approved by the College, the student's account will be billed to the sponsor. However, if a sponsor refuses to pay any or all of the student's account, the student will be responsible for the remaining balance on his or her account. A student will not be allowed to register for future classes until all balances are paid in full.

INSURANCE

STUDENT ACCIDENT INSURANCE

Student accident insurance provides coverage to all registered and enrolled curriculum students for covered injuries sustained while the insured student is:

- Participating in activities sponsored or supervised by the school;
- Traveling during such activities as a member of a group in transportation furnished or arranged by the school;
- Traveling directly to or from the insured's home premises and the site of such activities. Johnston Community College is considered the "home premises."

The cost of coverage for this insurance program is paid by the College using student activity funds.

For further information concerning effective/termination dates, definitions, accidental death and specific loss benefits, accident medical expense benefits, exclusions, and payment of claims, please refer to the North Carolina Community and Technical Colleges Student Accident Insurance brochure. These brochures are available in the Student Services Office.

To file a student accident insurance claim, the student must:

1. Obtain an accident report form and insurance claim form from the Student Services Office within 30 days or as soon as reasonably possible. Employees of the College can access a copy of the accident report form from the College Web site.
2. Complete both forms in their entirety. If possible, have a faculty or staff member sign the accident report form.
3. Return both forms to the administrative assistant to the vice president of student services in the Student Services Office.
4. The student is responsible for submitting the insurance claim form to the college's insurance carrier. All medical bills and correspondence will be handled between the student and the insurance carrier.

PROFESSIONAL LIABILITY INSURANCE

Professional liability insurance is required for students in some programs. The cost is approximately $19 per year. Professional liability insurance is required for:

- All students in health programs prior to beginning clinical practice in assigned hospitals and nursing affiliates.
- Certain practicum sites approved for early childhood education and school-age education students. Students should check with the practicum instructor to determine if their practicum site requires this insurance.
- Professional liability insurance is non-refundable once the semester begins.
The objectives of student development are to support the instructional program, respond to student needs, and foster institutional development. In response to the needs of students, student development services assists students in defining their educational and career goals, developing self-direction as independent persons, solving problems that may be encountered, and achieving personal goals within the framework of the educational program of Johnston Community College.

**SERVICE TO STUDENTS**

The objectives of student development are to support the instructional program, respond to student needs, and foster institutional development. In response to the needs of students, student development services assists students in defining their educational and career goals, developing self-direction as independent persons, solving problems that may be encountered, and achieving personal goals within the framework of the educational program of Johnston Community College.

**Services to Students**

**Where to Go for What**
- Academic Advising - Assigned Faculty Advisor or Center for Academic Planning
- Academic Warning, Probation, and Suspension - Facts/Director of Student Success
- Admissions - Student Services - Future Students
- Address Change - Admissions, WebAdvisor
- Attendance - Instructor
- Blackboard - Jaguar Office of Learning Technologies (JOLT)
- Books/Supplies - Campus Bookstore
- Career Counseling - Career Services
- Change Program/Major - Counseling, facts
- Clubs and Organizations - Campus Life
- Course Selection - Advisor
- Disability Services - Student Services
- Drop a Course - Instructor/Registrar/Advisor
- Ed2GO - Jaguar Office of Learning Technologies (JOLT)
- Emergency - Campus Police & Security
- Fees - Business Office/Facts
- Financial Aid - Financial Aid Office
- Grading System - Catalog/Registrar
- Insurance - Business Office/Student Services
- Lost and Found - Campus Police & Security
- Parking Permits/Regulations - Campus Police & Security
- Personal Counseling - Counseling
- Registration - Student Services
- Resume/Job Placement - Career Services
- Scholarship Application - Financial Aid Office
- Student ID Card - Library
- Placement Testing - Student Services
- Transcripts - Registrar/Online Request
- Transfer Counseling - Advisors/Counseling
- Veterans - Financial Aid/Benefits
- WebAdvisor – Registrar
- Withdrawal from classes – Registrar

**CAMPUS VISITS**

Johnston Community College encourages prospective students and their families to visit the campus and tour our facilities. Guided tours are scheduled through the coordinator of student recruitment and retention. Group tour requests should be made at least one month prior to your visit. Groups should be accompanied by one adult chaperone per 25 students. Tours may be scheduled Monday through Thursday from 8:00 a.m. - 5:00 p.m. and Friday from 8:00 a.m. - 3:00 p.m. During the summer, tours will not be held on Fridays. Johnston Community College welcomes your visit.

**STUDENT PORTAL**

WebAdvisor is a Web-based portal that gives students access to class schedules, online registration, financial information, and grades.

**COUNSELING SERVICES**

The counseling staff provides educational, vocational and career, personal and social counseling services. Counseling is available for all prospective and current students. Counselors are available to discuss admission requirements and curriculum programs offered at the College. Prospective students meet with a counselor prior to admission. During this meeting, the counselor and student will discuss admission requirements, the student's program of study, and course placements. Transfer credits will be evaluated by the counselor when all transcripts have been received. The counselor will also assign the student an advisor in his or her selected program of study.

Vocational and career counseling is available for students by making an individual appointment with a Student Services counselor, or visiting Career Services and the Transfer Resource Center in the Wilson Building (C1034). Counselors can help students assess their abilities, skills, interests, values, personalities, and personal goals to make educational and career decisions. A variety of assessment tools and occupational information may be used to assist students. In addition to educational and vocational-career counseling, counselors are available to assist students in working through personal and social issues.

Students who need ongoing counseling services will be provided a list of community resources. Students are encouraged to utilize counseling services at any point throughout their enrollment at the College.

**TRANSFERABILITY**

Colleges and universities vary widely in transfer requirements for entrance into and completion of study in a major field. Students are advised to:

- Carefully study the catalogs and Web sites of four-year baccalaureate-level institutions to which they are considering transfer.
- Consult a four-year institution admissions representative as early as possible while enrolled at JCC
Students should take the following steps:

- Any student seeking reasonable accommodations must initiate contact with the disability services coordinator to request services. It is the student’s responsibility to identify themselves in a timely manner (at least 30 days prior to the beginning of classes). Information about a student’s disability is not collected in the admissions process. Subsequently, the information a student provides regarding a disability is strictly voluntary.
- All students requesting reasonable accommodations due to a disabling condition must provide the disability services coordinator with current documentation verifying a disability. Documentation submitted must be from a qualified professional and include a clear diagnostic statement, a description of the assessment tools used to render the diagnosis, and a statement reflecting the student’s current needs and level of functioning in an educational setting. All documentation and information regarding a student’s disability is kept confidential and separate from academic records. Questions pertaining to acceptable documentation may be directed to the disability services coordinator.
- Once disability verification documentation is received, each student must schedule an interview with the disability services coordinator. During this interview, discussion will take place about the requested accommodations as well as other resources available at Johnston Community College and in the community.
- Once a student is registered with the Disability Services Office, it is the student’s responsibility to request accommodations each semester and to maintain contact with the disability services coordinator regarding any changes.

**STUDENT SUPPORT SERVICES - TRIO**

Johnston Community College was selected as a federal grant recipient for the Student Support Services - TRIO (SSS) program in September 2001. The SSS/TRIO program provides opportunities for students to receive transfer guidance, success coaching, educational seminars, academic support, from nationally certified tutors, financial literacy and leadership opportunities. The goal of the SSS/TRIO program is to increase the college retention and graduation rates of its participants and facilitate the transfer process.

To qualify for TRIO/Student Support Services, students must be a first-generation college student, a student on a low-income, or a student with a disability. Applications can be picked up in TRIO and are available online. This program is funded to serve 160 students and is federally funded by the U.S. Department of Education.

**FINANCIAL AID**

It is the goal of the Financial Aid Office to provide all students with proven financial need the necessary funds to pay for educational expenses while attending the College. The College financial aid program operates in accordance with the following policies and principles:

1. The purpose of financial aid is to supplement the resources of the student and family. The primary responsibility for financing education rests with the individual and the family according to income and ability to meet the student’s educational expenses. The student is expected to share responsibility through savings, loans and part time employment, if necessary.
2. In considering a student for financial aid, the College considers the applicant’s financial need and potential for success in accomplishing the educational goal.
3. Aid may be used for tuition and fees, books, room and board, travel, and personal expenses necessary to maintain the student in school.
4. For the purpose of financial aid, a full time student is defined as one who is registered for 12 or more semester hours of course work or the equivalent. A part time student is one who is registered for less than 12 semester hours of course work or the equivalent.

Financial aid is awarded on an annual basis; therefore, the student must submit a new financial aid application each year. Students who need assistance should apply to the Financial Aid Office located in the Wilson Building.

**FINANCIAL AID RESOURCES**

**Federal Pell Grant**

This is a federal assistance grant awarded to eligible undergraduate students who are enrolled in an eligible program. There are several ways to apply for a Pell Grant:
1. Go to https://fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA). JCC’s school code is 009336.

2. Call 1-800-4-FED-AID to request a paper copy of the FAFSA.

3. A PDF version of the FAFSA is available for download at www.studentaid.ed.gov/fafsa.

To receive the Pell award the student must be fully accepted and enrolled in an eligible course of study, have submitted all required documents, and have a correct student aid report on file.

Federal Supplemental Educational Opportunity Grant (F-SEOG)
This is a federal assistance grant awarded to eligible undergraduate and graduate students who have unusual financial need and are enrolled in an eligible program. The Community College completes a Free Application for Federal Student Aid (FAFSA) first. Therefore, when funds have been awarded, there will be no additional funds for the academic year. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) at https://fafsa.gov.

Work-Study
The College participates in the Federal Work-Study Program. Under this program, a variety of part-time jobs are available on campus for eligible students. To apply, students must complete the Free Application for Federal Student Aid (FAFSA) and a work-study application available in the Financial Aid Office.

North Carolina Community College Grant

The North Carolina Community College Grant is a needs-based grant established by the N.C. Legislature to provide funds to help meet the educational cost of North Carolina residents attending community colleges. Students must complete the Free Application for Federal Student Aid (FAFSA) by the published deadline and list a North Carolina Community College as one of the top three choices of institutions. The North Carolina State Education Assistance Authority in conjunction with the College Foundation of North Carolina administers this program. To be eligible:

• The student must be a North Carolina resident enrolled at least half-time in an eligible program.
• The student must meet the Satisfactory Academic Progress requirements and the Pell eligibility requirements except for the expected family contribution requirement established by the federal government.
• The student with a bachelor’s degree is ineligible.

North Carolina Education Lottery Scholarship

The North Carolina Education Lottery Scholarship is a program established by the North Carolina General Assembly to help meet the educational costs of North Carolina residents. Students must complete the Free Application for Federal Student Aid (FAFSA).

The North Carolina State Education Assistance Authority in conjunction with the College Foundation of North Carolina administers this program. To be considered for this grant, a student must be a North Carolina resident and be enrolled at least half-time (six credit hours per semester). Students with a bachelor’s degree are ineligible. The Expected Family Contribution (EFC) will determine eligibility and the amount to be received.

Scholarships
Annual scholarships are provided each year by various organizations and individuals. The College also cooperates with a number of agencies and organizations for other types of assistance. For specific information about scholarships or grants, contact the Financial Aid Office. The Johnston Community College Foundation scholarships are awarded by a selection committee and are administered through the Financial Aid Office. Please see the Financial Aid page on the JCC Web site for additional information. Scholarships are subject to change without notice. This list is current as of the printing date for this publication. Students should log on to johnstoncc.academicworks.com to access a listing of and apply for scholarships. All funds reflected are as of June 30, 2017.

Named Scholarship Endowment Funds

• Allen and Cissie Wellons Hispanic Scholarship Endowment
• American Legion, Pou-Parrish Post 132 Scholarship Endowment
• Annie Batten Lee Scholarship Endowment
• Benson Lions Club Scholarship Endowment
• Branch Banking and Trust Company Endowment
• Burlington Industries Scholarship Endowment
• Burton W. Sugg and Rose Gordon Sugg Endowment
• C. Thelbert and Lorene L. Lancaster Family Endowment
• C. O. Heavner, Sr. Scholarship Endowment
• Carol B. Arnn Nursing Scholarship Endowment
• Caroline Connett Memorial Endowment
• Carolyn Daughtrey Beard Scholarship Endowment
• Charles Thomas Turlington and Charles Thomas “Chuck” Turlington, II Scholarship Endowment
• Clayton Area Rescue EMS Scholarship Endowment
• Clinton Jones Family Scholarship Endowment
• Country Music Showcase Scholarship Endowment
• David Franklin Arnn, Sr. Scholarship Endowment
• David O. Proctor Scholarship Endowment
• Donnie E. and Linda V. Lassiter Student Ambassador Scholarship Endowment
• Donnye B. Rooks Scholarship Endowment
• Doris Dunn Williams Scholarship Endowment
• Dr. A. Curtis and Mary Lee Phillips Scholarship Endowment
• Dr. Wayne and Bernice Stockdale Scholarship Endowment
• Dr. William Anderson Finch and Vivian Creech Finch Scholarship Endowment
• E Street Jones, Jr. Scholarship Endowment
• E Street Jones, Sr. Scholarship Endowment
• Earl C. and Doris F. Helms Scholarship Endowment
• Edmund S. and Helen Wood Wellons Scholarship Endowment
• Edwin A. Dinnsen, Jr. Family Scholarship Endowment
• Elizabeth Clark Cooper Memorial Scholarship Endowment
• Elmer J. Wellons, Jr. Family Scholarship Endowment
• Elva Fields Jones Scholarship Endowment
• Emma Jean Adams Sawyer Business & Technology Scholarship Endowment
• Ernest K. and Maude B. Ward Scholarship Endowment
• Evander S. and Ethel B. Simpson Scholarship Endowment
• First Citizens Bank & Trust Scholarship Endowment
• Floyd C. Price, Sr. Scholarship Endowment
• Four Oaks Bank and Trust Company Scholarship Endowment
• Fred Earl Brink Scholarship Endowment
• Gay Dawson Nursing Scholarship Endowment
• GlaxoSmithKline Scholarship Endowment
• Guy C. Lee Scholarship Endowment
• Haywood P. Rose Memorial Scholarship Endowment
• Henry Paul Howell Scholarship Endowment
• Hunter A. Moore Scholarship Endowment
• J. Harold Lampe Scholarship Endowment
• J. Harold Talton Scholarship Endowment
• Jack and Cleo Austin Memorial Scholarship Endowment
• James A. Jr. and Janice F. Wellons Scholarship Endowment
• James and Ramona Cash Scholarship Endowment
• James Odell and Christine West Jackson Family Endowment
• Jean Lassiter Jones and John A. Jones, Jr. Student Ambassador Scholarship Endowment
• Jerry G. Williams Scholarship Endowment
• Jesse Carlton Moore Endowment
• John D. and Frances F. Hobart Scholarship Endowment
• John L. Tart and Marjorie S. Tart Scholarship Endowment
• John R. Howell, Jr. and Ada Lee Howell Endowment
• John S. and Marie D. Shallcross Family Memorial Scholarship Endowment
• John Thomas and Caroline Casey Wells Scholarship Endowment
• Johnny and Jessie Talton Scholarship Endowment
• Johnston Community College Faculty and Staff Endowment
• Joyce and David Lee Scholarship Endowment
• Kay Carroll Education Scholarship Endowment
• Kenneth and Patricia Taylor Family Scholarship for U.S. Veterans
• Kenneth A. Talton, Jr. Memorial Endowment
• Kenneth “Scotty” Medlin Memorial Scholarship Endowment
• Lance Oatley Stewart Nursing Scholarship Endowment
• Laurie Orr Peters Scholarship Endowment
• Lawrence Thomas Heaver and Maye Campbell Heaver Scholarship Endowment
• Leigh Krisan Millard Nursing Scholarship Endowment
• Lewis R. Holding Endowment
• Lois Allen Stanley Memorial Nursing Scholarship Endowment
• Loretta Woodard Scholarship Endowment
• Lorraine Cooper Scholarship Endowment
• M.J. and Mildred Oliver Endowment
• M. W. Stancil Family Scholarship Endowment
• Margaret Lassiter Medlin Scholarship Endowment
• Margaret McLemore Lee Scholarship Endowment
• Matt Elmore Endowment
• Max G. and Lynda D. Creech Scholarship Endowment
• Melba Watson Woodruff Scholarship Endowment
• Norma W. and A. Grover Godwin Scholarship Endowment
• Pam Tripp “Women in Leadership” Endowment
• Pearl L. and David H. Stephenson Family Endowment
• Polymer Group, Inc. Scholarship Endowment
• Progress Energy Scholarship Endowment

Named Annual Scholarship Funds

• Ann and Richard Huckenbeck Annual Scholarship
• Athletics Scholarship
• Barbara Anders Hoffman Annual Scholarship
• Barnes and Noble Book Credit Scholarship
• Carolina Comfort Air, Inc. Annual Scholarship
• Chamber Women's Business Network (CWBN) Scholarship
• Christopher Sullivan Memorial Scholarship
• Continuing Education Scholarship
• CWBN Fund for Continuing Education
• Daniel and Linda Heckman Memorial Scholarship
• Diana Davis Annual Scholarship
• Dixie Dames, Red Hat Society Annual Scholarship
• EPES Transport Annual Scholarship
• Dr. Eric and Kendyl Janis Annual Scholarship
• Freddie Price Memorial Annual Scholarship
• Gene Haas Foundation Annual Scholarship
• Grifols (formerly Talecris) Annual Scholarship
• Hugh A. and Elizabeth T. McGowan Annual Scholarship
• Information Technology Scholarship
• Jack Stowers Annual Scholarship
• Johnston Community College Black History Committee Annual Scholarship
• Johnston Community College Retirees Association Annual Scholarship
• Johnston County Arts Council Scholarship
• Johnston County Farm Bureau FFA Scholarship
• Johnston County Realtors Scholarship
• Johnston County Special Education Annual Scholarship
• Johnston County Vietnam Veterans of America Chapter 990 Annual Scholarship
• Johnston Medical & Surgical Supply Company Annual Scholarship
• Lawrence L. Rouse Annual Scholarship
• North Carolina Association of Textile Services, Inc. and United Textile Distribution Annual Scholarship
• Pearl Ivey Chandler Memorial Scholarship
SATISFACTORY ACADEMIC PROGRESS

Each student enrolled in an eligible program and receiving financial aid is expected to make satisfactory academic progress toward completion requirements for the program. At the end of the semester, the student’s cumulative grade point average is computed. This measure of progress toward graduation is indicated on the student’s semester grade report and is reviewed by the College.

To be in satisfactory academic standing, a student must maintain at least a 2.0 cumulative GPA related to the number of credit hours attempted. When the student’s GPA is computed, all courses attempted at Johnston Community College are included in the total hours attempted except developmental/remedial, (R,P), WD, I, NA, CR, AU, and repeated course work (lower grade).

Although developmental/remedial courses are excluded from the attempted credit count, the student who has only taken developmental/remedial courses must maintain a 2.0 GPA to meet SAP for financial aid. P (Passed for developmental courses only) is equivalent to a 4.0 grade point and R (Re-enroll for developmental courses only) is equivalent to a 0.0 grade point.

In addition, to be in satisfactory academic standing, a student must pass at least 67 percent of the credit hours attempted each semester. At the end of each semester, the student’s cumulative 67-percent is computed. All courses attempted are included in the 67 percent calculation except developmental/remedial, (R,P). This includes A, B, C, D, F, I, WF, WD, CR, AU, NA, repeated courses, high school courses, and transfer credits. Grades of F, I (Incomplete), WF, WD, and/or NA are considered as attempts and not passed.

Financial aid students who have been on academic warning for one semester and are not in satisfactory academic standing will be terminated from receiving financial aid.

The time frame for a student to complete his or her program of study cannot exceed 150 percent of the published length of the program. This 150-percent limit will be measured by all attempted credit hours. Transfer credits are included in the 150-percent calculation; however, developmental/remedial courses are not included. There is no academic warning period for the 150-percent rule. For example, if a program has 121 credit hours, the student may only attempt 181.5 credit hours before becoming ineligible to receive Title IV funds.

Verification Policy

1. The College verifies all eligible applicants selected by the Department of Education.
2. The Financial Aid Office completes verification at the time the student’s award is made.
3. Financial aid awards are not disbursed until verification is complete.

Return of Title IV Funds (R2T4) Policy

If a student completely withdraws from all classes prior to the 60-percent point of the semester, he or she is required, by federal regulations, to repay the funds for the time he or she has not attended class. This overpayment may be a combination of tuition, fees, or books charged to his or her account and/or direct payment made to the student. Failure to make payment will result in the student being reported to the Department of Education and/or a collection agency. This action will also interrupt future financial aid awards. The student will not be able to register for classes, receive transcripts, or grade reports.

North Carolina State Grant Return of Funds Policy

The North Carolina State Education Assistance Authority (NCSEA) along with College Foundation Incorporated (CFI) has established a return policy for state-funded grants. State grants at Johnston Community College include the Community College Grant, Education Lottery Scholarship, and the North Carolina National Guard Tuition Assistance Program. State grant recipients who withdraw from class, stop attending, drop out, or are dismissed/suspended from class prior to or at the 35 percent point of the semester will owe a repayment. State grant return calculations are based on the student’s last date of recorded attendance and/or class participation. If it is determined that a portion of the financial aid received by the student is unearned, the College is required to return the unearned funds back to the State within 45 days. Notification will be sent to the student by mail. The amount of the return (repayment) will be due by the student in full when notification is received. In addition, no student shall be permitted to graduate, receive transcripts, or register for a new term until the debt has been repaid in full.

Other

1. Johnston Community College's Forgiveness Policy does not apply for financial aid purposes.
2. Financial aid (Title IV) will be limited to 30 credit hours of developmental/remedial courses.
3. No financial aid (Title IV) will be awarded for AU (Audit) grades, CR (Credit by Proficiency Examination) and NA (Never Attends).
4. Financial aid will only pay to repeat a course once, if you have already earned a passing grade (“D” or better) for the course.
5. Any courses that do not count toward a student’s current program of study will not be used to determine enrollment status for Financial Aid and/or VA unless they are an eligible remedial course.
6. Once financial aid is terminated, students become ineligible for aid until their progress is again satisfactory. It is the responsibility of the student to notify the Financial Aid Office when this has been accomplished.
7. The Financial Aid Office will send an award letter explaining the award amount, Satisfactory Academic Progress Policy, and dates of disbursement to each eligible aid recipient.

Satisfactory Academic Progress Appeal Process
A student who has become ineligible for financial aid may appeal the termination of their financial aid. Appeals generally given consideration involve students who have experienced:

- Extended illness or hospitalization of student
- An accident which incapacitates the student for an extended period of time, and
- Death or extended illness of an immediate family member which results in greater family responsibilities for the student
- A change in programs, and as a result, causes them to exceed the maximum time frame

The appeal must address why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress in the future. Appeals must be in writing and submitted on the JCC Appeal Form along with proper documentation to the Financial Aid Office.

If an appeal is approved, the student will be on academic probation and must go on an academic plan. If the student disagrees with the decision, he/she may appeal in writing to the vice president of student services.

JCC Satisfactory Progress Appeal Forms are available online.

Unusual Enrollment History Policy and Appeal Process
New regulations from the Department of Education require institutions to check unusual enrollment history in an effort to prevent fraud and abuse in the Federal Pell Grant Program.

Federal regulations allow the Financial Aid Office to determine whether a student should continue receiving Title IV aid that has failed to earn credit at previously attended institutions, if they can document that there were mitigating circumstances beyond their control. Documentation must support the reasons given by the student for the student’s failure to earn academic credit and that the student did not enroll only to receive credit balance funds.

If the JCC Financial Aid Office decides that you are ineligible for federal financial aid on the basis of insufficient documentation, you may appeal the decision by completing the Unusual Enrollment History Appeal Form.

JCC Unusual Enrollment History Appeal Forms are available online.

VETERANS SERVICES AND CERTIFICATION
The College provides services to students in conjunction with the Veterans Administration (VA) and the North Carolina Division of Veterans Affairs (DVA) to assist military service veterans and eligible persons in securing veterans educational benefits. Veterans are provided admissions counseling and guidance in the selection of an educational program. Eligible wives, widows, and children of disabled or deceased veterans are also assisted.

For information and application forms, students should contact the veterans affairs officer in the Financial Aid Office located in the Wilson Building.

All transcripts from previously attended institutions must be received and evaluated before enrollment certifications are sent to the VA.

Satisfactory academic progress of students is determined by the individual’s cumulative grade point average, as defined in the Academic Services and Procedures section of this catalog under the Academic Progress heading. When a veteran or eligible person has failed to make satisfactory academic progress and has been terminated by the veteran affairs coordinator, the enrollment of the veteran or eligible person is decertified to the DVA in accordance with DVA regulations. The action leads to termination of veterans educational benefits by the DVA.

The College is required under DVA regulations to decertify the enrollment of veterans or eligible persons whose cumulative GPA indicates that adequate progress is not being made toward meeting graduation requirements.

It should be clearly understood that the veteran or eligible person is not suspended from the College when decertification occurs and veterans’ educational benefits are terminated. The student is advised to remain in school and make every effort to attain satisfactory academic progress as soon as possible.

At the end of each semester, the student’s GPA for the semester and cumulative GPA are examined. Transfer credit hours are not included in computing a veteran’s academic GPA in his or her program at the College.

To be recertified for veterans’ educational benefits, the veteran or eligible person must bring his or her cumulative grade point average up to the standard of satisfactory academic progress as defined in the Academic Services and Procedures section of this catalog under the Academic Progress heading. Returning students with prior attendance at JCC will not be certified for VA educational benefits if they have had less than a 2.0 cumulative GPA for two or more consecutive semesters.

When the student has attained satisfactory academic progress, the student’s enrollment will be recertified to the DVA for educational benefits.
The DVAs will not pay for the following enrollment situations at the College:

- Students admitted under special student status
- Auditing
- Credit by examination/experience – CLEP, DSST
- Courses not required in program of study
- Online or hybrid developmental/remedial/deficiency courses (course numbers that begin with "0") (sections coded with and "I" or "J")
- Repeating a course previously passed
- Courses requiring prerequisites must be taken in appropriate sequences as designated in the Course Descriptions section of this catalog
- Adult High School Diploma (AHD)
- High School Equivalency Diploma
- High School Partnerships
- Johnston County Early College Academy
- Career and College Promise Program
- Johnston County Middle College High
- Special Program Admissions (Per JCC Catalog, general admission standards do not apply to these admissions)

Contact the veteran affairs coordinator to ensure that all enrollment and VA document data are correct and complete. Eligible veterans/dependents must notify the coordinator each semester before certification to the DVA can be completed.

CHILD DEVELOPMENT CENTER SERVICES

The Johnston Community College Child Development Center is open to the public, but placement preference may be given to students, faculty, and staff of the College. Services will be provided to children one to five years of age during the day. The Child Development Center is an instructional laboratory for the JCC early childhood education program. Contact the director for current tuition rates.

STUDENT HOUSING

Housing for students is not provided on campus. Most members of the student body live in the area and commute to the campus. Although student housing services are not provided, students who seek housing in the local area are referred to area real estate agencies and citizens who have indicated an interest in renting to students. Such referrals are made on a non-discriminatory basis.

HEALTH SERVICES

Student health services are not provided on campus. Students are expected to secure health services from their family physician, the emergency room at Johnston Health in Smithfield, or other area health service facilities.

In the event of accident or illness, the Student Services Office or the Business Office should be notified immediately. First aid is provided by College personnel in accordance with their capabilities. First aid kits are strategically located in various campus buildings.

Students who become ill, are injured, or develop health problems requiring professional attention are referred to the emergency room of UNC Johnston Health or to a local physician in accordance with the instructions given by the student or the student’s family. In an emergency situation when immediate attention is necessary, the local rescue squad will be called. A student may be taken directly to UNC Johnston Health Hospital to be seen by the physician on duty in the emergency room.

Students who have significant health conditions or limitations are expected to inform instructors at the beginning of each semester and may be required to submit a Report of Health Evaluation conducted by a physician. When deemed appropriate, faculty advisors, instructors, and/or counselors are notified of students identified as having significant health conditions.

The environmental health and safety program on the campus is under the direction of the vice president of administrative services.

DRUG AND ALCOHOL POLICY

The users of drugs or alcohol may impair the well-being of all employees, the students, and the public at large. Drug and alcohol uses may also result in an injury or damage to College property.

Therefore, the unlawful manufacture, distribution, possession, or use of a controlled substance or of alcoholic beverages shall be prohibited while on College premises or as part of any College-sponsored activities.

Any student violating this policy shall be subject to disciplinary action up to and including expulsion and referral for prosecution.

POLICY PROVISIONS

Drug Usage

The College shall not differentiate between drug users, drug pushers, or sellers. Any student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on College premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion and referral for prosecution. Any student who is in a state of intoxication or any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions and will be subject to disciplinary actions.

The term “controlled substance” shall mean any drug in 21 CFR 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 which have a high potential for abuse. Such drugs shall include, but are not limited to: heroin, marijuana, cocaine, PCP, “crack”, methamphetamine and any other hallucinogenic, narcotic, synthetic or illegally manufactured substances. They also include “legal drugs” which are not prescribed by a licensed physician.

Any student convicted of violating any criminal drug statute while on College premises or as part of any College-sponsored activity shall be subject to disciplinary action up to and including expulsion.

The vice president of student services may require the student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.
Each student shall be required to inform the Office of the Vice President of Student Services, in writing, within five days after being convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while on College premises or as part of any College sponsored activity. A conviction shall mean a finding of guilt (including a plea of no contender) or the imposition of a sentence by a judge or jury in any federal or state court.

**Federal Grant Provisions**

Students employed under the College Work Study Program shall be considered to be employees of the College, if the work is performed for the College. In addition, for work performed for federal, state or local public agency, a private nonprofit agency or a private for-profit company, students shall be 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. Students considered employees of the College should refer to the Drug and Alcohol Policy 2.17 in the College's Personnel Manual.

**STUDENT RECORDS**

Upon receipt of the application for admission from a prospective student, a student record file is established by the Admissions Office. It is the policy of the College that this student record file shall be used throughout the student’s enrollment to collect and maintain pertinent basic data relative to the individual’s admission and academic progress.

The contents of the student record file are as follows: application for admission, transcripts of the student’s previous educational records, placement test results, summaries of admissions and academic progress interviews, residency questionnaire, and correspondence related to admission and academic progress. The contents of the student record file are the property of Johnston Community College and are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

**TRANSCRIPTS**

Upon written request of the student, an official transcript of a student’s educational record will be provided by the Registrar’s Office to the student or to other institutions, individuals, firms, or agencies. Official transcripts are $6 each. A 24-hour notice is required for preparation of transcripts. Transcripts are not released until all financial obligations to the College have been paid in full and the student’s account is cleared with the Business Office. Unofficial transcripts are available through WebAdvisor at no charge.

**STUDENT RIGHT TO KNOW ACT**

The Student Right to Know Act requires Johnston Community College to disclose information about graduation, completion, and transfer-out rates to current and prospective students and the public. This information is provided to students and prospective students through the College Web site, from the Office of Student Services, and in other publications.

**EDUCATIONAL RIGHTS AND PRIVACY**

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements designed to protect the privacy of student educational records. Johnston Community College recognizes the rights and privacy afforded to students with respect to their education records.

Educational records are those records, files, documents, and other materials which contain information directly related to students, and are maintained by the College, except those records which FERPA excludes as educational records. These are official College records, and as such, remain the property of the College. Information contained in the educational records will be fully explained and interpreted to students upon request. Students have the right to review only their own record. When a record contains information about more than one student, disclosure cannot include information regarding other students.

An eligible student, which means a student who has reached 18 years of age or is attending an institution of postsecondary education, has access to his or her educational records and these records shall be open to revise only as indicated by FERPA and upon the terms and conditions established by the College.

The rights afforded to students by FERPA include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. The College is not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student to review the records. The College may charge a fee for copies.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

   Note: The College is not required to consider requests for amendment under FERPA that seek to change a grade, unless the grade was recorded incorrectly, seek to change disciplinary decisions, or seek to change the opinions or reflections of a College official or other person reflected in an education record.
3. The right to consent of disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosures without consent. FERPA allows for the release of student records without written consent of the student under the following conditions:

   • To school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus police and security personnel); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
   • To officials of other institutions where the student intends to enroll.
   • To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of U.S. Department of Education, or state and local authorities.
   • In connection with the student’s application for and receipt of financial aid.
   • To state and federal officials, authorities, and agencies specifically exempted from the prior consent requirements by this Act.
   • To organizations conducting studies for, or on behalf of, educational agencies or institutions.
   • To accrediting organizations to carry out their accrediting functions.
   • To parents of a student who have established that student’s status as a dependent according to section 152 of the Internal Revenue Code of 1986.

4. The right to file a complaint with the Family Policy Compliance Office concerning alleged failures to comply with the requirement of FERPA.

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   400 Maryland Avenue, SW
   Washington, DC 20202-5920

   • To comply with a judicial order or lawfully issued subpoena.
   • In connection with a health or safety emergency when knowledge of the information is necessary to protect the health or safety of the student or other individuals.
   • Of final results of any disciplinary proceedings conducted by the College against alleged perpetrators of a crime of violence or non-forcible sex offense to the alleged victim of that crime.
   • To the student.
   • To a parent of a student at the College regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the College determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under the age of 21 at the time of the disclosure to the parent.
   • Is information the College has designated as directory information. Johnston Community College has designated the following information as directory information: the student’s name, major field of study, dates of attendance, enrollment status, photographs, and degrees and graduation honors received. Students, who do not wish any or all of this information to be released, must notify in writing the Office of the Registrar during the first 10 days of the semester. The College assumes that the failure on the part of any student to file a request for nondisclosure indicates approval for disclosure. Questions or further information on this policy can be directed to the registrar.

   STAFF DEVELOPMENT SERVICES

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An important part of the college experience at Johnston Community College is participation in student activities. JCC prides itself on the diverse opportunities available to students as a part of student life. These experiences include development of leadership skills through participation in student organizations, playing in intramural sports and events, as well as working together with fellow students on social, recreational, and community service projects. Student clubs and organizations are organized by students in response to student interest and need and are recognized as a significant dimension of the educational experience.

STUDENT GOVERNMENT ASSOCIATION

These clubs and organizations are led by the Student Government Association, which exists to promote good relations and understanding among students, administration, faculty, and trustees; to unify the student body in the development of self-government and good citizenship; and to set high ethical standards for students through responsible conduct.

Six officers are elected in the spring for the following year. These positions are president, vice president, secretary, treasurer, public information officer, and parliamentarian. Responsibilities and requirements for each are listed below.

I. The duties of the office of President shall be as follows:

1. To administer and uphold the Constitution of the Association, its bylaws, and laws enacted by the senate.
2. To call and preside at meetings of the executive board, the senate, and the student body.
3. To appoint any additional committees necessary to carry out executive functions, subject to approval of the senate.
4. To issue orders to all committees and to require reports from them.
5. To serve as a member of the College Board of Trustees, as provided for in the North Carolina General Statutes 115D.
6. To represent the student body by serving as a member of the College Advisory Counsel.
7. To be the official representative of the college on all other occasions and at functions wherein participation is appropriate.

II. The duties of the office of Vice President shall be as follows:

1. To assist the President in any way required by the President.
2. To fulfill the duties of the President in the case of illness or absence of the President.
3. To assume the office of President and to carry out the duties of the office for the remainder of the term in the event that the President resigns or is unable to fulfill the duties of the office for any reason.

III. The duties of the office of Secretary shall be as follows:

1. To accurately record and preserve the minutes of all regular and special meetings of the Association.
2. To be in charge of all necessary paperwork required by the executive officers, the executive board, and the senate.
3. To submit periodic reports to the membership or the Association, the advisor, and the college concerning the progress and actions taken by the Association.
4. To prepare and keep a record of all actions, bylaws, statutes, and resolutions of the senate.

IV. The duties of the office of Treasurer shall be as follows:

1. To keep an accurate record of financial actions of the Association based on financial reports prepared monthly by the college business office.
2. To serve as Chairperson of the Finance Committee, which is responsible for submitting budget recommendations.
3. To report periodically to the Association or at any time required.
4. To prepare and submit to the Association an annual financial report.
5. To solicit quotes and financial proposals from vendors.

V. The duties of the office of Parliamentarian shall be as follows:

1. To assist the President in maintaining order in accordance with parliamentary procedure at meetings of the senate, the Association, and the student body.
2. To serve as advisor to the President and the executive board on matters involving parliamentary procedure.

VI. The duties of the office of Public Information Officer shall be as follows:

1. To gather facts about upcoming meetings, events, or issues and distribute them to the student body.
2. To produce promotional and other material for dissemination.

PARTICIPATION IN COLLEGE GOVERNANCE

Johnston Community College encourages its students to participate in the College's decision-making processes to the fullest extent possible. Opportunities for participation are provided through formalized structures and the administration's practice of an open-door policy.

Formalized participation is provided in the following ways:

1. The Student Government Association president serves as an ex officio member of the Board of Trustees (ex officio status accords the SGA president...
To be eligible for official recognition from the College -

1. Be enrolled in at least six credit hours of curriculum course work.
2. Be in good standing academically and otherwise.

STATEMENT ON MEMBERSHIP IN STUDENT ORGANIZATIONS

To be eligible for official recognition from the College -

1. Membership and participation in the organization must be open to all students without regard to age, race, color, sex, national origin, disability, religion, creed, military or veteran status, genetic information or other protected group as defined by law.
2. Student clubs or organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its faith, beliefs, and mission.

RECREATIONAL ACTIVITIES

Informal recreation is part of the student activities program. Recreational activities are organized by students in response to student interest and needs and are supported by the student activity fund.

Students are encouraged to organize and participate in various recreational activities. Equipment may be checked out at the office of the director of student activities.

Intercollegiate Athletics

Intercollegiate athletics at Johnston Community College strives to provide a competitive athletic program that is consistent with the College's mission and a total educational experience for its student-athletes. The underlying assumption that athletics contributes to the overall development of character, sportsmanship, leadership, integrity, and responsible decision-making is consistent with the College's mission to assist all students in developing their full potential for participation in a global workforce and lifelong learning experiences.

The athletic program, at all times, adheres to the tenets of fair play and amateur athletic competition as defined by National Junior College Athletic Association (NJCAA). The College also holds its coaches, administrators, and student-athletes to a high standard of sportsmanship and ethical conduct. The president of Johnston Community College has ultimate responsibility for, and exercises appropriate administrative and fiscal control over, the institution's intercollegiate athletic program. Athletic offerings may vary depending on student interest and facilities availability.

STUDENT RIGHTS, RESPONSIBILITIES AND JUDICIAL PROCEDURES

Note: For purposes of brevity, the title "vice president" will refer to the vice president of student services throughout this section

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations accrued to them by virtue of this membership. As members of the larger community of which the College
II. Student Rights

1. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student.

2. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

3. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.

4. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

5. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved except under legal expulsion.

6. No disciplinary sanctions (other than temporary removal from class or activity only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal.

7. The Student Right To Know Act requires Johnston Community College to disclose information about graduation, completion, and transfer-out rates to current and prospective students and the public. This information is provided to students and prospective students in The College section of this catalog under the Performance Measures Results heading, through the College Web site, from the Office of Student Services, and in other publications.

III. Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

The act of enrollment at Johnston Community College indicates acceptance by the student of published rules and policies of the College. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct prohibiting certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in Section V. Prohibited conduct shall include, but not be limited to:

1. Academic dishonesty involving taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

2. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.

3. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College sponsored or supervised functions off-campus or in College owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his or her actions.

4. Disorderly, lewd or indecent conduct, including but not limited to, public urination, defecation, sexual acts performed in public or on college premises, taking pictures of another person in a gym locker room or restroom without that person’s consent, disrobing or streaking, and possession or distribution of any obscene materials.

5. The use of legally obscene language or behavior that materially or substantially disrupts college function.

6. Excessive noise on college property including its hallways, walkways, driveways, and parking areas.

7. Conduct which threatens or endangers the health/safety of any person on the campus, online, or at any College authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual misconduct and assault.
8. Discrimination on the grounds of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, or genetic information of on College premises, at College-sponsored or supervised functions, or online that is sufficiently severe that it limits or denies an individual the ability to participate in or benefit from the College's educational program or activities.

9. Any act, comment, or behavior that materially and substantially disrupts the college or interferes with a student's performance including that which promotes actual violence or harm, fighting words, true threats, violations of the law, criminal or severe harassment, defamation that harms a person's reputation, false advertising or commercial speech that is misleading, or the use of public resources for partisan political activities.

10. Intimidation (implied threats) or coercion that causes a reasonable fear of harm in another.

11. Material or substantial obstruction or disruption of teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions and other duly authorized activities on College premises.

12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

13. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

14. Possession or use of a firearm, incendiary device, or explosive, except in connection with a College approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

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


17. Smoking and/or using other forms of tobacco products or use of electronic cigarettes in classrooms, shops, and labs or other unauthorized areas.

18. Violation of College regulations regarding the operation and parking of motor vehicles.

19. Forgery, alteration, copyright violation, or misuse of College documents, records, computer software, or computer equipment with intent to deceive; making a knowingly false statement, either orally or in writing, to a College official.

20. Failure to comply with instructions of College officials acting in performance of their duties, including failure to provide student ID in a timely manner when requested.

21. Violations of the terms of disciplinary probation or any College regulation during the period of probation.

22. 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.

23. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.

24. Violation of the College's Information Technology Acceptable Use Policy.

25. Use of cell phones, pagers or other electronic devices while attending class or participating in class-related activities (i.e. labs, clinicals, etc.) without prior approval of the instructor.

26. Failure to respond to a notice of charges.

Please note: Certain programs such as associate degree nursing and basic law enforcement training also have supplementary codes of conduct to which students within those programs must adhere.

IV. Disciplinary Procedures

1. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fails to cease and desist, the instructor may then suspend the student(s) from the class. The vice president/designee or the president may suspend the student(s) from either the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the vice president in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two days following the incident. The vice president shall resolve the matter in a timely fashion utilizing the steps outlined below in Section IV, C.

2. Responsibility for Implementation

The vice president/designee is responsible for implementing student discipline procedures.

3. Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

a. Charges: Any administrative official, faculty member, or student may file charges with the vice president against any student or student organization for violations of College regulations. The individual(s) making the charge must complete a charge form (available from the office of the vice president or the College's Web site) stating:

1. name of the student(s) involved,
2. the alleged violation of the specific Code of Conduct,
3. the time, place, and date of the incident,
4. names of person(s) directly involved or witnesses to the infraction,
5. any actions taken that relate to the matter, The completed charge form should be forwarded directly to the vice president.

b. Investigation and Decision: Within five working days after the charge is filed, the vice president/designee shall complete a preliminary investigation of the charge and shall schedule a
meeting with the student to discuss the alleged infraction.
The vice president/designee may act as follows:
1. Drop the charges.
2. Impose a sanction consistent with those shown in Section V.
3. Refer the student to a College office or community agency for services.
c. Notification: The decision of the vice president/designee shall be presented to the student orally or in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the vice president/designee or where the student refuses to cooperate, the vice president/designee shall send a certified letter to the student's last known address providing the student with a list of the charges, the vice president's decision, and instructions governing the appeal process (Section VI).

V. Sanctions:
The Student Code of Conduct sanctions are listed below. The list does not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific cases. Sanctions include the following:

1. Verbal Warning: A verbal warning statement, including friendly advice, counsel, criticism, or rebuke, to the student that further disciplinary action will take place if the specific behavior/condition is continued or repeated.
2. Reprimand: A written warning statement, to the student which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
3. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two semesters.
4. Restrictive Probation: Restrictive probation results in the loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of restrictive probation may result in immediate suspension.
5. Restitution: Paying for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or students.
6. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
7. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
8. Withholding the Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)
9. Suspension: Exclusion from class and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the vice president before returning to campus.
10. Expulsion: Dismissing a student from campus for an indefinite period resulting in losing student status. The student may be readmitted to the College only with the approval of the president.
11. Suspension from Campus Activities: Exclusion from participation in designated student clubs, organizations, or activities for a specified period of time and/or loss of officer standing within a student organization.
12. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
13. Group Restriction: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
14. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. The re-chartering of a group/club must be approved by the College president.
15. Other Sanctions: Students may be required to attend workshops or research topics that pertain to the behavior that violated the Code of Conduct. These sanctions assist the student to gain the skills necessary to avoid future conduct code violations.

VI. Appeals Procedure
A student who disagrees with the decision of the vice president/designee may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the vice president/designee within three working days after receipt of the decision. The vice president/designee shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the vice president's/designee's investigation.

1. Committee Composition
   Membership of the Disciplinary Review Committee shall be composed of the following:
   a. Three faculty/staff members appointed by the president of the College.*
b. Three student members appointed by the Student Government Association and approved by the president of the College.

c. The president will appoint one administrator to serve as committee chairperson who will vote only in case of a tie.

d. The vice president as an ex officio non voting member.

e. Committee members will serve a two-year term, beginning in January and ending in December. Replacements will be appointed by the president or SGA if necessary.

f. *The three faculty/staff members appointed by the President of the College will serve as the Disciplinary/Grievance Review Committee for all Title IX cases.*

2. Procedure for Hearings Before the Disciplinary Review Committee

a. Procedural responsibilities of the vice president:

The Review Committee must meet within 10 working days of receipt of a request for a hearing. At least five working days prior to the date set for the hearing, the vice president shall send a certified letter to the student's last known address providing the student with the following information:

1. A restatement of the charge or charges.
2. The time and place of the hearing.
3. A statement of the student's basic procedural rights.
4. A list of witnesses.
5. The names of committee members.

b. Basic procedural rights of students include the following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee. In cases of sexual misconduct, the accuser and accused can have an advisor of their choice present during the disciplinary hearing.
2. The right to produce witnesses on one's behalf.
3. The right to request, in writing, the president to disqualify any member of the committee for prejudice or bias. (The request must contain justification.) A request for disqualification, if made, must be submitted at least three working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
7. The right to appeal the decision of the committee to the president who will review the official record of the hearing. The appeal must be in writing and it must be made within five working days of the completion of the hearing.

c. The Conduct of the Committee Hearings

1. Hearings before the committee shall be confidential and shall be closed to all persons except the following:

   a. The student.
   b. Counsel or, in cases of sexual misconduct, Advisors.
   c. Witnesses who shall:

      1. Give testimony singularly and in the absence of other witnesses.
      2. Leave the committee meeting room immediately following completion of the testimony.

   2. The hearing will be recorded. Recordings will be used for transcription purposes and will be erased once a written record of the hearing is established.

   3. The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

   4. The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

   5. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions if applicable.

   6. Decisions of the committee shall be made by majority vote.

   7. Within two working days after the decision of the committee, the vice president shall send a certified letter to the student's last known address providing the student with the committee's decision.

d. Appeal to the President

A student who refuses to accept the findings of the committee may appeal in writing to the president within five working days after receipt of the committee's decision. The president shall have the authority to:

1. Review the findings of the proceedings of the committee.
2. Hear from the student, the vice president, and the members of the committee before ruling on an appeal.
3. Approve, modify, or overturn the decision of the committee.
4. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.

VII. Student Grievance Procedure

1. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty, staff, and students concerning the following:

   a. Alleged discrimination on the basis of race, color, age, national origin, religion, disability, sex, covered veteran status or other conditions,
preferences or behavior, excluding sexual discrimination complaints.

b. Sexual misconduct, including sexual harassment and sexual violence, complaints should be directed to the vice president. Because of the sensitive nature of this kind of complaint, a conference with the vice president will replace the first and second steps of the grievance procedure. The vice president will counsel with the student to determine the appropriate action. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.

c. Academic matters, excluding individual grades and attendance.

2. Procedure
a. First Step
   The student must go to the faculty or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five working days of the incident which generated the complaint.

b. Second Step
   If the complaint is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty member's director of programs in consultation with the dean or staff member's direct supervisor within five (5) working days after satisfying step 1. As part of the effort to resolve the issue, the director of programs or supervisor will consult with the individual who the complaint is directed toward and the dean or the chief administrative officer of that division.

c. Third Step
   If the complaint is not resolved at the informal conference with the director of programs in consultation with the dean or staff member's direct supervisor, the student may file a written grievance with the vice president of student services. The grievance form may be obtained from the Office of the Vice President of Student Services. The completed grievance form and the reason why the response of the dean or supervisor was unsatisfactory must be presented to the Office of the Vice President of Student Services within five (5) working days after satisfying Step 2. The vice president shall immediately notify the president who shall insure that the committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The vice president will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Meetings shall be conducted between five and 15 (15) working days following the date of the request. A postponement may be granted by the chairperson upon written request of either party if the reason stated justifies such action.

The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The committee shall decide by a majority vote the resolution of the grievance. In case of a tie, the chairperson will vote, thus breaking the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the Office of the President of the College within two working days.

d. Fourth Step
   The committee's decision may be appealed to the president of the College within three (3) working days of the committee's decision by either party involved. The president shall review the committee's findings, conduct whatever additional inquiries deemed necessary, and render a decision within 10 working days of receipt of the appeal.

3. The Disciplinary Review Committee will serve as the Student Grievance Committee.

4. Rights of Parties Involved in a Grievance
   When a grievance committee meeting is scheduled, the parties involved are entitled to:
   a. A written notice of the complaint.
   b. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least three working days prior to the meeting unless they waive this requirement.
   c. Review all available evidence, documents, or exhibits that each party may present at the meeting.
   d. Have access to the names of the witnesses who may testify.
   e. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
   f. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.
   g. In cases of sexual misconduct, the accuser and the accused can have an advisor of their choice present during the disciplinary proceedings.
   h. Time Periods and Limitations
      Reasonable efforts shall be made by all parties to expedite the grievance process. A time limitation specified for either party may be extended by mutual agreement. If there is no mutual written agreement to extend the time limits, and if a decision at one level is not appealed by the student to the next level of the procedure within the time limits specified, the right of the student to further appeal is terminated.

**TITLE IX AND SEX DISCRIMINATION**

Title IX of the Education Amendments of 1972 is a law that prohibits discrimination based on sex. The law states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program and activity receiving Federal financial assistance.” (20 U.S.C.
§1681) Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault, or sexual violence.

Inquiries concerning the application of Title IX may be referred to the College’s Title IX coordinator. The Title IX coordinator will take immediate action to provide a prompt and equitable resolution to a complaint and take steps to prevent the recurrence of the discrimination or harassment. Listed below are the staff members who have primary responsibility for Title IX compliance.

Title IX Coordinator
Director of Human Resources
Wilson Building, C1023C
(919) 209-2025

Title IX Deputy Coordinator
(for students)
Vice President of Student Services
Wilson Building, C1045D
(919) 209-2048

CLASSROOM CONDUCT

Faculty and students at Johnston Community College have the right to a classroom environment that is conducive to study, expression, and full concentration on study topics. The College expects:

• Classrooms where students arrive and depart on time
• Classrooms where there is no material or substantial disruptive behavior
• Classrooms where the rights of others are respected and where students treat each other and the instructor with civility and respect

PARKING AND TRAFFIC REGULATIONS

Traffic regulations of the state of North Carolina are applicable to all persons who drive a motor vehicle on the campus. General student parking is available in any lined spaces not designated for visitors, handicapped persons, faculty and staff members, etc. Enforcement of JCC-issued parking and traffic regulations and penalties for violations are administered by Campus Police and Security and the Business Office.

PARKING PERMITS

A parking permit is provided to each student. Students should obtain a parking permit from the Campus Police and Security Office in the Wilson Building. The parking permit is valid from August to August.

SMOKING ON CAMPUS

All buildings on the JCC campus are smoke-free. In addition, smoking adjacent to buildings will only be permitted at outdoor areas that have been designated as smoking areas. This policy is implemented to reduce secondhand smoke, litter and fire hazards. The designated smoking areas are listed below:

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elsee</td>
<td>Gazebo at the rear south end</td>
</tr>
<tr>
<td>STEAM</td>
<td>Area across from rear north end away from building</td>
</tr>
<tr>
<td>STEAM</td>
<td>Area across from rear south end of STEAM</td>
</tr>
<tr>
<td>Wilson</td>
<td>Patio area behind bookstore</td>
</tr>
<tr>
<td>Wilson/Tart</td>
<td>Gazebo in grass area beside service road between Wilson and Tart</td>
</tr>
<tr>
<td>Health/Smith</td>
<td>Gazebo behind south end of Health Building</td>
</tr>
<tr>
<td>Learning Resource Center/Britt</td>
<td>Gazebo between Learning Resource Center and Britt</td>
</tr>
<tr>
<td>Truck Driver Training</td>
<td>Area rear of building beside training field</td>
</tr>
<tr>
<td>Public Safety Services</td>
<td>Gazebo at rear corner</td>
</tr>
</tbody>
</table>

MINORS ON CAMPUS

College policy does not allow minors to be left unattended in vehicles or on campus, or brought to class. Although minors may accompany parents or guardians to the campus during registration and other appropriate times, minors are not allowed on campus unattended while parents are attending class. The practice of bringing minors to class is a potential disruption for others and places the College in a position of liability. Students bringing minors to campus, the library, or during any inappropriate time will be asked to leave; however, children may visit the Children’s Room of the library when accompanied by an adult.

STUDENT PUBLICATIONS

Student publications, either by an individual or student organization, must be approved through the appropriate organization advisor and the vice president of student services before production and distribution. The Publications Guidelines for College publications contained in the Johnston Community College Operational Policies and Procedures Manual must be followed if the student publication meets the criteria for a public document. Student publications must not be in conflict with the Student Code of Conduct as published in this section of this catalog.

STUDENT LOUNGE

The student lounge provides a convenient place for relaxation, conversation, and a break between classes. Sandwiches, coffee, soft drinks, and other food items are available in the lounge from vending machines or Chef Judy’s Jaguar Grill. Vending machines are also available at various locations on the campus. Non-students are not allowed to use the student lounge without permission of the administration. ID cards are checked on a random basis.

STUDENT IDENTIFICATION CARD

The student identification card (ID card) is provided to each student and is made in the College library. Students need a driver's license and a copy of their current class schedule in order to obtain an ID card. Each semester a student should
take his or her ID card to the library to receive a validation sticker for the current semester. There is a $5 replacement fee for lost cards.

The student ID card serves as the college library card and no materials will be issued without one. The card is also required for student functions on campus. Students should carry their ID card with them at all times. Police and Campus Security or a College official may ask a student to show his or her ID at any time while on campus or at any activity sponsored by the school off campus. If the student fails to show identification, the college official may ask the student to leave campus.

STUDENT DRESS RECOMMENDATIONS

Johnston Community College students are expected to dress appropriately at all times, and their dress should not be distracting to the educational environment. Students are not allowed in any campus facility without shoes and shirts.

Students should be advised that certain program specific apparel or protective equipment requirements exist. Explanation of these requirements will be explained during program orientation or at the start of the semester. Students in violation of dress policies which create a health or safety issue may be subject to corrective action, including removal from the setting.

Students' overall personal appearance must reflect cleanliness and good grooming. If a student's dress or hygiene interferes with the learning process, the student's instructor will counsel the student. Repeat offenses will result in referral to the CARE Team.

SECURITY AND EMERGENCIES

Johnston Community College encourages all students and employees to report emergencies and/or criminal actions. If the emergency or criminal action involves personal injury or damage, Campus Police and Security and the vice president of student services should be notified immediately. If the emergency or criminal action involves injury to property or buildings, the vice president of administrative services should be notified immediately. The vice president of student services and vice president of administrative services are responsible for responding to emergencies and criminal actions. In their absence, other college vice presidents are responsible for responding to any emergency in their areas.

The administration attempts to provide a safe, secure educational environment for all students and employees. Security officers are on duty at nights and on weekends. The security officers provided by the College have no law enforcement powers and contact the Smithfield Police Department as needed. The College also contracts with the Smithfield Police Department to provide police authority on campus and these police officers have full law enforcement powers.

Campus safety information is presented at new student orientation. Information regarding drug and alcohol abuse is covered under a separate drug and alcohol policy in the Student Development Services section of this catalog and on the College Web site.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, information pertaining to the number and type of criminal actions occurring on campus is collected by the college security and emergency preparedness coordinator and compiled annually. It is housed in the Student Services Office and is provided to students and employees through publications, including the Campus Crime Report, the College Web site, email correspondence, and other media. A copy of the report may be obtained from the Office of the Vice President of Student Services. Also, the Campus Crime Report can be found on the College's Web site.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

General Policy

Faculty, staff, students, and LRC public patrons shall be expected to be responsible for appropriate behavior with regard to use of the College's computer network and computing resources, and given that communications on the network are often public in nature. The computer network shall be provided for faculty and students to conduct research and for communications. Access to the computer network shall be considered a privilege, not a right.

Access entails responsibility, and access to network services shall be provided to employees and students who agree to act in a considerate and responsible manner. Individual users of the College's computer network shall be responsible for their behavior and for communications over the network. Users shall be expected to comply with the College's standards and honor all agreements.

Computer network storage areas shall be treated as public space, and network administrators shall be authorized to review computer files and communications to maintain system integrity and ensure that users are using the system responsibly.

Policy Provisions

Rules/Sanctions for Computer Use

The following computer uses shall not be permitted, and violations may result in a loss of access, and as applicable, the involvement of law enforcement agencies and potential prosecution:

1. Sending or displaying legally obscene messages or images;
2. Using legally obscene language;
3. Severe or pervasive harassing behaviour;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright laws;
6. Using the passwords or identities of others;
7. Trespassing in the folders, work, or files of others;
8. Intentionally wasting limited resources; and
9. Employing the network for commercial purposes.

Acceptable Use

Given that the College considers access to its computer resources a privilege, which may be limited or forfeited by abuse, misuse or violations, users shall be expected to comply with the following conditions:

1. Compliance with all federal and state laws pertaining to copyright, privacy and confidentiality and regarding transmission of illegal, harassing or obscene materials;
2. Use of the computer only for educational, instructional, and administrative purposes;
3. Use of the computer in a manner that does not impede access by other authorized users by unnecessarily tying up the network resources or disrupting the use of the network;
4. Demonstration of respect for other users, both College users and users who can be reached through network connections, by adhering to proper network etiquette; and
5. Demonstration of respect for the integrity of the computer system and all networks by operating the system properly;
6. Use of computing resources and access accounts only for the purpose assigned and not for commercial purposes or non-college related activities;
7. Responsible use of assigned accounts, including password protection and Internet resources – allowing friends, family, or co-workers to use an account shall be deemed a serious use violation;
8. Use that does not damage or disrupt hardware or communication such as virus creation and propagation, wasting system resources, or overloading networks;
9. Use that does not create, display, transmit, or make accessible (Threatening, legally obscene, pornographic, or severe or pervasive harassing language and/or materials); and
10. Use that does not broadcast unsolicited messages or unwanted e-mail.

PEER-TO-PEER FILE SHARING POLICY

Johnston Community College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. The College is required by Federal Law – H.R. 4137, Higher Education Opportunity Act (HEOA) – to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Also, the HEOA requires institutions to take steps to combat and disclose its policies and sanctions for copyright infringement. The College must certify to the Secretary of Education that a policy is in place. Finally, the HEOA requires the College to provide alternatives to illegal file sharing.

Although the HEOA makes reference only to students using Peer-to-Peer (P2P), this policy applies to all Johnston Community College network users. The College reserves the right to suspend or terminate network access to any campus user. Likewise, network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution.

Annual Disclosure

Johnston Community College computers and wireless access will require users to click okay to agreeing with our acceptable use policy which references copyright violations. Each semester a reminder of these policies will be sent to student, faculty, and staff e-mail accounts. This information is also referenced in the Johnston Community College Student Handbook and Johnston Community College Catalog.

Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material

Johnston Community College currently employs bandwidth-shaping technology to prioritize network traffic. The College limits the amount of bandwidth available to P2P applications but does not filter such applications since much of the traffic is legal.

Offering Alternatives to Illegal File Sharing

Both the Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) have Web sites that list legal alternatives to illegal P2P. Some of the more popular alternatives include:

Music
iTunes
SpiralFrog
Pandora
amazonMP3

Movies and Television
iTunes
Hulu
Netflix Watch Instantly
Major Television Network Web Sites

For more information on legal alternatives, please visit: RIAA: http://www.riaa.org/toolsforparents.php?content_selector=legal_music_sites

INTELLECTUAL FILE SHARING POLICY

Johnston Community College seeks to provide an environment that supports the teaching, learning, scholarship, and creativity of its students, faculty, and staff. Within this context, the College has adopted a policy that addresses the ownership of materials, compensation and copyright issues, and the use of revenue from the creation and production of all intellectual property that applies to students, faculty, and staff. The Intellectual Property Policy was approved by the Johnston Community College Board of Trustees and is published in the Personnel Policies and Procedures Manual (PM 2.14). The policy is also available to faculty, staff, and students on the College's Web site and in hard copy in Student Services or Human Resources.
ACADEMIC SERVICES AND PROCEDURES

ACADEMIC REGULATIONS
Johnston Community College exists to provide for the fullest possible development of each person who enters its open door to learn. The policies, programs of study, and regulations of the College are directed toward this objective.

The College expects each student to make significant academic progress toward his or her chosen educational goal and is committed to making this objective possible for all students. At the end of each semester, final course grades are issued and an assessment is made of the student's academic progress. Satisfactory progress is defined in this section of the catalog under the heading Academic Progress.

THE SEMESTER SYSTEM
The College operates on the semester system. Fall and spring semesters are typically 16 weeks in length. Summer may be a shorter session (typically a 8-week session).

Classes normally meet 50 minutes per instructional hour with a 10-minute break between classes. The number of times per week that a class meets is determined by the number of semester hours credit prescribed in the curriculum and is indicated in the semester class schedule.

Semester hours of credit are awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory work or clinical experience, manipulative laboratory training, or shop practice.

REGISTRATION
Students pursuing degree, diploma, and certificate programs typically register and are enrolled at the beginning of a semester. Students wishing to take fast track courses in selected programs that are scheduled to start after the beginning of a semester may register and be enrolled for those courses prior to the starting date. Generally, students begin their program of study in the fall semester. However, entrance at the beginning of other semesters is possible when the curriculum and class schedule permit.

Students may register for certain courses to be taken in evening hours on a modified basis, as provided for in curriculum outlines and course descriptions.

All students are expected to register during the time scheduled for that purpose. Semester registration dates are published in the academic calendar and announced prior to each semester.

Entering curriculum students must be accepted for admission by the director of admissions and counseling before beginning the registration process. Each student is assigned a faculty advisor, or assigned to the Center for Academic Planning (CAP), who assists the student in planning a program of study. The faculty advisor or CAP must approve the student's proposed class schedule each semester prior to registration.

Continuing Education Registration
Information regarding registration for continuing education courses may be found in the Continuing Education section of the catalog.

Course Load and Classification
Each student is responsible for being familiar with the requirements of the program of study that the student is pursuing and for keeping account of progress toward completion of graduation requirements.

Class schedules and course loads should be carefully planned by the student in consultation with the faculty advisor. The student is expected to be familiar with all regulations set forth in the catalog. Copies are available in the Student Services Office.

A full-time curriculum student is one who is carrying a minimum course load of 12 semester hours in a degree, diploma, or certificate program. The normal load for typical full-time students generally varies between 15 and 21 semester hours. A part-time student is one who is carrying a course load of less than 12 hours.

A student who desires to register for course work in excess of 21 credit hours (excluding fast track courses), must present a written recommendation from the faculty advisor and secure the approval of the vice president of instruction.

Students who have completed 31 or less credit hours are classified as first-year students. Those who have completed 32 or more credit hours are classified as second-year students.

Persons who wish to enroll for a special educational objective not specifically provided for in an established curriculum may be admitted and classified as special students. Special students are required to pay tuition and fees. Exceptions must be approved by the vice president of student services.

Credit Hour Load Policy for Visiting Students
Any student attending a community college shall not enroll in more than 21 credit hours per semester without prior approval of the home college. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including: the name of each college enrolled, the number of credit hours taken, the class schedule, and other relevant information.

Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.
SCHEDULE ADJUSTMENTS AND WITHDRAWALS

Registered students may add a class within the first two school days of any term. The student must secure the faculty advisor's approval on a drop/add form before the change can be made official in the Registrar's Office.

Warning: All drop/add transactions must be completed in one process. If a student changes or drops a class after the semester has begun, the system refunds 75 percent of the tuition up to the 10-percent census date of the class. If a student adds a class at another time (not during the same computer transaction as the drop), instead of a net zero, his or her account reflects the 75-percent refund and a 100-percent charge for the new class. The result is an additional 25 percent of the class tuition.

A. Once a student has officially enrolled in a class and paid the tuition and fees, the student shall maintain membership in said class, until one of the following occurs:

1. Student Withdrawal – he or she officially withdraws and the action is effective as of that date.
2. Instructor Withdrawal - He or she stops attending class.
3. Students who exceed the instructor's attendance policy may be dropped from the class roll because of excessive absences.
4. He or she fails to attend class prior to the 10-percent point of any term (census date). This constitutes administrative withdrawal (Never Attended) and is effective as of the first day of the class. A grade of "NA" will be assigned.

B. A student may drop a class with the following results:

1. A student may drop as late as the 65-percent date of the term without a grade penalty as long as the instructor has not already dropped the student because of excessive absences. The transcript will indicate a "WD." (No withdrawals are accepted for processing after the established date to drop without grade penalty for that term without extenuating circumstances and must be signed by the dean or vice president. Withdrawals after the established date in the academic calendar are handled on a case-by-case basis.)

C. A student who is considering withdrawal from a course(s) or from the College is strongly encouraged first to consult the instructor(s) and his or her faculty advisor. A student who wishes to withdraw must complete a drop/add form, have it signed by the instructor and present it to the registrar before an official withdrawal can be recorded. Students who fail to comply with this procedure are considered to have withdrawn unofficially, considered not in good standing with the College, and receive a grade of "WF."

D. A student who withdraws or drops from any portion of a course (classroom, lab, clinic, or shop) will be dropped from the entire course.

E. All course changes must be in accordance with the academic calendar.

F. Students who receive financial aid or VA educational benefits should consult with personnel in those offices before dropping classes or withdrawing from the College.

Administrative Withdrawal

Students whose emotional and/or psychological distress or substance use is so severe that they are unable to adequately participate in the academic environment, present a danger to self or others, are unable to adequately care for themselves, or are engaging in substance abuse requiring extensive treatment or hospitalization may be involuntarily withdrawn from the College. An administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of "WD" is recorded on the academic transcript. Administratively withdrawn students may not seek counseling or other support services from the College after withdrawal. Tuition refunds for administrative withdrawals will be considered according to the College's refund policy.

STUDENT SUCCESS

All students in diploma and associate degree programs are required to complete a student success course to graduate from the College. The course is designed to help incoming students learn and adjust to the academic and social environment of the College. Students are strongly advised to register for this course during their first semester at the College.

In this course, the various services provided at the College are explained. The policies and procedures of the College are also discussed. Special emphasis is placed on study skills and personal development essential for success.

Students will take ACA 111, ACA 122 or HSC 110 as their orientation course. During the admissions interview with a counselor, students will receive a Course Assignment Sheet indicating which orientation course(s) they are required to take.

The College offers an orientation program for new students prior to beginning classes. Orientation introduces students to the College's academic programs, campus locations, facilities, resources, and services. Additionally, policies and procedures of the College are discussed. Students receive information about orientation after completing the admissions process.

THE ACADEMIC SKILLS CENTER

The Academic Skills Center provides instruction, academic support, guidance, and resources to students enrolled at Johnston Community College. Particular focus is given to students who wish to improve their skills in reading, English, and math. The center's experienced and knowledgeable staff work closely with students to help ensure they are learning the basic skills needed to academically succeed.

The center offers lab instruction, academic workshops, computer tutoring, a resource library of subject specific texts and workbooks, and other academic material.

The Academic Skills Center's goal is to provide high quality academic support services to currently enrolled Johnston Community College students. As such, the center provides group and individual tutoring at no cost. Tutoring is provided by peer and professional tutors and is available...
in most subject areas. The center also offers online tutorial services available 24/7. Students are limited to 8 hours of online tutorial services per semester.

The Academic Skills Center provides supplemental instruction through demonstration, explaining, clarification, modeling, etc. Tutoring sessions do not replace class instruction or reading the text but do offer reinforcement. Sessions are scheduled for one hour. Tutors will complement a student’s work, reinforce student learning, provide hints and suggestions for learning the material, and review with students.

THE CENTER FOR ACADEMIC PLANNING

The Center for Academic Planning or CAP is an advising center which serves any students enrolled in associate of arts, associate of sciences, pre-health sciences, and non-matriculated special interest students.

The CAP advisors assist students with academic program development and planning, understanding academic policies, graduation standards, and course registration preparation. The CAP is primarily staffed by faculty advisors so appointments are necessary. Students may schedule appointments through the online advising system, by phone, or in the CAP.

Students interested in transferring to a four-year college or university should also visit the CAP. Transfer information, such as course transfer equivalencies and college pathways are located in the CAP. Computers are also available for students to complete online applications and to research four-year institutions.

CHANGES OF PROGRAM

Students are permitted to change from one program of study to another program in accordance with changes in their educational and career objectives. A student who wishes to change from one program to another is required to consult with a counselor concerning his or her proposed educational plans and to secure approval from the Admissions Office.

Changes of program should be initiated before the beginning of the semester. However, if the change of program form is submitted the first 10 days of the current semester, the program will be changed immediately. After the first 10 days, the program of study will take affect the following semester. Counseling is provided to assist the student in educational and career planning. Curriculum courses previously passed are evaluated for purposes of transfer credit to the student’s new program of study. Previously earned credit hours approved for transfer are granted toward completion of graduation requirements for the new program of study.

ATTENDANCE REGULATION

All students must enter class prior to the class 10-percent date, which is the date set by the state for reporting purposes. Students who fail to attend by this date will be dropped from the class roll. Regular and punctual attendance is expected of all students in order for them to achieve their potential in class and to develop desirable personal traits necessary to succeed in employment.

Since course content and teaching methods vary, each instructor will determine its own requirements for attendance. Attendance requirements for each class will be printed in the course syllabus, which will be distributed the first week of class. Class attendance is calculated from the first scheduled class meeting to the last. Late arrivals and/or early departures may count toward total absences.

Students enrolled in distance education classes must demonstrate virtual “attendance”. As with face-to-face classes, each department will determine its own requirements for attendance. Attendance requirements for each class will be printed in the course syllabus. Attendance may be determined by a variety of activities such as number of discussion posts, quizzes completed, etc.

If a student is dropped by an instructor due to excessive absences, a grade of “WF” will be issued and calculated in his or her grade point average and could affect his or her financial aid. A student may be dropped by an instructor due to excessive absences at any time during the semester, including that time period before the date designated each semester as the last day a student can drop without grade penalty. The student must obtain the permission of the instructor to reenter class. If this request is denied, the student may petition the director/dean for reinstatement. If the dean denies the request, the vice president of instruction will make the final ruling on the decision.

Students who choose to participate in College-related activities such as SGA or athletics must adhere to the attendance policy. Students are responsible for informing their instructors in advance of absences and are expected to make arrangements for making up work missed. In such cases, upon approval of the instructor, class time missed will not be counted as absences provided the students are otherwise in good academic standing (2.0 cumulative GPA).

Religious or Solemn Observance Policy

Johnston Community College authorizes two excused absences from classes each academic year for religious or solemn observances. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year.

Students requesting absence from class for religious or solemn observance must complete the Religious or Solemn Observance Absence Request Form and obtain instructor approval at least two weeks prior to the date of the absence. Students who miss class for religious or solemn observance will be granted the opportunity to make up work missed due to the absence.

GRADING SYSTEM

Grading Policy

Johnston Community College students earn grades for classes in accordance with criteria set forth in course syllabi. The instructor of record assigns grades at the end of each semester utilizing the grading system. All grades are final and are not subject to change unless an error in calculation occurs. Any student who is concerned that the grade is erroneous should consult with the instructor within one semester after the grade is earned. Any further grade appeal should be made to the dean and if necessary to the vice president of instruction whose decision is final.
Final course grades are issued to the student at the end of each semester in accordance with the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I | Incomplete temporarily for the duration of the following semester or summer session. Credit hours attempted are not counted in the present semester in computing the grade point average. If a passing grade is not achieved during the following semester, the grade of "I" automatically becomes "F" and credit hours attempted for the course are counted in computing the GPA.

WD | Officially withdrew by the 65-percent point of the semester. Credit hours attempted are not counted in computing the GPA. No withdrawals are accepted for processing after the 65-percent point of the semester without extenuating circumstances and must be signed by the dean or vice president. Withdrawals after the 65-percent point of the semester are handled on a case-by-case basis.

WF | Withdraw failing occurs if the student exceeds the number of absences specified by the attendance requirement and is dropped by the instructor. Credit hours attempted are counted in computing the GPA. Also, students who withdraw after the 65-percent point would get a WF without extenuating circumstances.

CR | Credit by proficiency examination. Courses on which this grade is earned are not included in the GPA.

AU | Audit. Course taken for noncredit purposes. Students auditing courses must meet the attendance regulation to continue in class.

NA | Never attended. Non-penalty grade.

EL | Credit by Experience.

P | Passed (for developmental courses only)

R | Re-enroll (for developmental courses only)

Removal of "I" Grades
The grade of "I," meaning course work is temporarily incomplete, may be removed by completing all work assigned by the instructor. It is the responsibility of the student to make arrangements with the instructor to accomplish the required work needed to remove the "I" grade. If the student satisfactorily completes the required work during the semester or summer session immediately following receipt of the "I" grade, the instructor assigns a permanent passing grade. Otherwise, the "I" grade automatically becomes a grade of "F" for purposes of the student's record and cumulative GPA.

Final Grades
Final grades will be available through WebAdvisor to students at the end of each academic term. Grade reports are no longer printed and mailed to students.

Minimum Class Size
All classes will be expected to have a minimum number of 10 students. Exceptions to this policy may occur when it is determined by the vice president of instruction that offering a small class is in the best interest of the students or the community.

Course Repetition
A student may be permitted to enroll in a curriculum course no more than three times for credit, in order to improve a grade or replace a withdrawal grade.

All course grades, including the record of an audit and credit hours attempted, shall appear on the student's official transcript, and shall be utilized in determining eligibility for financial aid; only the higher grade shall be used for computing total credit hours attempted, total grade points earned and GPA.

Exceptions to this policy may be made with prior approval by the vice president of instruction. This policy does not apply to developmental courses.
Certain regulations may prohibit veterans and other financial aid recipients from receiving financial aid for courses previously passed. The student shall be responsible for determining status in regard to financial aid.

**Administrative Procedure for Course Repetition**

1. The Course Repetition Request Form should be initiated by the advisor when the student requests to repeat a course for the third or more time.
2. The form will then be sent to the dean and vice president of instruction for review.
3. The form will then be routed to the Office of Enrollment and Student Success for academic monitoring for the semester.
4. The approved form will then be sent to the registrar for comment and record keeping, including FTE recalculation.
5. Early detection reports will be created by the JCC Registrar's Office that identifies students who have repeated a course more than three times and were not caught by the advising process. These students will be contacted and will be required to go through the form approval process in order to continue the coursework.
6. The XPAE report will be completed by the registrar once the semester grades have been turned in. This report will be compared with completed course repetition forms to ensure all forms have been processed.

**Auditing**

To audit, a student must register for the course and pay regular tuition. The last date to register to audit a course is the last day of the late registration period, as specified in the academic calendar.

Students who audit courses must abide by the College attendance regulation and are encouraged to take tests and to participate in class discussion, but are not required to do so.

A grade of “AU” is given for record purposes.

**Advanced Placement Credit**

Johnston Community College participates in the Advanced Placement (AP) program. An AP credit schedule is available on the JCC Web site.

**Credit by Examination**

Course credit for proficiencies previously developed by the student may be earned by examination. A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course. Examinations may be arranged to document proficiencies previously developed through employment, military service, secondary education, post secondary non-accredited schools, or correspondence schools.

To earn credit by proficiency examination the student must:

1. Not have previously attempted the course for which credit by examination is being sought
2. Submit the prescribed application for approval to seek credit by examination.
3. Register for the course and pay appropriate tuition and fees as may be required
4. Demonstrate to the satisfaction of the appropriate faculty member that sufficient justification exists to warrant approval of the request for the examination
5. Secure written approval from the instructor and the department chair to take the examination
6. Be sure that for any course(s) which the student has registered at the beginning of the semester and has attended classes, credit by examination must be gained within the first 10 percent of the semester
7. Arrange an appropriate time at the convenience of the instructor to take the examination. The student is allowed one opportunity to take a proficiency examination for credit in any given course

The grade of “CR” (credit by proficiency examination) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination, a student must achieve a score equivalent to not less than “C” on the examination. There is no penalty or grade of record for an unsatisfactory grade on a proficiency examination. Courses on which the grade of “CR” is earned are not included in the calculation of the student’s GPA.

**Credit by Experience**

The granting of curriculum credit for nontraditional educational experiences will be considered upon receipt of appropriate official documentation by the vice president of instruction. The vice president of instruction will evaluate the documentation to determine the applicability to the student’s educational program. Transfer credit for nontraditional work from an accredited institution is limited to no more than 50 percent of an associate degree, diploma, or certificate requirements. The student will receive written notification of credit awarded on the transfer credit evaluation form.

Curriculum credit for proficiencies developed through various nontraditional learning activities may also be earned as described in the credit by examination policy. Curriculum credit may be granted for courses that have been passed by appropriate examination of the Advanced Placement program (AP), the College Level Examination Program (CLEP), and the Defense Activity for Non-Traditional Education Support (DANTES). Credit will be allowed for AP scores of three and above. CLEP and DANTES test scores must meet American Council on Education (ACE) minimum recommendations.

1. The student must document a specific work experience or skill that coincides with the skills and tasks required in a particular course
2. The dean shall evaluate the documented training and/or experiences which may require a demonstration of one's ability. Experiences shall be approved by the instructor, director of programs, dean, and vice president of instruction, using the Request of Credit by Experience form
3. Veterans may apply credit for training received under the armed forces college training programs and some specialized and technical training completed under the auspices of the armed forces. Appropriate documentation must be provided
4. The approved credit recommendation should be submitted to the Registrar's Office
5. The registrar will record a symbol of “EL” on the transcript with credit hours; however, no grade points will be assigned
6. Documentation of experience shall be kept on file for five years in the Registrar's Office.

**North Carolina High School to Community College Articulation Agreement**

Through an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive Johnston Community College credit for certain upper level career and technical courses upon presentation and evaluation of a high school transcript.

Credit will only be given for courses that are required in a student's program of study. The following criteria will be used to award college credit for identified high school courses:

1. Final grade of B or higher in the course, and;
2. Minimum score or higher on the standardized CTE post-assessment as set forth in the statewide articulation agreement, and;
3. Students must enroll at the community college within two years of their high school graduation date.

High school students who enroll in Career and College Promise pathway may earn articulation college credit as described in the articulation agreement while enrolled in high school if the CTE articulated credit is part of their Career and College Promise pathway. Any student wishing to receive credit should submit an official high school transcript and all official standardized CTE post-assessment scores. A college counselor will complete a transcript evaluation during the admissions interview.

**Military Service Training**

Military service records may be submitted for transfer credit consideration. Service school diplomas, Army/ACE Registry Transcript System (AARTS) Transcripts, and Military Occupational Specialty (MOS) Evaluation Score Reports are accepted for transfer credit evaluation. Military service experiences are evaluated using American Council on Education (ACE) recommendations.

**Grade Point Average**

The cumulative grade point average is computed by dividing the grade points earned by the hours attempted. For example, 38 grade points are divided by 20 semester hours attempted to equal a 1.90 cumulative GPA.

When a course is repeated, the highest grade earned is included in the computation of the student's cumulative GPA.

**President's List**

The College recognizes outstanding achievement each semester by publication of the president's list. The president's list is made up of students who have a minimum of nine completed credit hours in a semester (excluding developmental courses) and have achieved a minimum of 4.0.

**Dean's List**

The College recognizes outstanding academic achievement each semester by publication of the dean's list. The dean's list is made up of students who have a minimum of nine completed credit hours in a semester (excluding developmental courses) and have achieved a minimum 3.5 semester GPA.

**Forgiveness Policy**

A student who has not been enrolled in curriculum courses in the College for 36 consecutive months may request the registrar to reevaluate his/her academic record. Under this policy, the student may request that his or her previous grade(s) of “F” not be used in calculating the cumulative GPA. Prior to the reevaluation, the student must be readmitted to the College, register for courses, and complete at least 12 credit hours of course work with a minimum GPA of 2.0. The registrar, at the request of the student, will reevaluate his or her cumulative GPA as appropriate. A reevaluation is provided only once for each student.

**ACADEMIC PROGRESS**

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for the degree, diploma, or certificate. At the end of each semester, the student's semester GPA and cumulative GPA will be reviewed.

To be considered making satisfactory academic progress, a student must maintain at least a 2.0 cumulative GPA related to the number of credit hours attempted.

Cumulative grade point average will be used to determine each student's academic progress and status at the College. This average is applicable also for purposes of certification to the Veterans Administration; Social Security Administration; State Division of Vocational Rehabilitation Services; student grants, loans, scholarships, other college financial aid; and other public and private agencies authorized to receive this information.

Additional academic progress standards are required for students who are receiving financial aid. This information may be found in the “Student Development Services” section of this catalog under the Financial Aid heading.

**Academic Warning, Probation and Suspension**

A student is considered to be making unsatisfactory academic progress when his/her cumulative grade point average falls below 2.0. Students may be placed on warning as early as their second semester. If a student falls below this mark, he or she will be notified once the semester ends that he or she is to be placed on academic warning, academic probation or academic suspension. This notification will outline the consequences of the student's low GPA, provide resources for improvement, and set benchmarks for the upcoming semester.

**Academic Warning:**

The first semester that a student's cumulative GPA falls below a 2.0, the student will receive an academic warning. Students who have been placed on academic warning will receive e-mail notification from the vice president of student services at their college-issued e-mail address. In addition, students will receive a list of recommended services as well as resources on campus.

**Academic Probation:**

The second successive semester that a student's cumulative GPA falls below a 2.0, the student will be placed on probation. While on academic probation, the student will
be limited by WebAdvisor to registering for no more than 12 credit hours. An exception to the credit hour limitation requires the approval of the department dean. Students who have been placed on academic probation will receive an e-mail notification from the vice president of student services at their college-issued e-mail address. Academic probation will be posted to the student's official transcript.

Academic Suspension:
A third successive semester that the student's cumulative GPA falls below 2.0, the student will be suspended for one semester. A student who has been informed of academic suspension may submit an appeal to the director of student success, or designee, for reconsideration. If granted readmission, the student will consult with the director in creating an action plan for academic improvement which will include a restricted course load of no more than eight hours. The student will have the approved schedule entered by the Registrar's Office. A student, who is reinstated after an appeal or after the suspension period, must achieve a semester average GPA of 2.0 or better for the semester of reinstatement and must continue to receive at least a 2.0 GPA in each subsequent semester of attendance. The student will remain on probation until their cumulative GPA reaches 2.0 at which time the probation status will be removed. Failure to attain a 2.0 semester GPA until the cumulative GPA reaches a 2.0 results in suspension of one semester. Academic suspension will be posted to the student's official transcript.

Reinstatement Process for Students Not Appealing Academic Suspension:
Students who choose not to appeal their academic standing may request reinstatement for a future term (after sitting out one term of suspension) by submitting a reinstatement request to the director of student success. In order for reinstatement to be considered, students must meet with the director to develop an academic success action plan. Requests for reinstatement must be received one month prior to the start date of the term for which the student wants to re-enroll. Requests will be reviewed by the Student Success Committee. The student will be notified via e-mail of the committee's decision and any conditions related to the re-enrollment. Academic warning, probation and suspension are not associated with financial aid eligibility. Please see the Satisfactory Academic Progress section of this catalog for information about financial aid eligibility and academic performance.

ACADEMIC DISMISSAL - BLET/HEALTH PROGRAMS

A student whose academic progress does not meet established program requirements may be academically dismissed from the program. The following program requirements are also published in the departmental handbooks and students are made aware of these policies prior to enrollment.

Basic Law Enforcement Training Program
Students must achieve a minimum score of 70 percent of each end-of-block test. All students must satisfactorily complete the physical conditioning requirements.

Health Programs

Students in the associate degree nursing, cardiac and vascular sonography, computed tomography and magnetic resonance imaging technology, emergency medical services, medical assisting, medical sonography, nuclear medicine technology, pharmacy technology, radiography, and therapeutic massage programs are required to attain a minimum grade of "C" on all the major courses and the general education courses (as applicable to the program) in order to progress in the program of study. In addition, each student must demonstrate satisfactory clinical skills.

CATALOG OF RECORD

The Johnston Community College Catalog that is current when the student enrolls in the College is the catalog of record. A student who is in continuous attendance, except for summer term, may graduate under provisions of his or her catalog of record, or a subsequent issue. A student who is not enrolled for a period of two consecutive semesters must graduate under the provisions of the catalog in effect on his or her last reentry date or a subsequent issue.

A student who changes his or her program of study will come under the provisions of the catalog in effect at the time of the change or a subsequent issue.

DEGREES, DIPLOMAS, AND CERTIFICATES

The associate in applied science degree is awarded to students who complete a two-year technical education program.

The associate in arts, associate in general education and associate in science, is granted to students who complete the two-year college transfer program.

The College awards certificates for completion of other courses of study.

Award of Additional Associate Degrees or Diplomas

The College may award an additional degree or diploma to the student who has completed all required and elective courses specified for each additional program of study. A student shall be given credit for having completed courses in a degree or diploma program if they are the same courses previously taken and satisfactorily completed in another degree or diploma program.

It shall be the joint responsibility of the vice president and dean to determine elective courses acceptable for transfer credit.

Changes in Curricula

During a period of transition following curriculum revision, students currently enrolled may select either the old or new curriculum as their basis for meeting graduation requirements. Course substitutions are subject to approval of the department head and the vice president.

Students who have not attended for two or more consecutive semesters and apply for readmission to a curriculum following curriculum revision must meet the new requirements for graduation, as outlined in the current or amended catalog.
GRADUATION REQUIREMENTS
To be eligible for graduation from an associate degree or diploma program, the student must meet the following requirements:

• Have passed all courses specified and required in the student's chosen program of study
• Have earned a minimum cumulative GPA of 2.0 on all courses attempted at the College
• Have taken and passed at least one fourth (25 percent) of the courses required in the program at Johnston Community College. It is anticipated that the final 15 semester credit hours be completed at the College
• Have paid all financial obligations owed to the College
• Have filed with the Registrar's Office an application to graduate by the published deadline for student's final semester

CORE COMPETENCIES
Core Competencies
Every individual needs common knowledge, skills, and attitudes to be effective as a person, a worker, a consumer, and a citizen. Johnston Community College has defined core competencies as listed below. Graduates of all associate degree and diploma programs are expected to be able to demonstrate these competencies.

Communicate
• Speak and write clearly and effectively
• Read, comprehend, and follow directions
• Listen effectively
• Organize and deliver an oral presentation
• Identify self strengths and needs for improvement as communicator

Think
• Analyze information
• Identify solutions
• Make logical decisions
• Solve problems
• Be creative

Perform
• Interpret numerical data
• Manipulate data logically
• Demonstrate basic computer skills
• Apply occupational technical skills
• Recognize the impact of technology

Value
• Appreciate diversity
• Interact effectively
• Adapt to change
• Demonstrate responsible citizenship
• Express an awareness of historical and global perspective

AWARDS
Academic Excellence Awards
Academic Excellence Award recipients are nominated by faculty or staff and selected on the basis of selected academic criteria. The recipient(s) is recognized at the North Carolina Community College System Office for their academic achievements.

President's Award
The President's Award may be given to the student selected as most outstanding in scholastic achievement and leadership qualities. The Student Advisory Committee makes the selection from nominees submitted by faculty and staff. A plaque is presented to the recipient of the award at graduation.

Citizenship Award
The Citizenship Award may be presented to a graduating student who is selected on the basis of leadership, service to fellow students, and participation in extracurricular activities. Nominees shall be submitted by faculty and staff members, and the Student Advisory Committee shall make the selection. The recipient shall be presented a plaque at commencement exercises.

Distinguished Service Award
The Distinguished Service Award may be presented to a student who has shown outstanding leadership in both school and community activities beyond the scope of the other awards. The selection is made by a majority vote of the Administrative Council and may not be awarded every year.

Student Government Service Award
The Student Government Service Award may be given each year by the Student Government Association to the student who has rendered the most outstanding service to his or her fellow students.
LEARNING TECHNOLOGIES

THE LIBRARY

The primary purpose of the library (Learning Resource Center) at Johnston Community College is to provide materials and services to advance the educational goals and objectives of the College. The library provides resources for an expansive variety of subject areas, including resources to serve the avocational and general interests and needs of the students, faculty, staff, and other interested citizens of Johnston County and surrounding areas.

Resources

The collection includes various types of print and non-print media selected to support and enrich the program areas offered by the College. The collection continues to expand and diversify to meet demand for College and community users.

1. The library's catalog is available online via the College's website. Through its membership in the Community College Libraries in North Carolina Consortium (CCLINC), the JCC Library supports user access to a shared catalog with combined holdings of over 50 North Carolina community colleges. The CCLINC library cooperative is third in size among the libraries of publicly funded institutions of higher education in North Carolina.

2. Facility resources in the library include a 26 station open computer lab which offers black and white as well as color printing. The library also hosts 5 group study rooms, a Listening and Viewing Room with multimedia production stations, a North Carolina Archives and Local History Room and a children's area. A 30 computer station information literacy classroom is used for library instruction and additionally hosts research-related activities.

3. The Library website provides access to the following electronic resources:
   - Gale Interactive: Human Anatomy
   - A to Z World Culture
   - Bloom's Literary Reference Online
   - Credo Reference
   - Films on Demand
   - Over 50 unique databases from Gale
   - History Study Center
   - JSTOR Arts and Sciences Collection
   - Opposing Viewpoints in Context
   - ProQuest's general and specific databases (multiple)
   - STAT!Ref

4. North Carolina Libraries for Virtual Education (NC LIVE) is North Carolina's statewide online library service. NC LIVE offers free electronic access to resources for all ages on topics including careers, business, and investing, to auto repair, health, history, and genealogy. NC LIVE resources are available to all North Carolinians through their local public, community college, or academic library.

5. Remote access to all electronic resources is available to currently enrolled students and employees of Johnston Community College. Users should process through the library website to the electronic resources page and utilize one's WebAdvisor/Blackboard username and password for access.

6. The library additionally offers an embedded librarian service to interested instructors in various subject areas that is delivered through various models. This partnership includes emphasis on research and reference support for students and instructors through customized activities, instruction, technologies, and other related content, and is available for the extent of the course. Faculty may request and embedded librarian up to three weeks before the start of the course and/or more information, including testimonials, by contacting the library at (919) 464-2251.

DISTANCE EDUCATION

Jaguar Office of Learning Technologies (JOLT) expands learning opportunities by promoting the use of nontraditional delivery methods. Johnston Community College offers a variety of quality courses through various nontraditional delivery methods to meet the needs of a growing diverse population of learners. Each distance education course is equivalent to the on-campus sections of the same course in terms of objectives, contact, rigor, and transferability. Students may choose to take online, hybrid, Web-enhanced, or interactive television (ITV) courses. Although the nontraditional methods of instruction offer a high degree of flexibility, they do require self-motivated and self-disciplined students.

Online Courses

The College offers a variety of courses that are computer-based and use the Internet as the main method of delivery. Students enrolled in online courses communicate with their instructor(s) and other students by e-mail, provided by JCC and through JCC's course management system, Blackboard.

Instructors use a variety of resources including textbooks, study guides, Internet sites, and personally designed materials that supplement their instruction. Students who wish to take an online course at Johnston Community College should have access to reliable computer with Internet.

Before enrolling in an online course, the student should be very comfortable demonstrating the following competencies:

- Computer operation and start-up.
- Setup, maintenance, and troubleshooting through technical assistance resources from your Internet Service Provider.
- Understand and have knowledge of basic word processing.
- Basic Internet skills.
- Knowledge of using e-mail.

Suggested Computer/Software Requirements
• USB port
• 1GHz processor or better
• 4GB RAM or better
• 256GB or greater hard drive
• Broadband internet connection
• Chromebooks, netbooks and e-readers are not recommended for online courses

Software
• Operating System: Microsoft Windows 7 or 10
• Web Browser: Current versions of Firefox, Chrome, Microsoft Edge, or Safari
• Documentation: Adobe Reader or Foxit
• AntiVirus program

Hybrid Courses
Hybrid courses combine a variety of different teaching methods. At JCC, hybrid courses require on-campus attendance for part of the instruction, and the other part of the instruction could occur either online using a course management system, or other media delivery methods. Attendance is required on the days and times listed in the class syllabus.

Interactive Television (ITV) Courses
Interactive Television courses use an interactive, two-way video network that connects universities, colleges, secondary schools, medical centers, and other agencies throughout the state. Johnston Community College participates in ITV courses with two state-of-the-art video classrooms. A course in these rooms is either broadcast to another college or received from another college via video. This allows JCC to send and receive high-quality courses with partners throughout the state, enhancing the educational experience of our students.

Blackboard
Blackboard is the current online learning management system used for online instructors to build and manage virtual classrooms. Instructors and students can access Blackboard sites anytime; anywhere and a 24/7 support center is available to assist with problems that may be encountered during off hours, weekends, and holidays.

JCC E-mail
Registered students, faculty and staff are provided with Microsoft Office365 Outlook e-mail accounts. E-mail can be accessed through a link on the JCC Web site (https://www.johnstoncc.edu), through Blackboard (https://bb.johnstoncc.edu), or by directly entering https://login.microsoftonline.com into an updated browser.

Microsoft Office 365
Students, faculty and staff are provided with Microsoft Office 365 accounts. Office 365 is a cloud-based package of business-class MS Office applications including Outlook, Word, Excel, PowerPoint, and OneNote. Also included are 1TB of cloud storage through OneDrive and the option to download Office 365 on up to 5 non-college owned computers or personal devices.

Accessing Blackboard, JCC E-mail and WebAdvisor
From WebAdvisor, located on JCC’s main Web site (http://www.johnstoncc.edu), Account Information will direct you how to verify your User ID and create your password to access Blackboard, JCC e-mail, and to gain access to WebAdvisor student information.
COLLEGE TRANSFER PROGRAMS

Associate in Arts
Associate in Engineering
Associate in Science

Provides the student with the opportunity to complete up to 61 semester hours of course work that will transfer as baccalaureate credit to any college in the University of North Carolina (UNC) system.

GENERAL EDUCATION PROGRAM

Associate in General Education
To broaden students’ education, with emphasis on personal growth, intellectual enrichment, and improvement in general knowledge. The curriculum provides an introduction to the liberal arts (general education) in a program that can be tailored to the student’s personal interests rather than to specific technical or professional requirements. All students preparing to enter health science programs are placed in this program.

OCCUPATIONAL/TECHNICAL/CAREER PROGRAMS

Accounting and Finance
Provides students with the knowledge and skills necessary for employment and growth in the accounting and finance profession.

Air Conditioning, Heating, and Refrigeration Technology
Provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Applied Engineering Technology
The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

Associate Degree Nursing
Provides the knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Associate in General Education - Nursing
The Associate in General Education (AGE) - Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the Sate Board of Community Colleges and the UNC board of Governors in February 2015.

Basic Law Enforcement Training
Designed to give students essential skills required for entry-level employment as law enforcement officers.

Bioprocess Technology
Prepares individuals to work as process operators in biological products manufacturing facilities.

Business Administration
Introduces students to the various aspects of the free-enterprise system.

Cardiac and Vascular Sonography
Provides the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures.

Community Spanish Interpreter
Prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings.

Computer Integrated Machining Technology
Prepares students with the analytical, creative and innovative skills necessary to take a production idea from initial concept through design, development and production, resulting in a finished part.

Computed Tomography Imaging Technology (in partnership with Edgecombe Community College)
Prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes.

Cosmetology
Provides training and practice in the skills required of the professional cosmetologist.

Criminal Justice Technology
Provides academics/knowledge of criminal justice systems and operations. Double Major Criminal Justice Technology - Latent Evidence Degree also available.

Criminal Justice Technology - Forensic Science
Focuses on local, state, and federal law enforcement, evidence processing, and procedures. Double Major Criminal Justice Technology and CJT - Forensic Science Degree also available.

Diesel & Heavy Equipment Technology
Prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Early Childhood Education
Prepares individuals to work with children from birth through age eight in diverse learning environments.

Emergency Medical Science
Provides graduates with the knowledge base and skills to enter the fast-paced and challenging world of pre-hospital medicine.
Fire Protection Technology
Prepares individuals for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments.

Information Technology
The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Magnetic Resonance Imaging
Prepares students to become MRI technologist and skilled health care professionals that are trained to use magnetic energy fields to produce images of the human body.

Mammography
Provides registered radiologic technologies the didactic and clinical experience necessary to become registered mammographers.

Medical Assisting
Prepares the individual to be a multi-skilled health care professional qualified to perform administrative, clinical, and laboratory procedures.

Medical Office Administration
The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Medical Sonography
Provides the knowledge and clinical skills in the application of high frequency sound waves to image body structures.

Nurse Aide
Prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Office Administration
The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Paralegal Technology
Prepares individuals to perform routine legal tasks and to assist with substantive legal work under the supervision of an attorney.

Pharmacy Technology
Prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Phlebotomy
Prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Graduates may be eligible for national certification as phlebotomy technicians.

Radiography
Prepares the graduate to become a registered radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Therapeutic and Diagnostic Services
This curriculum is designed to prepare students for careers in Health Sciences. Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs. Graduates from the Nursing Assistant program may be eligible to be listed on the Division of Health Service Regulation (DHSR) Nurse Aide registry as a Nursing Assistant I and the N.C. Board of Nursing Nurse Aide II registry as a Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Therapeutic Massage
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.

Truck Driver Training School
Students learn skills and safety on the highway and light preventative maintenance. Upon completion, the student will be eligible to test for a Class A CDL License.

Welding Technology
Provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

SPECIAL PROGRAMS

SECU Partnership East
East Carolina University College of Education with the support of SECU Foundation has established consortium partnerships with community colleges and public schools within the university's service region.

SECU Partnership North Central Consortium is making it possible for students throughout eastern North Carolina to obtain a four-year degree from East Carolina University without traveling to the main campus.

Students graduate with a four-year degree from ECU by completing the first two years of the program at Johnston Community College, one of the partnering community colleges, followed by taking ECU courses online. JCC contact and advisor is Tammy Barbour. For more information, please contact Kathy Bradley, coordinator of the SECU Partnership North Central Consortium at (252) 451-8212 or by e-mail at bradleyk@ecu.edu or visit www.ecu.edu/pe.

COOPERATIVE INNOVATIVE HIGH SCHOOL PROGRAMS

Johnston Community College and Johnston County Schools collaborate to provide flexible, student-centered learning opportunities for high school students in Johnston County.
This partnership maximizes the use of resources and opportunities through a variety of innovative approaches. Johnston Community College and Johnston County Schools meet annually to review partnership roles, responsibilities, and opportunities for expanding their partnership.

**Johnston County Early College Academy**

Johnston County Early College Academy opened in the fall of 2008 as a second partnership high school between Johnston Community College and Johnston County Schools. Students attend Early College Academy for five-years, grades 9-13, on the campus of Johnston Community College. Upon completion of the thirteenth year, students are awarded both a high school diploma and an associate's degree or two years of college transfer credit toward a bachelor's degree. Students receive six years of education in five years. The program of study is tuition free. Transportation and lunches are provided by Johnston County Schools.

Eighth grade students residing in Johnston County Schools attendance area who have successfully completed all requirements for promotion to the ninth grade are eligible. To apply for admission, students must contact their middle school counselor. They must complete the online application and submit two recommendations. If selected from the application pool, students move to the next phase which is an interview.

Early College Academy students are encouraged to maintain their current involvement in community–based extracurricular activities since these students do not participate in extracurricular activities such as band and sports at the traditional public schools. For more information about Early College, please contact your school counselor or call Early College at (919) 464-2314.

**Career and Technical Leadership Academy**

The Career and Technical Leadership Academy is a Cooperative Innovative High School located on the JCC campus. Established in Fall 2016, the Career and Technical Leadership Academy is a five-year program open to rising ninth graders. Students can choose from one of six pathways: College Transfer, Medical Assisting, Industrial Systems, Information Technology, Early Childhood Education or Nurse Aide. Pathways lead to the completion of an associate's degree preparing students for college or to gain employment in their field of study. Our focus is on College and Career Readiness with an emphasis on Leadership.
College Transfer Programs

College transfer programs of study offer courses in the arts and sciences leading to an Associate in Arts (AA) degree, Associate in Engineering or Associate in Engineering and the Associate in Science (AS) degree. The Associate in Arts and Associate in Science degrees are granted for planned programs of study and pre-baccalaureate majors consisting of 60 - 61 semester credit hours of college transfer courses.

The college transfer program is offered through the Comprehensive Articulation Agreement (CAA) and the Associate in Engineering to Bachelor of Science in Engineering Articulation Agreement (AE to BSE AA) between the North Carolina Community College System and the University of North Carolina System. The CAA serves as a current and adaptive agreement that supports more students completing both the associates and baccalaureate. The CAA applies to all 58 North Carolina community colleges and all 16 constituent institutions of the University of North Carolina. The CAA is applicable to all North Carolina community college students who successfully complete a course designated as transferable or graduate with an A.A. or A.S. degree and transfer to a school within the University of North Carolina system.

The purpose of the college transfer program is to:

- provide quality education and experiences to students seeking a baccalaureate;
- prepare students to transfer and continue successful study at four-year colleges and universities; and
- educate students in general education competencies.

The college transfer program degree options offered with JCC’s University Studies and Educational Technologies Department are in full compliance with the 2014 Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina system.

**Associate in Arts**

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of the University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**English Composition: Take 6 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts: Take 9 credits (Minimum 2 subjects)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ART-111 - Art Appreciation</td>
<td>3</td>
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<tr>
<td>ART-114 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART-115 - Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ENG-231 - American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-232 - American Literature II</td>
<td>3</td>
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<tr>
<td>MUS-110 - Music Appreciation</td>
<td>3</td>
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<tr>
<td>MUS-112 - Introduction to Jazz</td>
<td>3</td>
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<tr>
<td>PHI-215 - Philosophical Issues</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
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</table>

**Social/Behavioral Science: Take 9 credits (Minimum 2 subjects)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO-252 - Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIS-111 - World Civilizations I</td>
<td>3</td>
</tr>
<tr>
<td>HIS-112 - World Civilizations II</td>
<td>3</td>
</tr>
<tr>
<td>HIS-131 - American History I</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>HIS-132 - American History II</td>
<td>3</td>
</tr>
<tr>
<td>POL-120 - American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-210 - Introduction to Sociology</td>
<td>3</td>
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**Take 1 course - 3 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-171 - Precalculus Algebra</td>
<td>4</td>
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</table>

**Take 1 of 7 Groups**

**Group 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AST-111 - Descriptive Astronomy</td>
<td>3</td>
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<tr>
<td>AST-111A - Descriptive Astronomy Lab</td>
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**Group 2**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>AST-151 - General Astronomy I</td>
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<tr>
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**Group 3**

<table>
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<td>BIO-110 - Principles of Biology</td>
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**Group 4**

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**Group 5**

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<td>CHM-151 - General Chemistry I</td>
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**Group 6**

<table>
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<th>Course</th>
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**Group 7**

<table>
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<tr>
<td>PHY-110 - Conceptual Physics</td>
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<td>PHY-110A - Conceptual Physics Lab</td>
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**Additional General Education: Take 14 credits**

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<tr>
<td>SPA-111 - Elementary Spanish I</td>
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<tr>
<td>SPA-112 - Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA-211 - Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA-212 - Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM-120 - Intro to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ART-111 - Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART-114 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART-115 - Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ENG-231 - American Literature I</td>
<td>3</td>
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<td>ENG-232 - American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>MUS-110 - Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS-112 - Introduction to Jazz</td>
<td>3</td>
</tr>
<tr>
<td>PHI-215 - Philosophical Issues</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
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<tr>
<td>ECO-251 - Principles of Microeconomics</td>
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<tr>
<td>ECO-252 - Principles of Macroeconomics</td>
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<tr>
<td>HIS-111 - World Civilizations I</td>
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<tr>
<td>HIS-112 - World Civilizations II</td>
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<tr>
<td>POL-120 - American Government</td>
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</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
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<tr>
<td>PSY-241 - Developmental Psychology</td>
<td>3</td>
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<tr>
<td>SOC-210 - Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
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<tr>
<td>AST-111A - Descriptive Astronomy Lab</td>
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<tr>
<td>BIO-110 - Principles of Biology</td>
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<tr>
<td>BIO-111 - General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM-151 - General Chemistry I</td>
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<tr>
<td>PHY-110 - Conceptual Physics</td>
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<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
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<tr>
<td>ASL-111 - Elementary ASL I</td>
<td>3</td>
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<td>ASL-112 - Elementary ASL II</td>
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**Other Requirements**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ACA-122 - College Transfer Success</td>
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**Other Required Hours: Take 14 credits**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>PED-111 - Physical Fitness I</td>
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<tr>
<td>PED-117 - Weight Training I</td>
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<tr>
<td>PED-118 - Weight Training II</td>
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<tr>
<td>PED-119 - Circuit Training</td>
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<tr>
<td>PED-120 - Walking for Fitness</td>
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<tr>
<td>PED-121 - Walk, Jog, Run</td>
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<tr>
<td>PED-122 - Yoga I</td>
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<tr>
<td>BIO-168 - Anatomy and Physiology I</td>
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<td>BIO-169 - Anatomy and Physiology II</td>
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<tr>
<td>BIO-271 - Pathophysiology</td>
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<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
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<tr>
<td>BIO-275 - Microbiology</td>
<td>4</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td>BUS-115 - Business Law I</td>
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<tr>
<td>BUS-137 - Principles of Management</td>
<td>3</td>
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<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
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<tr>
<td>ACC-121 - Principles of Managerial Accounting</td>
<td>4</td>
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<tr>
<td>PSY-241 - Developmental Psychology</td>
<td>3</td>
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<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
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<tr>
<td>COM-120 - Intro to Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MUS-111 - Fundamentals of Music</td>
<td>3</td>
</tr>
<tr>
<td>MUS-112 - Introduction to Jazz</td>
<td>3</td>
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<tr>
<td>Course</td>
<td>Credits</td>
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<tr>
<td>MUS-121 - Music Theory I</td>
<td>4</td>
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<tr>
<td>MUS-122 - Music Theory II</td>
<td>4</td>
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<tr>
<td>MUS-131 - Chorus I</td>
<td>1</td>
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<tr>
<td>MUS-132 - Chorus II</td>
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<tr>
<td>MUS-151 - Class Music I</td>
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<tr>
<td>MUS-152 - Class Music II</td>
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<tr>
<td>MUS-221 - Music Theory III</td>
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<td>MUS-222 - Music Theory IV</td>
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<tr>
<td>MUS-231 - Chorus III</td>
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<td>MUS-232 - Chorus IV</td>
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<td>ART-121 - Two-Dimensional Design</td>
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<td>ART-122 - Three-Dimensional Design</td>
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<tr>
<td>ART-131 - Drawing I</td>
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<td>ART-132 - Drawing II</td>
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<tr>
<td>ART-231 - Printmaking I</td>
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<td>ART-232 - Printmaking II</td>
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<tr>
<td>ART-240 - Painting I</td>
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<td>ART-241 - Painting II</td>
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<tr>
<td>ART-281 - Sculpture I</td>
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<td>ART-282 - Sculpture II</td>
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<td>ART-283 - Ceramics I</td>
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<td>ART-284 - Ceramics II</td>
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<td>ART-111 - Art Appreciation</td>
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<tr>
<td>ART-114 - Art History Survey I</td>
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<tr>
<td>ENG-231 - American Literature I</td>
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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIS-111 - World Civilizations I</td>
<td>3</td>
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<td>HIS-112 - World Civilizations II</td>
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<tr>
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<td>PSY-150 - General Psychology</td>
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<td>SOC-210 - Introduction to Sociology</td>
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<td>MAT-143 - Quantitative Literacy</td>
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<td>BIO-110 - Principles of Biology</td>
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<td>PHY-110A - Conceptual Physics Lab</td>
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<td>SPA-112 - Elementary Spanish II</td>
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<tr>
<td>SPA-211 - Intermediate Spanish I</td>
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<td>SPA-212 - Intermediate Spanish II</td>
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<td>HEA-110 - Personal Health/Wellness</td>
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<td>ASL-111 - Elementary ASL I</td>
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<tr>
<td>HUM-115 - Critical Thinking</td>
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Course | Credits
--- | ---
BIO-112 - General Biology II | 4
CHM-131 - Introduction to Chemistry | 3
PED-110 - Fit and Well for Life | 2
SPA-141 - Culture and Civilization | 3
SPA-161 - Cultural Immersion | 3
SPA-221 - Spanish Conversation | 3
SPA-231 - Reading and Composition | 3
CJC-111 - Introduction to Criminal Justice | 3
CJC-121 - Law Enforcement Operations | 3
CJC-141 - Corrections | 3

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACA-122 - College Transfer Success</td>
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</tr>
<tr>
<td>EGR-150 - Intro to Engineering</td>
<td>2</td>
</tr>
<tr>
<td>MAT-271 - Calculus I</td>
<td>4</td>
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<tr>
<td>CHM-151 - General Chemistry I</td>
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**Total Credit Hours**: 11

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<tbody>
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<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>CHM-152 - General Chemistry II</td>
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<tr>
<td>PHY-251 - General Physics I</td>
<td>4</td>
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<tr>
<td>MAT-272 - Calculus II</td>
<td>4</td>
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<tr>
<td>PHI-240 - Introduction to Ethics</td>
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**Total Credit Hours**: 18

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<tbody>
<tr>
<td>HIS-112 - World Civilizations II</td>
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<tr>
<td>DFT-170 - Engineering Graphics</td>
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<td>PHY-252 - General Physics II</td>
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<td>ECO-251 - Principles of Microeconomics</td>
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<tr>
<td>MAT-280 - Linear Algebra</td>
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**Total Credit Hours**: 16

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>MAT-273 - Calculus III</td>
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<tr>
<td>EGR-220 - Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester 2**

**Associate in Engineering**

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

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

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

GENERAL EDUCATION (42 SHC) The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit to all UNC institutions.) *Exceptions (i.e. courses which are not classified as UGETC) are italicized.

Degree: (A25100)
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-285 - Differential Equations</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 13

**Associate in General Education**

The following courses have been approved to satisfy the Comprehensive Articulation Agreement General Education (UGETC) requirement in **English Composition**:

- ENG 111 – Expository Writing
- ENG 112 – Argument-Based Research

The following courses have been approved to satisfy the Comprehensive Articulation Agreement UGETC requirement in **Humanities/Fine Arts**:

- ART 111 – Art Appreciation
- ART 114 – Art History Survey I
- ART 115 – Art History Survey II
- COM 231 - Public Speaking
- ENG 231 – American Literature I
- ENG 232 - American Literature II
- MUS 110 – Music Appreciation
- MUS 112 – Intro to Jazz
- PHI 215 – Philosophical Issues
- PHI 240 – Intro to Ethics

The following courses have been approved to satisfy the Comprehensive Articulation Agreement UGETC requirement in **Social/Behavioral Sciences**:

- ECO 251 – Principles of Microeconomics
- ECO 252 – Principles of Macroeconomics
- HIS 111 – World Civilizations I
- HIS 112 – World Civilizations II
- HIS 131 – American History I
- HIS 132 – American History II
- POL 120 – American Government
- PSY 150 – General Psychology
- SOC 210 – Intro to Sociology

The following courses have been approved to satisfy the Comprehensive Articulation Agreement UGETC requirement in **Natural Sciences**:

- BIO 110 – Principles of Biology
- BIO 111 – General Biology I
- BIO 112 – General Biology II
- CHM 151 – General Chemistry I
- CHM 152 – General Chemistry II
- GEL 111 – Intro to Geology
- PHY 110 – Conceptual Physics
- PHY 151 – College Physics I
- PHY 152 – College Physics II
- PHY 251 – General Physics I
- PHY 252 – General Physics II

The following courses have been approved to satisfy the Comprehensive Articulation Agreement UGETC requirement in **Mathematics**:

- MAT 143 – Quantitative Literacy
- MAT 152 – Statistical Methods I
- MAT 171 – Pre-calculus Algebra
- MAT 172 – Pre-calculus Trigonometry
- MAT 263 – Brief Calculus
- MAT 271 – Calculus I
- MAT 272 – Calculus II

**Associate in Science**

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

Degree: (A10400)

**General Education Requirements**

**English Composition**

**Take 6 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/Fine Arts**

**Take 9 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ART-111 - Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART-114 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART-115 - Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ENG-231 - American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-232 - American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ENG-241 - British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-242 - British Literature II</td>
<td>3</td>
</tr>
<tr>
<td>MUS-110 - Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS-112 - Introduction to Jazz</td>
<td>3</td>
</tr>
<tr>
<td>PHI-215 - Philosophical Issues</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

*Minimum 2 subjects*

### Social/Behavioral Sciences

**Take 9 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO-252 - Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>HIS-111 - World Civilizations I</td>
<td>3</td>
</tr>
<tr>
<td>HIS-112 - World Civilizations II</td>
<td>3</td>
</tr>
<tr>
<td>HIS-131 - American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIS-132 - American History II</td>
<td>3</td>
</tr>
<tr>
<td>POL-120 - American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-210 - Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Minimum 2 subjects*

### Math

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT-171 - Precalculus Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT-172 - Precalculus Trigonometry</td>
<td>4</td>
</tr>
<tr>
<td>MAT-263 - Brief Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT-271 - Calculus I</td>
<td>4</td>
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</table>

### Natural Sciences

*Take 1 of 10 Groups*

**Group 1**

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM-151 - General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM-152 - General Chemistry II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Group 2**

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHY-151 - College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY-152 - College Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Group 3**

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHY-251 - General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY-252 - General Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Group 4**

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST-151 - General Astronomy I</td>
<td>3</td>
</tr>
<tr>
<td>AST-151A - General Astronomy I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO-110 - Principles of Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Group 5**

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AST-151 - General Astronomy I</td>
<td>3</td>
</tr>
<tr>
<td>AST-151A - General Astronomy I Lab</td>
<td>1</td>
</tr>
<tr>
<td>GEL-111 - Geology</td>
<td>4</td>
</tr>
</tbody>
</table>
### Group 6

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AST-151 - General Astronomy I</td>
<td>3</td>
</tr>
<tr>
<td>AST-151A - General Astronomy I Lab</td>
<td>1</td>
</tr>
<tr>
<td>PHY-110 - Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
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### Group 7

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO-111 - General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO-112 - General Biology II</td>
<td>4</td>
</tr>
</tbody>
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### Group 8

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO-110 - Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>GEL-111 - Geology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Group 9

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO-110 - Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>PHY-110 - Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

### Group 10

**Take 8 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEL-111 - Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHY-110 - Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
<td>1</td>
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</table>

### Additional General Education Hours

**Take 11 credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANT-210 - General Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT-220 - Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANT-221 - Comparative Cultures</td>
<td>3</td>
</tr>
<tr>
<td>ART-111 - Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART-114 - Art History Survey I</td>
<td>3</td>
</tr>
<tr>
<td>ART-115 - Art History Survey II</td>
<td>3</td>
</tr>
<tr>
<td>ART-116 - Survey of American Art</td>
<td>3</td>
</tr>
<tr>
<td>ART-117 - Non-Western Art History</td>
<td>3</td>
</tr>
<tr>
<td>ASL-111 - Elementary ASL I</td>
<td>3</td>
</tr>
<tr>
<td>ASL-112 - Elementary ASL II</td>
<td>3</td>
</tr>
<tr>
<td>AST-111 - Descriptive Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>AST-111A - Descriptive Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>AST-151 - General Astronomy I</td>
<td>3</td>
</tr>
<tr>
<td>AST-151A - General Astronomy I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO-110 - Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-111 - General Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO-112 - General Biology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO-120 - Introductory Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIO-130 - Introductory Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIO-140 - Environmental Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIO-140A - Environmental Biology Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM-131 - Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM-131A - Introduction to Chemistry Lab</td>
<td>1</td>
</tr>
<tr>
<td>CHM-132 - Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM-151 - General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>CHM-152 - General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS-115 - Introduction to Programming and Logic</td>
<td>3</td>
</tr>
<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM-120 - Introduction to Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>DRA-111 - Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DRA-112 - Literature of the Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRA-122 - Oral Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ECO-151 - Survey of Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO-252 - Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-113 - Literature-Based Research</td>
<td>3</td>
</tr>
<tr>
<td>ENG-114 - Professional Research &amp; Reporting</td>
<td>3</td>
</tr>
<tr>
<td>ENG-131 - Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG-231 - American Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-232 - American Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG-233 - Major American Writers</td>
<td>3</td>
</tr>
<tr>
<td>ENG-241 - British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-243 - Major British Writers</td>
<td>3</td>
</tr>
<tr>
<td>FRE-111 - Elementary French I</td>
<td>3</td>
</tr>
<tr>
<td>FRE-112 - Elementary French II</td>
<td>3</td>
</tr>
<tr>
<td>FRE-212 - Intermediate French II</td>
<td>3</td>
</tr>
<tr>
<td>GEL-111 - Geology</td>
<td>4</td>
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<tr>
<td>GEO-111 - World Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO-130 - General Physical Geography</td>
<td>3</td>
</tr>
</tbody>
</table>
Accounting Degree
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 skills, 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.

Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUS-110 - Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-121 - Business Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>17/17</td>
</tr>
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</table>

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>- OR - ACA-122 - College Transfer Success</td>
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<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC-220 - Intermediate Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>ACC-132 - NC Business Taxes</td>
<td>2</td>
</tr>
<tr>
<td>ACC-152 - Advanced Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>BUS-260 - Business Communication</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td>14</td>
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A25100
Day/Evening/Online/Full-Time

### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>BUS-115 - Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACC-225 - Cost Accounting</td>
<td>3</td>
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</table>

**Total Credit Hours**: 15/16

---

### Accounting Diploma

**D25100**  
*Day/Evening/Online/Full-Time*

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
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**Total Credit Hours**: 11/11

---

### Spring Semester 1

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC-121 - Principles of Managerial Accounting</td>
<td>4</td>
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<tr>
<td>ACC-150 - Accounting Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>ACC-131 - Federal Income Taxes</td>
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**Total Credit Hours**: 12

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### Fall Semester 2

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS-121 - Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS-260 - Business Communication</td>
<td>3</td>
</tr>
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<td>BUS-110 - Introduction to Business</td>
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**Total Credit Hours**: 9

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### Spring Semester 2

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>BUS-115 - Business Law I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 9/10

---

### Payroll Accounting Clerk Certificate

**C25100C1**  
*Day/Evening/Online/Full-Time*

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-150 - Accounting Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACC-140 - Payroll Accounting</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours**: 13

---

### Computerized Accounting Certificate

**C25100C2**  
*Day/Evening/Online/Full-Time*
# Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACC-150 - Accounting Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>ACC-152 - Advanced Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>ACC-140 - Payroll Accounting</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

### Income Tax Preparer Certificate

**C25100C3**  
**Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC-131 - Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ACC-132 - NC Business Taxes</td>
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<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>ACC-140 - Payroll Accounting</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

### Governmental Accounting Certificate

**C25100C4**  
**Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC-240 - Gov &amp; Not-For-Profit Acct</td>
<td>3</td>
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<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

# Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-121 - Principles of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC-140 - Payroll Accounting</td>
<td>2</td>
</tr>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

## Air Conditioning, Heating & Refrigeration Technology Degree

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

**A35100**  
**Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>AHR-113 - Comfort Cooling</td>
<td>4</td>
</tr>
<tr>
<td>ELC-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-114 - Heat Pump Technology</td>
<td>4</td>
</tr>
<tr>
<td>AHR-160 - Refrigerant Certification</td>
<td>1</td>
</tr>
<tr>
<td>AHR-130 - HVAC Controls</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>20</strong></td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>AHR-180 - HVACR Customer Relations</td>
<td>1</td>
</tr>
<tr>
<td>AHR-212 - Advanced Comfort Systems</td>
<td>4</td>
</tr>
<tr>
<td>ISC-112 - Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHR-211 - Residential System Design</td>
<td>3</td>
</tr>
<tr>
<td>AHR-213 - HVACR Building Code</td>
<td>2</td>
</tr>
<tr>
<td>CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
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<tr>
<td>ALT-250 - Thermal Systems</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>AHR-250 - HVAC System Diagnostics</td>
<td>2</td>
</tr>
<tr>
<td>BUS-230 - Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>PSY-118 - Interpersonal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>AHR-215 - Commercial HVAC Controls</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
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</table>

**Air Conditioning, Heating & Refrigeration Technology Diploma**

D35100
Day/Evening/Online/Full-Time

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
<td>5</td>
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<tr>
<td>AHR-113 - Comfort Cooling</td>
<td>4</td>
</tr>
<tr>
<td>ELC-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-114 - Heat Pump Technology</td>
<td>4</td>
</tr>
<tr>
<td>AHR-130 - HVAC Controls</td>
<td>3</td>
</tr>
<tr>
<td>AHR-160 - Refrigerant Certification</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR-112 - Heating Technology</td>
<td>4</td>
</tr>
<tr>
<td>AHR-133 - HVAC Servicing</td>
<td>4</td>
</tr>
<tr>
<td>AHR-180 - HVACR Customer Relations</td>
<td>1</td>
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<tr>
<td>ISC-112 - Industrial Safety</td>
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<tr>
<td>ENG-102 - Applied Communications II</td>
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<td>MAT-110 - Mathematical Measurement and Literacy</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

**Heat Pumps Certificate**

C35100C2
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>ELC-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-114 - Heat Pump Technology</td>
<td>4</td>
</tr>
<tr>
<td>AHR-160 - Refrigerant Certification</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>
### Controls Certificate
C35100C3
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELN-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-130 - HVAC Controls</td>
<td>3</td>
</tr>
<tr>
<td>AHR-112 - Heating Technology</td>
<td>4</td>
</tr>
<tr>
<td>-OR- AHR-113 - Comfort Cooling</td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR-215 - Commercial HVAC Controls</td>
<td>2</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

### Comfort Cooling Certificate
C35100C4
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
<td>5</td>
</tr>
<tr>
<td>ELN-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-113 - Comfort Cooling</td>
<td>4</td>
</tr>
<tr>
<td>AHR-160 - Refrigerant Certification</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

### Servicing Certificate
C35100CS
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
<td>5</td>
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<tr>
<td>ELN-111 - Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AHR-160 - Refrigerant Certification</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

### All-Year Systems Certificate
C35100C7
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHR-112 - Heating Technology</td>
<td>4</td>
</tr>
<tr>
<td>AHR-113 - Comfort Cooling</td>
<td>4</td>
</tr>
<tr>
<td>AHR-114 - Heat Pump Technology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

### Bioprocess Technology Degree
A50440
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO-110 - Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ISC-121 - Environmental Health &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>BPM-110 - Bioprocess Practices</td>
<td>5</td>
</tr>
<tr>
<td>PTC-110 - Industrial Environment</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

* Note: PTC-110 or BioWork Credit by Experience for BPM 110/PTC 110 combination

### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPM-111 - Bioprocess Measurements</td>
<td>4</td>
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<tr>
<td>CHM-131 - Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM-131A - Introduction to Chemistry Lab</td>
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</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
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<tr>
<td>-OR- MAT-171 - Precalculus Algebra</td>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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### Fall Semester 2

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BPM-112 - Upstream Processing</td>
<td>5</td>
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<tr>
<td>BPM-113 - Downstream Bioprocessing</td>
<td>4</td>
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<tr>
<td>OMT-181 - Industry Reporting Skills</td>
<td>3</td>
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<tr>
<td>BTC-275 - Industrial Microbiology</td>
<td>4</td>
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<tr>
<td>ISC-278 - cGMP Quality Systems</td>
<td>2</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

* Note: ISC-278 or ABT Credit by Experience for BTC 275/ISC 278 combination

### Business Administration Degree

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

### A25120 Day/Evening/Online/Full-Time

#### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>2</strong></td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>BUS-110 - Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-115 - Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-121 - Business Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>17/17</strong></td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-121 - Principles of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>BUS-137 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
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<td><strong>Total Credit Hours</strong></td>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS-147 - Business Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS-151 - People Skills</td>
<td>3</td>
</tr>
<tr>
<td>MKT-120 - Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC-131 - Federal Income Taxes</td>
<td>3</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OST-136 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18</strong></td>
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</tbody>
</table>

**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS-260 - Business Communication</td>
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</tr>
<tr>
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</table>

**Business Administration Diploma**

**D25120**

**Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT-220 - Advertising and Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>ACC-150 - Accounting Software Applications</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>BUS-110 - Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-115 - Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-121 - Business Math</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>17/17</strong></td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>BUS-137 - Principles of Management</td>
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<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>12/12</strong></td>
</tr>
</tbody>
</table>
## Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MKT-120 - Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>ACC-121 - Principles of Managerial Accounting</td>
<td>4</td>
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**Total Credit Hours: 7**

## Spring Semester 2

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>BUS-260 - Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>ECO-251 - Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ACC-150 - Accounting Software Applications</td>
<td>2</td>
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</tbody>
</table>

**Total Credit Hours: 8**

## Business Administration Certificate

**C25120**  
**Day/Evening/Online/Full-Time**

## Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC-120 - Principles of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS-110 - Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MKT-120 - Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS-137 - Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours: 16/15**

## Community Spanish Interpreter Degree

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

**A55370**  
**Day/Evening/Online/Full-Time**

## Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>SPA-111 - Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA-181 - Spanish Lab 1</td>
<td>1</td>
</tr>
<tr>
<td>SPA-112 - Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA-182 - Spanish Lab 2</td>
<td>1</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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<tr>
<td>SPA-141 - Culture and Civilization</td>
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**Total Credit Hours: 18/18**

## Spring Semester 1

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>SPA-211 - Intermediate Spanish I</td>
<td>3</td>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
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<tr>
<td>SPA-161 - Cultural Immersion</td>
<td>3</td>
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<tr>
<td>SPI-113 - Intro. to Spanish Inter.</td>
<td>3</td>
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<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>-OR- HUM-115 - Critical Thinking</td>
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**Total Credit Hours: 18/18**
### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPI-114 - Ana.Skills Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPA-120 - Spanish for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>SPI-213 - Review of Grammar</td>
<td>3</td>
</tr>
<tr>
<td>SPA-212 - Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA-281 - Spanish Lab 3</td>
<td>1</td>
</tr>
<tr>
<td>SPA-282 - Spanish Lab 4</td>
<td>1</td>
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<tr>
<td>SPI-245 - Community Interpreting I</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPA-231 - Reading and Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPI-214 - Intro. to Translation</td>
<td>3</td>
</tr>
<tr>
<td>SPA-215 - Spanish Phonetics/Structure</td>
<td>3</td>
</tr>
<tr>
<td>SPA-221 - Spanish Conversation</td>
<td>3</td>
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<tr>
<td>WBL-111 - Work-Based Learning I</td>
<td>1</td>
</tr>
<tr>
<td>WBL-115 - Work-Based Learning Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>SPI-221 - Consecutive Interp I</td>
<td>3</td>
</tr>
<tr>
<td>SPI-243 - Medical Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

Students may either take SPI 245 Community Interpreting I for general community interpreting, or they may take SPI 221 Consecutive Interpreting I and SPI 243 Medical Interpreting I to specialize in medical interpreting.

Students in the general community interpreting track should take SPI 245 in Fall Semester 2. Students in the medical interpreting track should take SPI 221 and SPI 243 in Spring Semester 2.

### Community Spanish Interpreter Diploma

Diploma (D55370)  
Day/Evening/Online/Full-Time

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>SPA-111 - Elementary Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA-112 - Elementary Spanish II</td>
<td>3</td>
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<td>ENG-111 - Writing and Inquiry</td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>SPA-211 - Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPI-214 - Intro. to Translation</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPA-212 - Intermediate Spanish II</td>
<td>3</td>
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<tr>
<td>SPI-113 - Intro. to Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-114 - Ana.Skills Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-213 - Review of Grammar</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPA-221 - Spanish Conversation</td>
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### Spanish Language Certificate

C55370C1  
Day/Evening/Online/Full-Time
Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPA-211 - Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPA-212 - Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPA-120 - Spanish for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>SPI-213 - Review of Grammar</td>
<td>3</td>
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<td><strong>Total Credit Hours</strong></td>
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Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPA-221 - Spanish Conversation</td>
<td>3</td>
</tr>
<tr>
<td>SPA-231 - Reading and Composition</td>
<td>3</td>
</tr>
<tr>
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*CLEP test or completion of SPA-112 required for SPA-211*

**Spanish Interpreter Certificate**

**CS5370C2**

**Day/Evening/Online/Full-Time**

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPI-113 - Intro. to Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-114 - Ana.Skills Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-245 - Community Interpreting I</td>
<td>3</td>
</tr>
<tr>
<td>SPI-213 - Review of Grammar</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA-221 - Spanish Conversation</td>
<td>3</td>
</tr>
<tr>
<td>SPI-214 - Intro. to Translation</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

*CLEP test or completion of SPA 212 required for SPA 221*

**Medical Community Spanish Interpreter Certificate**

**CS5370C4**

**Day/Evening/Online/Full-Time**

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPI-113 - Intro. to Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-114 - Ana.Skills Spanish Inter.</td>
<td>3</td>
</tr>
<tr>
<td>SPI-213 - Review of Grammar</td>
<td>3</td>
</tr>
<tr>
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Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WBL-111 - Work-Based Learning I</td>
<td>1</td>
</tr>
<tr>
<td>WBL-115 - Work-Based Learning Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>SPI-221 - Consecutive Interp I</td>
<td>3</td>
</tr>
<tr>
<td>SPI-243 - Medical Interpreting I</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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*Admission to Medical Community Spanish Interpreter Certificate requires one of the following:*

1. *Completion of the Community Spanish Interpreter Certificate at JCC*
2. *Satisfactory Completion (C or better) of SPA 212*
3. *CLEP credit through SPA 212*

**Computer Integrated Machining**

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.
## OCCUPATIONAL/TECHNICAL/CAREER PROGRAMS

### A50210
**Day/Evening/Online/Full-Time**

#### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MAC-141 - Machining Applications I</td>
<td>4</td>
</tr>
<tr>
<td>MAC-141A - Machining Applications I Lab</td>
<td>2</td>
</tr>
<tr>
<td>BPR-111 - Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>MAC-121 - Introduction to CNC</td>
<td>2</td>
</tr>
<tr>
<td>MAC-151 - Machining Calculations</td>
<td>2</td>
</tr>
<tr>
<td>MAC-171 - Measure/ Material and Safety</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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#### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>DFT-119 - Basic CAD</td>
<td>2</td>
</tr>
<tr>
<td>ISC-112 - Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>MAC-112 - Machining Technology II</td>
<td>6</td>
</tr>
<tr>
<td>MAC-124 - CNC Milling</td>
<td>2</td>
</tr>
<tr>
<td>MAC-152 - Advanced Machining Calculations</td>
<td>2</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
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</table>

#### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MAC-122 - CNC Turning</td>
<td>2</td>
</tr>
<tr>
<td>MAC-241 - Jigs &amp; Fixtures I</td>
<td>4</td>
</tr>
<tr>
<td>MEC-231 - Computer-Aided Manufacturing I</td>
<td>3</td>
</tr>
<tr>
<td>MAC-224 - Advanced CNC Milling</td>
<td>2</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
<td>2</td>
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#### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BUS-230 - Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>PSY-118 - Interpersonal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>MAC-247 - Production Tooling</td>
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</tr>
<tr>
<td>MAC-233 - Appl in CNC Machining Appl in CNC Machining</td>
<td>6</td>
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<tr>
<td>MEC-232 - Computer-Aided Manufacturing II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

### Computer Integrated Machining Diploma

**D50210**

**Day/Evening/Online/Full-Time**

#### Fall Semester 1

<table>
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<th>Credits</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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<tr>
<td>ENG-102 - Applied Communications II</td>
<td>3</td>
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<tr>
<td>MAC-141 - Machining Applications I</td>
<td>4</td>
</tr>
<tr>
<td>MAC-141A - Machining Applications I Lab</td>
<td>2</td>
</tr>
<tr>
<td>BPR-111 - Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>MAC-121 - Introduction to CNC</td>
<td>2</td>
</tr>
<tr>
<td>MAC-151 - Machining Calculations</td>
<td>2</td>
</tr>
<tr>
<td>MAC-171 - Measure/ Material and Safety</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

#### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>DFT-119 - Basic CAD</td>
<td>2</td>
</tr>
<tr>
<td>ISC-112 - Industrial Safety</td>
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</tr>
<tr>
<td>MAC-112 - Machining Technology II</td>
<td>6</td>
</tr>
<tr>
<td>MAC-124 - CNC Milling</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>
Manual Machining Certificate
C50210C1
Day/Evening/Online/Full-Time

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAC-141 - Machining Applications I</td>
<td>4</td>
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<tr>
<td>MAC-141A - Machining Applications I Lab</td>
<td>2</td>
</tr>
<tr>
<td>BPR-111 - Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>MAC-151 - Machining Calculations</td>
<td>2</td>
</tr>
<tr>
<td>MAC-171 - Measure/Material and Safety</td>
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Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAC-112 - Machining Technology II</td>
<td>6</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

CNC Certificate
C50210C2
Day/Evening/Online/Full-Time

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPR-111 - Print Reading</td>
<td>2</td>
</tr>
<tr>
<td>MAC-121 - Introduction to CNC</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-113 - Cosmetology Concepts I</td>
<td>4</td>
</tr>
<tr>
<td>COS-112 - Salon I</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

Cosmetology Degree

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

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

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

A55140
Day/Evening/Online/Full-Time

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>BUS-151 - People Skills</td>
<td>3</td>
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<td>COS-111 - Cosmetology Concepts I</td>
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Spring Semester 1

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<td>Course</td>
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<td>BUS-230 - Small Business Management</td>
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<td>Course</td>
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**Cosmetology Instructor Certificate**

The cosmetology instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

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

**Certificate (C55160)**

Day/Evening/Online/Full-Time

**Fall Semester 1**

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<th>Course</th>
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Criminal Justice Technology Degree

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.

A55180
Day/Evening/Online/Full-Time

Fall Semester 1

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<tr>
<td>ACA-111 - College Student Success</td>
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<td>CJC-111 - Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CJC-131 - Criminal Law</td>
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<td>CJC-112 - Criminology</td>
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<td>CJC-132 - Court Procedure &amp; Evidence</td>
<td>3</td>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
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Spring Semester 1

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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<td>CJC-121 - Law Enforcement Operations</td>
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<td>CJC-141 - Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJC-211 - Counseling</td>
<td>3</td>
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<td>CJC-113 - Juvenile Justice</td>
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<td>PSY-150 - General Psychology</td>
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Fall Semester 2

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<td>CJC-212 - Ethics &amp; Community Relations</td>
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<td>POL-120 - American Government</td>
<td>3</td>
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<tr>
<td>CJC-215 - Organization &amp; Administration</td>
<td>3</td>
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<tr>
<td>CJC-213 - Substance Abuse</td>
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</tr>
<tr>
<td>BIO-110 - Principles of Biology</td>
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Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJC-214 - Victimology</td>
<td>3</td>
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<td>CJC-221 - Investigative Principles</td>
<td>4</td>
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<tr>
<td>CJC-231 - Constitutional Law</td>
<td>3</td>
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<tr>
<td>SOC-210 - Introduction to Sociology</td>
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<td>HUM-115 - Critical Thinking</td>
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Double Major in Criminal Justice Technology – Latent Evidence Associates in Applied Science Degree

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification,
identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

**A5518A**  
**Day/Evening/Online/Full-Time**

**Fall Semester 3**

<table>
<thead>
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<th>Course</th>
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<tr>
<td>CJC-245 - Friction Ridge Analysis</td>
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<td>CJC-251 - Forensic Chemistry I</td>
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**Spring Semester 3**

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<td>CJC-146 - Trace Evidence</td>
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<td>CJC-246 - Advanced Friction Ridge Analysis</td>
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<td>CJC-250 - Forensic Biology I</td>
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**Criminal Justice Technology Latent Evidence Degree**

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

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**A5518A**

**Day/Evening/Online/Full-Time**

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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<td>CJC-111 - Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>CJC-131 - Criminal Law</td>
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<td>CJC-144 - Crime Scene Processing</td>
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<td>CJC-251 - Forensic Chemistry I</td>
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**Spring Semester 1**

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<tbody>
<tr>
<td>BIO-110 - Principles of Biology</td>
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<td>CJC-121 - Law Enforcement Operations</td>
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<td>CJC-146 - Trace Evidence</td>
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<td>CJC-221 - Investigative Principles</td>
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<td>ENG-112 - Writing and Research in the Disciplines</td>
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**Double Major in Criminal Justice Technology Associates in Applied Science Degree**

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**A55180**
*Day/Evening/Online/Full-Time*

### Fall Semester 3

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<td>CJC-215 - Organization &amp; Administration</td>
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<td>CJC-213 - Substance Abuse</td>
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<td>POL-120 - American Government</td>
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### Spring Semester 3

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<td>CJC-211 - Counseling</td>
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<tr>
<td>SOC-210 - Introduction to Sociology</td>
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**Diesel and Heavy Equipment Technology Degree**

*Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.*

Diesel and Heavy Equipment Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

**A60460**
*Day/Evening/Online/Full-Time*

### Fall Semester 1

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<td>COM-110 - Introduction to Communication</td>
<td>3</td>
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<td>CIS-111 - Basic PC Literacy</td>
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<td>HET-110 - Diesel Engines</td>
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<tr>
<td>HET-125 - Preventive Maintenance</td>
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<tr>
<td>HET-128 - Medium/Heavy Duty Tune Up</td>
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<td>TRN-110 - Introduction to Transport Technology</td>
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### Spring Semester 1

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<tr>
<td>HET-119 - Mechanical Transmissions</td>
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<tr>
<td>HET-230 - Air Brakes</td>
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<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
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### Diesel and Heavy Equipment Technology Degree

Pathway Description: Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Diesel and Heavy Equipment Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

### Summer Semester

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Total Credit Hours 2

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<td>ENG-111 - Writing and Inquiry</td>
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<td>HET-114 - Power Trains</td>
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<tr>
<td>HET-231 - Medium/Heavy Duty Brake Systems</td>
<td>2</td>
</tr>
<tr>
<td>HET-233 - Suspension and Steering</td>
<td>4</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
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<td>HUM-115 - Critical Thinking</td>
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Total Credit Hours 19

### Spring Semester 2

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<td>ELN-113 - Electronic Fuel Injection</td>
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<td>HET-115 - Electronic Engines</td>
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<td>TRN-170 - Pc Skills for Transportation</td>
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<td>PSY-118 - Interpersonal Psychology</td>
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Total Credit Hours 14

### Fall Semester 1

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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>HET-110 - Diesel Engines</td>
<td>6</td>
</tr>
<tr>
<td>HET-125 - Preventive Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>HET-128 - Medium/Heavy Duty Tune Up</td>
<td>2</td>
</tr>
<tr>
<td>TRN-110 - Introduction to Transport Technology</td>
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</table>

Total Credit Hours 18

### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HET-119 - Mechanical Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>HET-230 - Air Brakes</td>
<td>2</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>TRN-120 - Basic Transportation Electricity</td>
<td>5</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>TRN-120A - Basic Transportation Electrical Lab</td>
<td>1</td>
</tr>
<tr>
<td>TRN-140 - Transportation Climate Control</td>
<td>2</td>
</tr>
<tr>
<td>TRN-140A - Transportation Climate Control Lab</td>
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**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HYD-112 - Hydraulics-Medium and Heavy Duty</td>
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**Fall Semester 1**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
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<tr>
<td>ENG-102 - Applied Communications II</td>
<td>3</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
<td>2</td>
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<tr>
<td>HET-110 - Diesel Engines</td>
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</tr>
<tr>
<td>HET-125 - Preventive Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>HET-128 - Medium/Heavy Duty Tune Up</td>
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<tr>
<td>TRN-110 - Introduction to Transport Technology</td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HET-119 - Mechanical Transmissions</td>
<td>3</td>
</tr>
<tr>
<td>HET-230 - Air Brakes</td>
<td>2</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td>TRN-120 - Basic Transportation Electricity</td>
<td>5</td>
</tr>
<tr>
<td>TRN-120A - Basic Transportation Electrical Lab</td>
<td>1</td>
</tr>
<tr>
<td>TRN-140 - Transportation Climate Control</td>
<td>2</td>
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<tr>
<td>TRN-140A - Transportation Climate Control Lab</td>
<td>2</td>
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<tr>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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<tr>
<td>HET-114 - Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>HET-231 - Medium/Heavy Duty Brake Systems</td>
<td>2</td>
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<tr>
<td>HET-233 - Suspension and Steering</td>
<td>4</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
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<tr>
<td>HUM-115 - Critical Thinking</td>
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**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELN-112 - Diesel Electronics System</td>
<td>4</td>
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<tr>
<td>ELN-113 - Electronic Fuel Injection</td>
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<tr>
<td>HET-115 - Electronic Engines</td>
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<tr>
<td>TRN-170 - Pc Skills for Transportation</td>
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<tr>
<td>PSY-118 - Interpersonal Psychology</td>
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**Engine Concentration Certificate**

**D60460C1**

**Day/Evening/Online/Full-Time**

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>HET-110 - Diesel Engines</td>
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</table>
### Diesel Electrical Systems Certificate

**C60460C2**  
Day/Evening/Online/Full-Time

#### Spring Semester

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>HET-230 - Air Brakes</td>
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<tr>
<td>TRN-120 - Basic Transportation Electricity</td>
<td>5</td>
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<tr>
<td>TRN-120A - Basic Transportation Electrical Lab</td>
<td>1</td>
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<tr>
<td>TRN-140 - Transportation Climate Control</td>
<td>2</td>
</tr>
<tr>
<td>TRN-140A - Transportation Climate Control Lab</td>
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</tbody>
</table>

**Total Credit Hours** 12

### Early Childhood Education Degree

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>EDU-119 - Intro to Early Child Educ</td>
<td>4</td>
</tr>
<tr>
<td>EDU-144 - Child Development I</td>
<td>3</td>
</tr>
<tr>
<td>EDU-151 - Creative Activities</td>
<td>3</td>
</tr>
<tr>
<td>EDU-153 - Health, Safety &amp; Nutrit</td>
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**Total Credit Hours** 17

**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-112 - Writing/Research in the Disc</td>
<td>3</td>
</tr>
<tr>
<td>EDU-145 - Child Development II</td>
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</tr>
<tr>
<td>COURSE</td>
<td>CREDIT</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>EDU-146 - Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>EDU-162 - Observe &amp; Assess in Ece</td>
<td>3</td>
</tr>
<tr>
<td>EDU-234 - Infants, Toddlers, &amp; Twos</td>
<td>3</td>
</tr>
<tr>
<td>EDU-251 - Exploration Activities</td>
<td>3</td>
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<tr>
<td>Total Credit Hours</td>
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### Fall Semester 2

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>EDU-131 - Child, Family, &amp; Commun</td>
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<tr>
<td>EDU-214 - Early Child Intern Pract</td>
<td>4</td>
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<tr>
<td>EDU-221 - Children With Exceptional</td>
<td>3</td>
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<tr>
<td>EDU-280 - Language &amp; Literacy Exp</td>
<td>3</td>
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<tr>
<td>Humanities Elective - See List</td>
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### Spring Semester 2

<table>
<thead>
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<tbody>
<tr>
<td>EDU-271 - Educational Technology</td>
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<tr>
<td>EDU-284 - Early Child Capstone Prac</td>
<td>4</td>
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<tr>
<td>PSY-150 - General Psychology</td>
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<tr>
<td>Math/Science Elective - See List</td>
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<tr>
<td>Other Major Hours Elective - See List</td>
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<td>Total Credit Hours</td>
<td>18/20</td>
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</table>

**Math/Science Electives List**
- BIO-110 Principles of Biology (4)
- BIO-111 General Biology I (4)
- CHM-151 General Chemistry I (4)
- MAT-143 Quantitative Literacy (3)
- MAT-171 Prealculus Algebra (4)

**Humanities/Fine Arts Electives List**
- ART-111 Art Appreciation (3)
- ART-114 Art History Survey I (3)
- ART-115 Art History Survey II (3)
- ENG-231 American Literature I (3)
- ENG-232 American Literature II (3)
- MUS-110 Music Appreciation (3)
- MUS-112 Introduction to Jazz (3)
- PHI-215 Philosophical Issues (3)
- PHI-240 Introduction to Ethics (3)
- SPA-141 Culture and Civilization (3)

**Other Major Hours Electives List**
- ART-111 Art Appreciation (3)
- ART-114 Art History Survey I (3)
- ART-115 Art History Survey II (3)
- ASL-111 Elementary ASL I (3)
- ASL-112 Elementary ASL II (3)
- BIO-111 General Biology I (4)
- BUS-115 Business Law I (3)
- BUS-137 Principles of Management (3)
- BUS-260 Business Communication (3)
- COM-231 Public Speaking (3)
- CHM-151 General Chemistry I (4)
- CIS-111 Basic PC Literacy (2)
- CIS-110 Introduction to Computers (3)
- EDU-157 Active Play (3)
- EDU-158 Healthy Lifestyles-Youth (3)
- EDU-216 Foundations of Education (4)
- EDU-235 School-Age Dev & Program (3)
- EDU-261 Early Childhood Admin I (3)
- EDU-262 Early Childhood Admin II (3)
- EDU-263 School-Age Program Admin (2)
- ENG-231 American Literature I (3)
- ENG-232 American Literature II (3)

*Note: No more than 9 hours can be chosen from HIS prefix*
- *HIS-111 World Civilizations I (3)*
- *HIS-112 World Civilizations II (3)*
- *HIS-131 American History I (3)*
- *HIS-132 American History II (3)*
- MUS-110 Music Appreciation (3)
- MUS-112 Introduction to Jazz (3)
- PED-110 Fit and Well for Life (2)
- PSY-241 Developmental Psych (3)
- SOC-210 Introduction to Sociology (3)
- SPA-111 Elementary Spanish I (3)
- SPA-112 Elementary Spanish II (3)

### Early Childhood Certificate

**C5S22OC1**

**Day/Evening/Online/Full-Time**

#### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-119 - Introduction to Early Childhood Education</td>
<td>4</td>
</tr>
<tr>
<td>EDU-131 - Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>EDU-153 - Health, Safety and Nutrition</td>
<td>3</td>
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Total Credit Hours 10

#### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU-145 - Child Development II</td>
<td>3</td>
</tr>
<tr>
<td>EDU-146 - Child Guidance</td>
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</tbody>
</table>

Total Credit Hours 6

*Upon completion of the EDU-119 course within the certificate shown above, students are eligible to apply for the North Carolina Early Childhood Credential (NCECC) through the North Carolina Division of Child Development and Early Education. Students must earn a C or better in EDU 119 in order to be eligible. Applications are available through the NC Division of Child Development and Early Education. See your advisor for more details.*
Upon completion of the certificate shown above, students are eligible to apply for the National Child Development Associate Credential (Preschool CDA credential) provided through the Council for Professional Recognition in Washington, DC. Students must earn a C or better in all courses. These courses count for the 120 hours of professional education requirement. Additional requirements for the CDA must also be met before applying. See your advisor for more details or go to http://www.cdacouncil.org.

**Early Childhood Education Administration Certificate**

C5522OC2
Day/Evening/Online/Full-Time

### Fall Semester 1

<table>
<thead>
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<th>COURSE</th>
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<tr>
<td>EDU-119 - Intro to Early Child Educ</td>
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<tr>
<td>EDU-261 - Early Childhood Admin I</td>
<td>3</td>
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<td>BUS or EDU - See List Below</td>
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### Spring Semester 1

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<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>EDU-146 - Child Guidance</td>
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<tr>
<td>EDU-262 - Early Childhood Admin II</td>
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<td><strong>Total Credit Hours</strong></td>
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Take 6 credits:
- BUS-137 Principles of Management (3)
- BUS-260 Business Communication (3)
- EDU-131 Child, Family, & Community (3)
- EDU-144 Child Development I (3)
- EDU-145 Child Development II (3)
- EDU-146 Child Guidance (3)
- EDU-151 Creative Activities (3)
- EDU-153 Health, Safety & Nutrition (3)
- EDU-157 Active Play (2)
- EDU-162 Observe & Assess in ECE (3)
- EDU-221 Children With Exceptional (3)
- EDU-234 Infants, Toddlers, & Twos (3)
- EDU-251 Exploration Activities (3)
- EDU-271 Educational Technology (3)
- EDU-280 Language & Literacy Exp (3)

Upon completion of the EDU-119 course within the certificate shown above, students are eligible to apply for the North Carolina Early Childhood Credential (NCECC) through the North Carolina Division of Child Development and Early Education. Students must earn a C or better in EDU 119 in order to be eligible. Applications are available through the NC Division of Child Development and Early Education. See your advisor for more details.

### Infant/Toddler Care Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

C5529OC
Day/Evening/Online/Full-Time

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU-119 - Introduction to Early Childhood Education</td>
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</tr>
<tr>
<td>EDU-131 - Child, Family, and Community</td>
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<td>EDU-144 - Child Development I</td>
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<td>EDU-153 - Health, Safety and Nutrition</td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU-234 - Infants, Toddlers, &amp; Twos</td>
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<td><strong>Total Credit Hours</strong></td>
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Upon completion of the EDU-119 course within the certificate shown above, students are eligible to apply for the North Carolina Early Childhood Credential (NCECC) through the North Carolina Division of Child Development and Early Education. Students must earn a C or better in EDU 119 in order to be eligible. Applications are available through the NC Division of Child Development and Early Education. See your advisor for more details.
Upon completion of the certificate shown above, students are eligible to apply for the National Child Development Associate Credential (Infant/Toddler CDA credential) provided through the Council for Professional Recognition in Washington, DC. Students must earn a C or better in all courses. These courses count for the 120 hours of professional education requirement. Additional requirements for the CDA must also be met prior to applying. See your advisor for more details or go to http://www.cdacouncil.org.

School-Age Care Certificate
This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Course work includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

C55450
Day/Evening/Online/Full-Time

<table>
<thead>
<tr>
<th>Fall Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU-131 - Child, Family, and Community</td>
<td>3</td>
</tr>
<tr>
<td>EDU-158 - Healthy Lifestyles-Youth</td>
<td>3</td>
</tr>
<tr>
<td>EDU-235 - School-Age Development and Programs</td>
<td>3</td>
</tr>
<tr>
<td>EDU-263 - School-Age Program Administration</td>
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<table>
<thead>
<tr>
<th>Spring Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDU-145 - Child Development II</td>
<td>3</td>
</tr>
<tr>
<td>EDU-146 - Child Guidance</td>
<td>3</td>
</tr>
<tr>
<td>-OR- EDU-163 - Classroom Management and Instruction</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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Upon completion of the EDU 145 and EDU 235 or EDU 263 in the certificate above, students will be eligible to apply for the NC School-age Credential through the NC Division of Child Development and Early Education. Students must earn a C or better in all courses in order to be eligible. Applications are available through the NC Division of Child Development and Early Education. See your advisor for more details.

Fire Protection Technology Degree
The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

A55240
Day/Evening/Online/Full-Time

<table>
<thead>
<tr>
<th>Fall Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>FIP-120 - Introduction to Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIP-124 - Fire Prevention &amp; Public Education</td>
<td>3</td>
</tr>
<tr>
<td>FIP-132 - Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>FIP-136 - Inspections and Codes</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Spring Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>FIP-128 - Detection and Investigation</td>
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<td>FIP-152 - Fire Protection Law</td>
<td>3</td>
</tr>
<tr>
<td>FIP-164 - OSHA Standards</td>
<td>3</td>
</tr>
<tr>
<td>FIP-220 - Fire Fighting Strategies</td>
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<td>MAT-110 - Mathematical Measurement and Literacy</td>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FIP-221 - Advanced Fire Fighting Strategies</td>
<td>3</td>
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<tr>
<td>EPT-140 - Emergency Management</td>
<td>3</td>
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<tr>
<td>FIP-240 - Fire Service Supervision</td>
<td>3</td>
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<tr>
<td>FIP-276 - Managing Fire Services</td>
<td>3</td>
</tr>
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<td>PSY-150 - General Psychology</td>
<td>3</td>
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**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>FIP-256 - Municipal Public Relations</td>
<td>3</td>
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<tr>
<td>FIP-228 - Local Government Finance</td>
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<tr>
<td>FIP-248 - Fire Service Personnel Administration</td>
<td>3</td>
</tr>
<tr>
<td>FIP-260 - Fire Protection Planning</td>
<td>3</td>
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<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
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<tr>
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**Fire Management Certificate**

**C55240C1**

**Day/Evening/Online/Full-Time**

**Fall Semester 1**

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIP-120 - Introduction to Fire Protection</td>
<td>3</td>
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<td>FIP-240 - Fire Service Supervision</td>
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<td><strong>Total Credit Hours</strong></td>
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**Spring Semester 1**

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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIP-152 - Fire Protection Law</td>
<td>3</td>
</tr>
<tr>
<td>FIP-228 - Local Government Finance</td>
<td>3</td>
</tr>
<tr>
<td>FIP-248 - Fire Service Personnel Administration</td>
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**Fire Investigation Certificate**

**C55240C2**

**Day/Evening/Online/Full-Time**

**Fall Semester 1**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIP-120 - Introduction to Fire Protection</td>
<td>3</td>
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<tr>
<td>FIP-124 - Fire Prevention &amp; Public Education</td>
<td>3</td>
</tr>
<tr>
<td>FIP-132 - Building Construction</td>
<td>3</td>
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<td>FIP-136 - Inspections and Codes</td>
<td>3</td>
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<tr>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FIP-128 - Detection and Investigation</td>
<td>3</td>
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<td>FIP-152 - Fire Protection Law</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

**Industrial Systems Technology Degree**

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be
emphasized and additional advanced course work may be
offered.

Upon completion of this curriculum, graduates should be
able to individually, or with a team, safely install, inspect,
diagnose, repair, and maintain industrial process and
support equipment. Students will also be encouraged to
develop their skills as life-long learners.

**A50240**
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHR-110 - Introduction to Refrigeration</td>
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<td>AHR-160 - Refrigerant Certification</td>
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<tr>
<td>MNT-110 - Introduction to Maintenance Procedures</td>
<td>2</td>
</tr>
<tr>
<td>BPR-115 - Electrical/Fluid Power Diagrams</td>
<td>2</td>
</tr>
<tr>
<td>ELC-131 - Circuit Analysis I</td>
<td>4</td>
</tr>
<tr>
<td>ELC-131A - Circuit Analysis I Lab</td>
<td>1</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
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**Spring Semester 1**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ISC-112 - Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>AHR-112 - Heating Technology</td>
<td>4</td>
</tr>
<tr>
<td>ELC-113 - Residential Wiring</td>
<td>4</td>
</tr>
<tr>
<td>ELC-118 - National Electrical Code</td>
<td>2</td>
</tr>
<tr>
<td>DFT-119 - Basic CAD</td>
<td>2</td>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MAT-121 - Algebra/Trigonometry I</td>
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**Spring Semester 2**

<table>
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<tr>
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<tbody>
<tr>
<td>ELC-229 - Applications Project</td>
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<td>MNT-240 - Indus Equip Troubleshoot</td>
<td>2</td>
</tr>
<tr>
<td>ATR-112 - Introduction to Automation</td>
<td>3</td>
</tr>
<tr>
<td>PSY-118 - Interpersonal Psychology</td>
<td>3</td>
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<tr>
<td>-OR- PSY-150 - General Psychology</td>
<td>3</td>
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<tr>
<td>ELC-228 - Programmable Logic Controllers Applications</td>
<td>4</td>
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<tr>
<td>COM-110 - Introduction to Communication</td>
<td>3</td>
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<tr>
<td>-OR- ENG-112 - Writing and Research in the Disciplines</td>
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**Industrial Systems Technology Diploma**

**D50240**
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<tbody>
<tr>
<td>MNT-110 - Introduction to Maintenance Procedures</td>
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<tr>
<td>BPR-115 - Electrical/Fluid Power Diagrams</td>
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<tr>
<td>ELC-131 - Circuit Analysis I</td>
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<tr>
<td>ELC-131A - Circuit Analysis I Lab</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
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<td><strong>Total Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HYD-110 - Hydraulics/Pneumatics I</td>
<td>3</td>
</tr>
<tr>
<td>ELC-117 - Motors and Controls</td>
<td>4</td>
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<tr>
<td>MAC-141 - Machining Applications I</td>
<td>4</td>
</tr>
<tr>
<td>HUM-115 - Critical Thinking</td>
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### Spring Semester 1

<table>
<thead>
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<tbody>
<tr>
<td>ISC-112 - Industrial Safety</td>
<td>2</td>
</tr>
<tr>
<td>ELC-113 - Residential Wiring</td>
<td>4</td>
</tr>
<tr>
<td>ELC-118 - National Electrical Code</td>
<td>2</td>
</tr>
<tr>
<td>ATR-112 - Introduction to Automation</td>
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</tr>
<tr>
<td>DFT-119 - Basic CAD</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MAT-121 - Algebra/Trigonometry I</td>
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### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAC-141 - Machining Applications I</td>
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</tr>
<tr>
<td>ELC-128 - Introduction to Programmable Logic Controller</td>
<td>3</td>
</tr>
<tr>
<td>HYD-110 - Hydraulics/Pneumatics I</td>
<td>3</td>
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<td>ELC-117 - Motors and Controls</td>
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### Advanced Maintenance Procedures Certificate

**C50240C2**  
Day/Evening/Online/Full-Time

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<tbody>
<tr>
<td>ELC-128 - Introduction to Programmable Logic Controller</td>
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<tr>
<td>HYD-110 - Hydraulics/Pneumatics I</td>
<td>3</td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELC-113 - Residential Wiring</td>
<td>4</td>
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<tr>
<td>ELC-118 - National Electrical Code</td>
<td>2</td>
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<tr>
<td>ISC-112 - Industrial Safety</td>
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### Basic Electrical Certificate

**C50240C3**  
Day/Evening/Online/Full-Time

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<th>Course</th>
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<tr>
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<tr>
<td>ELC-131A - Circuit Analysis I Lab</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

### Information Technology Degree

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

**A25590**  
Day/Evening/Online/Full-Time
### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NOS-110 - Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CTI-110 - Web, Programming, and Database Foundation</td>
<td>3</td>
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<tr>
<td>CTI-120 - Network and Security Foundation</td>
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<tr>
<td>CTS-115 - Information Systems Business Concepts</td>
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### Spring Semester 1

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<th>Course</th>
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<tbody>
<tr>
<td>NOS-120 - Linux/UNIX Single User</td>
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<tr>
<td>NOS-130 - Windows Single User</td>
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</tr>
<tr>
<td>SEC-110 - Security Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NET-125 - Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
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### Summer Semester

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NET-126 - Routing Basics</td>
<td>3</td>
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<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>CTS-120 - Hardware/Software Support</td>
<td>3</td>
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### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOS-220 - Linux/Unix Administration I</td>
<td>3</td>
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<tr>
<td>NOS-230 - Windows Administration I</td>
<td>3</td>
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<tr>
<td>NET-225 - Routing &amp; Switching I</td>
<td>3</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
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### Spring Semester 2

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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### Information Technology Diploma

**D25590**  
**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NOS-110 - Operating Systems Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CTI-110 - Web, Programming, and Database Foundation</td>
<td>3</td>
</tr>
<tr>
<td>CTI-120 - Network and Security Foundation</td>
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<td>CTS-115 - Information Systems Business Concepts</td>
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<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOS-120 - Linux/UNIX Single User</td>
<td>3</td>
</tr>
<tr>
<td>NOS-130 - Windows Single User</td>
<td>3</td>
</tr>
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</tr>
<tr>
<td>Course</td>
<td>Credits</td>
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<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td>SEC-110 - Security Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NET-125 - Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
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**Summer Semester**

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NET-126 - Routing Basics</td>
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<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
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<tr>
<td>CTS-120 - Hardware/Software Support</td>
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**Network Foundation Certificate**

C25590C1
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOS-110 - Operating Systems Concepts</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CTI-110 - Web, Programming, and Database Foundation</td>
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</tr>
<tr>
<td>CTI-120 - Network and Security Foundation</td>
<td>3</td>
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<tr>
<td>CTS-115 - Information Systems Business Concepts</td>
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<tr>
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</table>

**Operating Systems Foundation Certificate**

C25590C2
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOS-120 - Linux/UNIX Single User</td>
<td>3</td>
</tr>
<tr>
<td>NOS-130 - Windows Single User</td>
<td>3</td>
</tr>
<tr>
<td>SEC-110 - Security Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NET-125 - Introduction to Networks</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

**Network Specialist I Certificate**

C25590C3
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NOS-220 - Linux/Unix Administration I</td>
<td>3</td>
</tr>
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<td>NOS-230 - Windows Administration I</td>
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<tr>
<td>NET-225 - Routing &amp; Switching I</td>
<td>3</td>
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<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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**Network Specialist II Certificate**

C25590C4
Day/Evening/Online/Full-Time

**Spring Semester 2**

<table>
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<tbody>
<tr>
<td>NET-226 - Routing and Switching II</td>
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<tr>
<td>NET-289 - Networking Project</td>
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<td>NOS-231 - Windows Administration II</td>
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<tr>
<td>CIS-115 - Intro to Programming &amp; Logic</td>
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</tr>
</tbody>
</table>
### Medical Assisting Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants’ Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians’ offices, health maintenance organizations, health departments, and hospitals.

#### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>HSC-110 - Orientation to Health Careers</td>
<td>1</td>
</tr>
<tr>
<td>MED-110 - Orientation to Medical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>MED-118 - Medical Law and Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MED-121 - Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED-130 - Administrative Office Procedures I</td>
<td>2</td>
</tr>
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#### Spring Semester 1

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MED-122 - Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>MED-131 - Administrative Office Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>MED-140 - Examining Room Procedures I</td>
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<td>MED-150 - Laboratory Procedures I</td>
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#### Summer Semester

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<tbody>
<tr>
<td>PSY-150 - General Psychology</td>
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</tr>
<tr>
<td>MED-260 - MED Clinical Practicum</td>
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<tr>
<td>MED-262 - Clinical Perspectives</td>
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#### Fall Semester 2

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<tbody>
<tr>
<td>MED-122 - Medical Terminology II</td>
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<tr>
<td>MED-270 - Symptomatology</td>
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</tr>
<tr>
<td>MED-272 - Drug Therapy</td>
<td>3</td>
</tr>
<tr>
<td>MED-276 - Patient Education</td>
<td>2</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

* BIO-163 must be taken prior to program application deadline date.

### Medical Assisting Diploma

#### D45400

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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<td>MED-230 - Administrative Office Procedures III</td>
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<td>MED-240 - Examining Room Procedures II</td>
<td>5</td>
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<tr>
<td>MED-274 - Diet Therapy/ Nutrition</td>
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#### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MED-264 - Medical Assisting Overview</td>
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<tr>
<td>MED-270 - Symptomatology</td>
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<td>MED-272 - Drug Therapy</td>
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</tr>
<tr>
<td>MED-276 - Patient Education</td>
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</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
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<td><strong>Total Credit Hours</strong></td>
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</tr>
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Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>HSC-110 - Orientation to Health Careers</td>
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</tr>
<tr>
<td>MED-110 - Orientation to Medical Assisting</td>
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<td>3</td>
</tr>
<tr>
<td>MED-130 - Administrative Office Procedures I</td>
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Spring Semester 1

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MED-122 - Medical Terminology II</td>
<td>3</td>
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<tr>
<td>MED-131 - Administrative Office Procedures II</td>
<td>2</td>
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<tr>
<td>MED-140 - Examining Room Procedures I</td>
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<tr>
<td>MED-150 - Laboratory Procedures I</td>
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Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
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<tr>
<td>MED-260 - MED Clinical Practicum</td>
<td>5</td>
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<td>MED-262 - Clinical Perspectives</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

* BIO-163 must be taken prior to program application deadline date.

Medical Office Administration Degree

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.

A25310
Day/Evening/Online/Full-Time

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MED-121 - Medical Terminology I</td>
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</tr>
<tr>
<td>OST-130 - Comprehensive Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUM-115 - Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>-OR- PHI-240 - Introduction to Ethics</td>
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Spring Semester 1

<table>
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<tbody>
<tr>
<td>MED-122 - Medical Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>OST-132 - Keyboard Skill Building</td>
<td>2</td>
</tr>
<tr>
<td>OST-136 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST-148 - Medical Coding Billing &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OST-164 - Text Editing Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST-281 - Emer Issues in Med Ofc</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>
### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST-149 - Medical Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>OST-247 - Procedure Coding</td>
<td>2</td>
</tr>
<tr>
<td>OST-248 - Diagnostic Coding</td>
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</tr>
<tr>
<td>ACC-115 - College Accounting</td>
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<tr>
<td>BUS-260 - Business Communication</td>
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Total Credit Hours 14

### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OST-243 - Med Office Simulation</td>
<td>3</td>
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<tr>
<td>OST-289 - Administrative Office Management</td>
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</tr>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
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<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>OST-184 - Records Management</td>
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</table>

Total Credit Hours 17

### Medical Office Administration Diploma

**D25310**

**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED-121 - Medical Terminology I</td>
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<tr>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
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<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
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Total Credit Hours 10/9

### Spring Semester 1

<table>
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<tbody>
<tr>
<td>MED-122 - Medical Terminology II</td>
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<tr>
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</tr>
<tr>
<td>OST-136 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST-148 - Medical Coding Billing &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OST-164 - Text Editing Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 14

### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST-149 - Medical Legal Issues</td>
<td>3</td>
</tr>
<tr>
<td>OST-247 - Procedure Coding</td>
<td>2</td>
</tr>
<tr>
<td>OST-248 - Diagnostic Coding</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
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</table>

Total Credit Hours 10

### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST-243 - Med Office Simulation</td>
<td>3</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>OST-184 - Records Management</td>
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</tbody>
</table>

Total Credit Hours 9

### Medical Administrative Specialist Certificate

**C25310**

**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST-148 - Medical Coding Billing &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>OST-149 - Medical Legal Issues</td>
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</table>

### Remarks

- The total credit hours for each semester are calculated by summing the credits of all courses.
- The program includes a variety of courses aimed at developing skills in medical terminology, office management, accounting, and communication.
- The diploma and certificate programs are designed to provide a comprehensive education in medical office administration.
### Medical Records Technician Certificate

**C25310C2**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST-149 - Medical Legal Issues</td>
<td>3</td>
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<td>MED-121 - Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED-122 - Medical Terminology II</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>OST-184 - Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST-281 - Emer Issues in Med Ofc</td>
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<td><strong>Total Credit Hours</strong></td>
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### Health Insurance Specialist Certificate

**C25310C4**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>OST-148 - Medical Coding Billing &amp; Insurance</td>
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<tr>
<td>OST-149 - Medical Legal Issues</td>
<td>3</td>
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<tr>
<td>MED-121 - Medical Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>MED-122 - Medical Terminology II</td>
<td>3</td>
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<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
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<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>OST-281 - Emer Issues in Med Ofc</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18/17</strong></td>
</tr>
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</table>

### Nurse Aide Diploma

A program that prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

**D45970**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
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<tr>
<td>HSC-110 - Orientation to Health Careers</td>
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<tr>
<td>HSC-140 - Transcultural Healthcare</td>
<td>2</td>
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<td>MED-180 - CPR Certification</td>
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<tr>
<td>NAS-101 - Nurse Aide I</td>
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<td>PSY-150 - General Psychology</td>
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**Spring Semester 1**

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<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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</tr>
<tr>
<td>BIO-168 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>NAS-102 - Nurse Aide II</td>
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<td>PSY-241 - Developmental Psychology</td>
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### Summer Semester

<table>
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<tbody>
<tr>
<td>BIO-169 - Anatomy and Physiology II</td>
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<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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</tr>
<tr>
<td>-OR- MAT-143 - Quantitative Literacy</td>
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<tr>
<td>NAS-103 - Home Health Care Nurse Aide</td>
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<tr>
<td>-OR- NAS-106 - Geriatric Aide</td>
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<tr>
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</tr>
</tbody>
</table>

**Nurse Aide Certificate**

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

C45480 Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NAS-101 - Nurse Aide I</td>
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</tr>
<tr>
<td>NAS-102 - Nurse Aide II</td>
<td>6</td>
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<tr>
<td>HSC-110 - Orientation to Health Careers</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13</strong></td>
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</tbody>
</table>

**Computed Tomography Imaging**

The computed tomography imaging program curriculum, a specialty for radiographers, prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry eligible radiologic technologists by the ARRT.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist advanced level testing in computed tomography and/or magnetic resonance imaging examinations. They may find employment in facilities that perform these imaging procedures.

This program is offered in collaboration with Edgecombe Community College and Johnston Community College.

**Associate Degree 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 which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

A45110 Day/Evening/Online/Full-Time

**Fall Semester**

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<tbody>
<tr>
<td>NUR-111 - Introduction to Health Concepts</td>
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<tr>
<td>NUR-117 - Pharmacology</td>
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<tr>
<td>BIO-168 - Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
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**Spring Semester 1**

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<tr>
<td>NUR-112 - Health-Illness Concepts</td>
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### Course List

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>NUR-114 - Holistic Health Concepts</td>
<td>5</td>
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<tr>
<td>BIO-169 - Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>PSY-241 - Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

#### Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR-113 - Family Health Concepts</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>5</strong></td>
</tr>
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#### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR-211 - Health Care Concepts</td>
<td>5</td>
</tr>
<tr>
<td>NUR-212 - Health System Concepts</td>
<td>5</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13</strong></td>
</tr>
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</table>

#### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR-213 - Complex Health Concepts</td>
<td>10</td>
</tr>
<tr>
<td>BIO-175 - General Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Basic Law Enforcement Training (BLET)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include 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.

#### C55120

**Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC-100 - Basic Law Enforcement Training</td>
<td>19</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>19</strong></td>
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</tbody>
</table>

#### Cardiovascular Sonography Degree

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

#### A45160

**Day/Evening/Online/Full-Time**

### Pre-Requisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>PHY-110 - Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

* Please note: BIO-163 OR BIO-168 AND BIO-169 MAT-152 OR College level Statistics OR College level Algebra PHY-110A OR College level Physics

*Pre-Requisite courses must be taken prior to program application deadline date*
### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS-160 - Cardiovascular Sonography Clinical Education I</td>
<td>5</td>
</tr>
<tr>
<td>CVS-163 - Echo I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-171 - Precalculus Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SON-112 - Sonographic Terminology</td>
<td>1</td>
</tr>
<tr>
<td>SON-271 - Doppler Sonography Topics</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CVS-161 - CVS Clinical Education II</td>
<td>8</td>
</tr>
<tr>
<td>CVS-164 - Echo II</td>
<td>4</td>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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<tr>
<td>SON-111 - Sonographic Physics</td>
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### Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CVS-162 - CVS Clinical Education III</td>
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<td><strong>Total Credit Hours</strong></td>
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### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CVS-260 - CVS Clinical Education IV</td>
<td>8</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SON-250 - Vascular Sonography</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td>13</td>
</tr>
</tbody>
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### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CVS-261 - CVS Clinical Education V</td>
<td>8</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

### Emergency Medical Science Degree

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS-110 - EMT</td>
<td>8</td>
</tr>
<tr>
<td>MED-120 - Survey of Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>HSC-110 - Orientation to Health Careers</td>
<td>1</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS-122 - EMS Clinical Practicum I</td>
<td>1</td>
</tr>
<tr>
<td>EMS-130 - Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>EMS-131 - Advanced Airway Management</td>
<td>2</td>
</tr>
<tr>
<td>EMS-140 - Rescue Scene Management</td>
<td>2</td>
</tr>
<tr>
<td>EMS-160 - Cardiology I</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS-221 - EMS Clinical Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-220 - Cardiology II</td>
<td>3</td>
</tr>
<tr>
<td>EMS-231 - EMS Clinical Practicum III</td>
<td>3</td>
</tr>
<tr>
<td>EMS-250 - Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>EMS-260 - Trauma Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-125 - EMS Instructor Methodology</td>
<td>2</td>
</tr>
<tr>
<td>EMS-235 - EMS Management</td>
<td>2</td>
</tr>
<tr>
<td>EMS-240 - Patients With Special Challenges</td>
<td>2</td>
</tr>
<tr>
<td>EMS-241 - EMS Clinical Practicum IV</td>
<td>4</td>
</tr>
<tr>
<td>EMS-270 - Life Span Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS-285 - EMS Capstone</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

The following courses may be taken prior to acceptance into the program:

- BIO 163; ENG 111; ENG 112; HSC 110; MAT 143; PHI 240; PSY 150

**Mammography Certificate**

The Mammography curriculum provides registered radiologic technologists the didactic and clinical experience necessary to become registered mammographers.

Course work includes clinical rotations to mammography facilities, breast anatomy/physiology, patient preparation/education, mammographic procedures, interventional procedures, image analysis, mammographic instrumentation, physics, quality control, and quality assurance.

Graduates will meet the Mammography Quality Standards Act initial training requirements for mammography and may be eligible to apply to take the American Registry of Radiologic Technologists (ARRT) post primary certification in Mammography.

**Prerequisite:**
ARRT certified in Radiology

**C45830**
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAM-101 - Mammography Procedures and Image Analysis</td>
<td>4</td>
</tr>
<tr>
<td>MAM-102 - Mammography Instrumentation and Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>MAM-103 - Digital Mammography</td>
<td>1</td>
</tr>
<tr>
<td>MAM-104 - Digital Breast Tomosynthesis</td>
<td>1</td>
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<td><strong>Total Credit Hours</strong></td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAM-105 - Mammography Clinical Education</td>
<td>5</td>
</tr>
<tr>
<td>MAM-109 - Mammography Capstone</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

*MAM-105 Clinical Options:*

1. The program arranges a clinical site for the student.
2. The student arranges a clinical site - the College and the site sign an affiliate contract agreement.
Medical Sonography Degree

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

A45440
Day/Evening/Online/Full-Time

Pre-Requisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAT-152 - Statistical Methods I</td>
<td>4</td>
</tr>
<tr>
<td>PHY-110 - Conceptual Physics</td>
<td>3</td>
</tr>
<tr>
<td>PHY-110A - Conceptual Physics Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

Please note:

- BIO 163 OR BIO 169 AND BIO 169
- MAT 152 OR College Level Statistics OR College Level Algebra
- PHY 110A OR College Level Physics

Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>-OR- MAT-171 - Precalculus Algebra</td>
<td>4</td>
</tr>
<tr>
<td>SON-110 - Intro to Sonography</td>
<td>3</td>
</tr>
<tr>
<td>SON-130 - Abdominal Sonography I</td>
<td>3</td>
</tr>
<tr>
<td>SON-222 - Selected Sonographic Clinical Education</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13/14</strong></td>
</tr>
</tbody>
</table>

Spring Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>SON-111 - Sonographic Physics</td>
<td>4</td>
</tr>
<tr>
<td>SON-120 - SON Clinical Ed I</td>
<td>5</td>
</tr>
<tr>
<td>SON-131 - Abdominal Sonography II</td>
<td>2</td>
</tr>
<tr>
<td>SON-140 - Gynecological Sonography</td>
<td>2</td>
</tr>
<tr>
<td>SON-241 - Obstetrical Sonography I</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>18</strong></td>
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</tbody>
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Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SON-121 - SON Clinical Ed II</td>
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<td><strong>Total Credit Hours</strong></td>
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Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>SON-220 - Son Clinical Ed III</td>
<td>8</td>
</tr>
<tr>
<td>SON-242 - Obstetrical Sonography II</td>
<td>2</td>
</tr>
<tr>
<td>SON-250 - Vascular Sonography</td>
<td>2</td>
</tr>
<tr>
<td>SON-274 - Neurosonology</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
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Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SON-221 - SON Clinical Ed IV</td>
<td>8</td>
</tr>
</tbody>
</table>
### Nuclear Medicine Technology Degree

The Nuclear Medicine Technology curriculum provides the clinical and didactic experience necessary to prepare students to qualify as entry-level Nuclear Medicine Technologists.

Students will acquire the knowledge and skills necessary to properly perform clinical procedures. These skills include patient care, use of radioactive materials, operation of imaging and counting instrumentation, and laboratory procedures.

Graduates may be eligible to apply for certification/registration examinations given by the Nuclear Medicine Technology Certification Board and the American Registry of Radiologic Technologists.

#### A45440
Day/Evening/Online/Full-Time

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-168 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM-131 - Introduction to Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>CHM-131A - Introduction to Chemistry Lab</td>
<td>1</td>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>HSC-110 - Orientation to Health Careers</td>
<td>1</td>
</tr>
<tr>
<td>NMT-110 - Introduction to Nuclear Medicine</td>
<td>2</td>
</tr>
<tr>
<td>MAT-171 - Precalculus Algebra</td>
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</tbody>
</table>

Total Credit Hours: 18

### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NMT-211 - NMT Clinical Practice I</td>
<td>7</td>
</tr>
<tr>
<td>NMT-215 - Non-Imaging Instrumentation</td>
<td>2</td>
</tr>
<tr>
<td>NMT-217 - Radiobiology and Protection</td>
<td>2</td>
</tr>
<tr>
<td>PET-110 - Introduction to PET</td>
<td>2</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours: 18

### Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NMT-132 - Overview-Clinical Nuclear Medicine</td>
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<tr>
<td>NMT-212 - Procedures for Nuclear Medicine I</td>
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Total Credit Hours: 6

### Fall Semester 2

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</thead>
<tbody>
<tr>
<td>NMT-211 - NMT Clinical Practice II</td>
<td>7</td>
</tr>
<tr>
<td>NMT-222 - Procedures for Nuclear Medicine II</td>
<td>2</td>
</tr>
<tr>
<td>NMT-289 - Nuclear Medicine Technology Topics</td>
<td>3</td>
</tr>
<tr>
<td>PET-112 - PET Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
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</tr>
</tbody>
</table>

Total Credit Hours: 18

### Phlebotomy Certificate

Prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Graduates may be eligible for national certification as phlebotomy technicians.

#### C45600
Day/Evening/Online/Full-Time
**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBT-100 - Phlebotomy Technology</td>
<td>6</td>
</tr>
<tr>
<td>PBT-101 - Phlebotomy Practicum</td>
<td>3</td>
</tr>
<tr>
<td>PSY-118 - Interpersonal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPA-120 - Spanish for the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>-OR- ASL-111 - Elementary ASL I</td>
<td>3</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>15/15</td>
</tr>
</tbody>
</table>

**Radiography Degree**

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.

**A45700 Day/Evening/Online/Full-Time**

<table>
<thead>
<tr>
<th>Fall Semester 1</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>BIO-168 - Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-143 - Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>RAD-110 - Rad Intro &amp; Patient Care</td>
<td>3</td>
</tr>
<tr>
<td>RAD-111 - RAD Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>RAD-151 - RAD Clinical Ed I</td>
<td>2</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>BIO-169 - Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Summer Semester</th>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>RAD-122 - Radiographic Imaging II</td>
<td>2</td>
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<tr>
<td>RAD-171 - RAD Clinical Ed III</td>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>RAD-211 - Radiographic Procedures III</td>
<td>3</td>
</tr>
<tr>
<td>RAD-231 - Radiographic Physics II</td>
<td>2</td>
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<tr>
<td>RAD-251 - RAD Clinical Ed IV</td>
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<table>
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<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>RAD-261 - Radiographic Clinical Education V</td>
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<tr>
<td>RAD-271 - Radiography Capstone</td>
<td>1</td>
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<td>Total Credit Hours</td>
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</tbody>
</table>

*NOTE: BIO-168, BIO-169, PHI-240, PSY-150, ENG-111, ENG-112 may be taken before entering the program.

ALL courses in this program of study must be completed with a grade of “C” or higher.
**Truck Driver Training**

The Truck Driver Training curriculum prepares individuals to drive tractor trailers rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student’s knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver’s License and are employable by commercial trucking firms. They may also become owners/operators and work as private contract haulers.

**C60300**

*Day/Evening/Full-Time*

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>TRP-100 - Truck Driver Training</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

**Associate Degree General Education**

The associate in general education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

**A10300**

*Day/Evening/Online/Full-Time*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
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</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>COM-231 - Public Speaking</td>
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<tr>
<td>HEA-110 - Personal Health/Wellness</td>
<td>3</td>
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<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

*NOTE: Students must take the following electives for a total of 64/65 Credit Hours:*

- HIS (3 Credits)
- PED (1 Credit)
- Science (4 Credits)
- Humanities/Fine Arts (3 Credits)
- Social/Behavioral Science (3 Credits)
- Free Electives (30-32 Credits)

**Office Administration Degree**

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.

**A25370**

*Day/Evening/Online/Full-Time*

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST-130 - Comprehensive Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>OST-162 - Executive Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ACC-115 - College Accounting</td>
<td>4</td>
</tr>
<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST-132 - Keyboard Skill Building</td>
<td>2</td>
</tr>
<tr>
<td>OST-136 - Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST-164 - Text Editing Applications</td>
<td>3</td>
</tr>
<tr>
<td>OST-184 - Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>HUM-115 - Critical Thinking</td>
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<tr>
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**Fall Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST-140 - Internet Communication and Research</td>
<td>2</td>
</tr>
<tr>
<td>OST-233 - Office Publications Design</td>
<td>3</td>
</tr>
<tr>
<td>OST-236 - Advanced Word or Information Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST-284 - Emerging Technologies</td>
<td>2</td>
</tr>
<tr>
<td>ACC-150 - Accounting Software Applications</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>13/12</strong></td>
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</tbody>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS-260 - Business Communication</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>

**Spring Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-149 - Intro to Acc Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>ACC-152 - Advanced Software Applications</td>
<td>2</td>
</tr>
<tr>
<td>OST-289 - Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS-126 - Graphics Software Introduction</td>
<td>3</td>
</tr>
<tr>
<td>MKT-120 - Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
</table>

**Office Administration Diploma**

**D25370**

**Day/Evening/Online/Full-Time**

**Fall Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST-130 - Comprehensive Keyboarding</td>
<td>3</td>
</tr>
<tr>
<td>OST-162 - Executive Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>-OR- ACA-122 - College Transfer Success</td>
<td>1</td>
</tr>
<tr>
<td>CIS-110 - Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>-OR- CIS-111 - Basic PC Literacy</td>
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<td><strong>Total Credit Hours</strong></td>
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**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OST-132 - Keyboard Skill Building</td>
<td>2</td>
</tr>
</tbody>
</table>
### Paralegal Technology Degree

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.
Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Degree: (A25380)  
**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
<td>1</td>
</tr>
<tr>
<td>LEX-110 - Intro to Paralegal Study</td>
<td>2</td>
</tr>
<tr>
<td>LEX-120 - Legal Research/Writing I</td>
<td>3</td>
</tr>
<tr>
<td>LEX-140 - Civil Litigation I</td>
<td>3</td>
</tr>
<tr>
<td>LEX-280 - Ethics &amp; Professionalism</td>
<td>2</td>
</tr>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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### Spring Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LEX-160 - Criminal Law &amp; Procedure</td>
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<tr>
<td>LEX-214 - Investigation and Trial Preparation</td>
<td>3</td>
</tr>
<tr>
<td>LEX-240 - Family Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS-260 - Business Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### General Law Office Certificate

The General Law Office certificate is an option available to students who have completed a two-year or four-year degree in any discipline.

In order for a student to be eligible to sit for the North Carolina Certified Paralegal exam 10 hours of LEX courses must be taken as seated, in-person courses. This applies to all certificates, diplomas and degrees in the paralegal program at Johnston Community College.

C25380  
**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LEX-120 - Legal Research/Writing I</td>
<td>3</td>
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<tr>
<td>LEX-140 - Civil Litigation I</td>
<td>3</td>
</tr>
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<td>LEX-250 - Wills, Estates, &amp; Trusts</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</table>
### Pharmacy Technology Degree

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

#### A45580
**Day/Evening/Online/Full-Time**

Students must be accepted into the Pharmacy Technology program to register for PHM courses.

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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LEX-130 - Civil Injuries</td>
<td>3</td>
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<tr>
<td>LEX-160 - Criminal Law &amp; Procedure</td>
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<td>LEX-240 - Family Law</td>
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<td><strong>Total Credit Hours</strong></td>
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### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
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<tr>
<td>PHM-110 - Introduction to Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>PHM-111 - Pharmacy Practice I</td>
<td>4</td>
</tr>
<tr>
<td>PHM-115 - Pharmacy Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHM-115A - Pharmacy Calculations Lab</td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHM-118 - Sterile Products</td>
<td>4</td>
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<tr>
<td>PHM-120 - Pharmacology I</td>
<td>3</td>
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<td><strong>Total Credit Hours</strong></td>
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### Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHM-125 - Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PHM-132 - Pharmacy Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PHM-165 - Pharmacy Prof Practice</td>
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### Fall Semester 2

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS-111 - Basic PC Literacy</td>
<td>2</td>
</tr>
<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
<td>3</td>
</tr>
<tr>
<td>PHM-133 - Pharmacy Clinical</td>
<td>3</td>
</tr>
<tr>
<td>PHM-150 - Hospital Pharmacy</td>
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<tr>
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### Spring Semester 2

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>PHM-135 - Pharmacy Clinical</td>
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<tr>
<td>PHM-160 - Pharm Dosage Forms</td>
<td>3</td>
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<tr>
<td>PSY-150 - General Psychology</td>
<td>3</td>
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### Pharmacy Technology Diploma

#### D45580
**Day/Evening/Online/Full-Time**
### Fall Semester 1

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
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<td>MAT-110 - Mathematical Measurement and Literacy</td>
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<td>PHM-110 - Introduction to Pharmacy</td>
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<tr>
<td>PHM-111 - Pharmacy Practice I</td>
<td>4</td>
</tr>
<tr>
<td>PHM-115 - Pharmacy Calculations</td>
<td>3</td>
</tr>
<tr>
<td>PHM-115A - Pharmacy Calculations Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHM-118 - Sterile Products</td>
<td>4</td>
</tr>
<tr>
<td>PHM-120 - Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>PHM-134 - Pharmacy Clinical</td>
<td>4</td>
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<td>PHM-140 - Trends in Pharmacy</td>
<td>2</td>
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<tr>
<td>PHM-155 - Community Pharmacy</td>
<td>3</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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</tbody>
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### Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM-125 - Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PHM-132 - Pharmacy Clinical</td>
<td>2</td>
</tr>
<tr>
<td>PHM-165 - Pharmacy Prof Practice</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

### Therapeutic Massage Degree

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.

### Fall Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA-110 - Personal Health/Wellness</td>
<td>3</td>
</tr>
<tr>
<td>MTH-210 - Advanced Skills of Massage</td>
<td>8</td>
</tr>
<tr>
<td>PHI-240 - Introduction to Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

### A45750

**Day/Evening/Online/Full-Time**

### Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HSC-110 - Orientation to Health Careers</td>
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<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
<td>5</td>
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<tr>
<td>MTH-110 - Fundamentals of Massage</td>
<td>10</td>
</tr>
<tr>
<td>MTH-125 - Ethics of Massage</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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### Spring Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>MTH-120 - Therapeutic Massage Applications</td>
<td>10</td>
</tr>
<tr>
<td>MTH-121 - Clinical Supplement I</td>
<td>1</td>
</tr>
<tr>
<td>MTH-130 - Therapeutic Massage Management</td>
<td>2</td>
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<td><strong>Total Credit Hours</strong></td>
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### Summer Semester

<table>
<thead>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<tr>
<td>PSY-150 - General Psychology</td>
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### Fall Semester 2
## Therapeutic Massage I Certificate

**C45750**

*Day/Evening/Online/Full-Time*

<table>
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<tbody>
<tr>
<td>MTH-110 - Fundamentals of Massage</td>
<td>10</td>
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<tr>
<td>MTH-125 - Ethics of Massage</td>
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</table>

Total Credit Hours 12

*Certificate I and II required for licensure application.

## Therapeutic Massage Certificate II

**C45750C2**

*Day/Evening/Online/Full-Time*

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MTH-130 - Therapeutic Massage Management</td>
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<tr>
<td>MTH-120 - Therapeutic Massage Applications</td>
<td>10</td>
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<tr>
<td>MTH-121 - Clinical Supplement I</td>
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</tbody>
</table>

Total Credit Hours 13

*Certificate I and II required for licensure application.

## Welding Technology Degree

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

**A50420**

*Day/Evening/Online/Full-Time*

## Fall Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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## Course List

### Fall Semester 1

<table>
<thead>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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<tr>
<td>MTH-110 - Fundamentals of Massage</td>
<td>10</td>
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<td>MTH-125 - Ethics of Massage</td>
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<tr>
<td>ENG-111 - Writing and Inquiry</td>
<td>3</td>
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<tr>
<td>MTH-120 - Therapeutic Massage Applications</td>
<td>10</td>
</tr>
<tr>
<td>MTH-121 - Clinical Supplement I</td>
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<td>MTH-130 - Therapeutic Massage Management</td>
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<tr>
<td>HSC-110 - Orientation to Health Careers</td>
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<tr>
<td>BIO-163 - Basic Anatomy &amp; Physiology</td>
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<tr>
<td>MTH-110 - Fundamentals of Massage</td>
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Total Credit Hours 18

## Spring Semester 2

<table>
<thead>
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<tbody>
<tr>
<td>SOC-210 - Introduction to Sociology</td>
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<tr>
<td>MTH-220 - Outcome-Based Massage</td>
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Total Credit Hours 10

## Summer Semester

<table>
<thead>
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<tr>
<td>ENG-112 - Writing and Research in the Disciplines</td>
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<td>PSY-150 - General Psychology</td>
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Total Credit Hours 6
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<td>ENG-111 - Writing and Inquiry</td>
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<tr>
<td>WLD-110 - Cutting Processes</td>
<td>2</td>
</tr>
<tr>
<td>WLD-112 - Basic Welding</td>
<td>2</td>
</tr>
<tr>
<td>WLD-121 - GMAW (MIG) FCAW/Plate</td>
<td>4</td>
</tr>
<tr>
<td>WLD-115 - SMAW (Stick) Plate</td>
<td>5</td>
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<tr>
<td>WLD-141 - Symbols and</td>
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Total Credit Hours: 20

**Spring Semester 1**

<table>
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<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
<td>3</td>
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<tr>
<td>WLD-116 - SMAW (stick) Plate/Pipe</td>
<td>4</td>
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<tr>
<td>WLD-131 - GTAW (TIG) Plate</td>
<td>4</td>
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<tr>
<td>WLD-212 - Inert Gas Welding</td>
<td>2</td>
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<tr>
<td>DFT-119 - Basic CAD</td>
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Total Credit Hours: 15

**Fall Semester 2**

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<th>Course</th>
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<tbody>
<tr>
<td>ATR-112 - Introduction to Automation</td>
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<td>CIS-111 - Basic PC Literacy</td>
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<td>HUM-115 - Critical Thinking</td>
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<td>MAC-121 - Introduction to CNC</td>
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<tr>
<td>MAC-141 - Machining Applications I</td>
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<td>WLD-132 - GTAW (TIG) Plate/Pipe</td>
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Total Credit Hours: 21

**Spring Semester 2**

<table>
<thead>
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<tbody>
<tr>
<td>BUS-230 - Small Business Management</td>
<td>3</td>
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<tr>
<td>COM-110 - Introduction to Communication</td>
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<tr>
<td>ISC-112 - Industrial Safety</td>
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<tr>
<td>PSY-118 - Interpersonal Psychology</td>
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<td>WLD-215 - SMAW (stick) Pipe</td>
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<td>WLD-251 - Fabrication II</td>
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<td>WLD-261 - Certification Practices</td>
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Total Credit Hours: 20

**Welding Technology Diploma**

D50420
Day/Evening/Online/Full-Time

**Fall Semester 1**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACA-111 - College Student Success</td>
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<td>ENG-102 - Applied Communications II</td>
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<td>WLD-121 - GMAW (MIG) FCAW/Plate</td>
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<td>WLD-115 - SMAW (Stick) Plate</td>
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Total Credit Hours: 20

**Spring Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT-110 - Mathematical Measurement and Literacy</td>
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<tr>
<td>WLD-116 - SMAW (stick) Plate/Pipe</td>
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<tr>
<td>WLD-131 - GTAW (TIG) Plate</td>
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<tr>
<td>WLD-132 - GTAW (TIG) Plate/Pipe</td>
<td>3</td>
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<tr>
<td>WLD-212 - Inert Gas Welding</td>
<td>2</td>
</tr>
<tr>
<td>DFT-119 - Basic CAD</td>
<td>2</td>
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<tr>
<td>BUS-230 - Small Business Management</td>
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<tr>
<td>Course</td>
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**Welding Technology MIG Certificate**

**C50420C1**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

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<tr>
<td>WLD-110 - Cutting Processes</td>
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<tr>
<td>WLD-121 - GMAW (MIG) FCAW/Plate</td>
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<td>WLD-141 - Symbols and Specifications</td>
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**Spring Semester 1**

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<tr>
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**Welding Technology Stick Certificate**

**C50420C2**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

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<td>WLD-115 - SMAW (Stick) Plate</td>
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<tr>
<td>WLD-141 - Symbols and Specifications</td>
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**Spring Semester 1**

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**Welding Technology TIG Certificate**

**C50420C3**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

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<td>WLD-112 - Basic Welding Processes</td>
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**Spring Semester 1**

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<tr>
<td>WLD-131 - GTAW (TIG) Plate</td>
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**Fall Semester 2**

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**Welding Technology Basic Welding Certificate**

**C50420C5**  
Day/Evening/Online/Full-Time

**Fall Semester 1**

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<tr>
<td>WLD-110 - Cutting Processes</td>
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<tr>
<td>WLD-121 - GMAW (MIG) FCAW/Plate</td>
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<tr>
<td>WLD-112 - Basic Welding Processes</td>
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<td>WLD-141 - Symbols and Specifications</td>
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### Spring Semester 1

<table>
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<tr>
<td>WLD-131 - GTAW (TIG)</td>
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Course Descriptions

Academic Related

ACA-111 College Student Success
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ACA-122 College Transfer Success
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Accounting

ACC-115 College Accounting
Class 3  Lab 2  Clinical 0  Work 0  Credit 4
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ACC-120 Principles of Financial Accounting
Class 3  Lab 2  Clinical 0  Work 0  Credit 4
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ACC-121 Principles of Managerial Accounting
Class 3  Lab 2  Clinical 0  Work 0  Credit 4
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.
Minimum State Prerequisites: Take ACC-120
Minimum State Corequisites: None

ACC-131 Federal Income Taxes
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
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 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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ACC-132 NC Business Taxes
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company’s records to comply with the laws governing North Carolina business taxes.
Minimum State Prerequisites: None
Minimum State Corequisites: None
### ACC-140 Payroll Accounting

<table>
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<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
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<tbody>
<tr>
<td>1</td>
<td>3</td>
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<td>0</td>
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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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### ACC-149 Introduction to Accounting Spreadsheets

<table>
<thead>
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<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
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</table>

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### ACC-150 Accounting Software Applications

<table>
<thead>
<tr>
<th>Class</th>
<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
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<tr>
<td>1</td>
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</table>

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### ACC-220 Intermediate Accounting I

<table>
<thead>
<tr>
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<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
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<tbody>
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<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
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</table>

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Minimum State Prerequisites: Take ACC-120
Minimum State Corequisites: None

### ACC-240 Gov & Not-For-Profit Acct

<table>
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<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
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<tr>
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<td>0</td>
<td>0</td>
<td>3</td>
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</tbody>
</table>

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Minimum State Prerequisites: Take ACC-121
Minimum State Corequisites: None

### Air Conditioning, Heating, Refrigeration

#### AHR-110 Introduction to Refrigeration

<table>
<thead>
<tr>
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<th>Lab</th>
<th>Clinical</th>
<th>Work</th>
<th>Credit</th>
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</tbody>
</table>

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Minimum State Prerequisites: None
Minimum State Corequisites: None

#### AHR-112 Heating Technology

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<tr>
<th>Class</th>
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This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

Minimum State Prerequisites: None
Minimum State Corequisites: None

#### AHR-113 Comfort Cooling

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<th>Class</th>
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This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### COURSE DESCRIPTIONS
AHR-114 Heat Pump Technology
Class 2  Lab 4  Clinical 0  Work 0  Credit 4
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.
Minimum State Prerequisites: Take One: AHR-110 or AHR-113
Minimum State Corequisites: None

AHR-130 HVAC Controls
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.
Minimum State Prerequisites: Take One: AHR-111, ELC-111, or ELC-112
Minimum State Corequisites: None

AHR-133 HVAC Servicing
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: Take One: AHR-112 or AHR-113

AHR-160 Refrigerant Certification
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

AHR-180 HVACR Customer Relations
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.
Minimum State Prerequisites: None
Minimum State Corequisites: None

AHR-211 Residential System Design
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.
Minimum State Prerequisites: None
Minimum State Corequisites: None

AHR-212 Advanced Comfort Systems
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.
Minimum State Prerequisites: Take AHR-114
Minimum State Corequisites: None

AHR-213 HVACR Building Code
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.
Minimum State Prerequisites: None
Minimum State Corequisites: None
**AHR-240 Hydronic Heating**

This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.

Minimum State Prerequisites: Take AHR-112
Minimum State Corequisites: None

**AHR-250 Heating, Ventilating, and Air Conditioning Diagnostics**

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**American Sign Language**

**ASL-111 Elementary ASL I**

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ASL-112 Elementary ASL II**

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness.

Minimum State Prerequisites: Take ASL-111
Minimum State Corequisites: None

**Anthropology**

**ANT-210 General Anthropology**

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ANT-220 Cultural Anthropology**

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ANT-221 Comparative Cultures**

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**Art**

**ART-111 Art Appreciation**

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None
ART-113 Art Methods and Materials
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-114 Art History Survey I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-115 Art History Survey II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-116 Survey of American Art
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of the American creative experience.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-117 Non-Western Art History
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-121 Two-Dimensional Design
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-122 Three-Dimensional Design
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-131 Drawing I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-132 Drawing II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.
Minimum State Prerequisites: Take ART-131
Minimum State Corequisites: None

ART-135 Figure Drawing I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.
Minimum State Prerequisites: Take ART-131
Minimum State Corequisites: None
ART-171 Computer Art I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-212 Gallery Assistantship I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-222 Wood Design I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-231 Printmaking I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-232 Printmaking II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.
Minimum State Prerequisites: Take ART-231
Minimum State Corequisites: None

ART-235 Figure Drawing II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure.
Minimum State Prerequisites: Take ART-135
Minimum State Corequisites: None

ART-240 Painting I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-241 Painting II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety.
Minimum State Prerequisites: Take ART-240
Minimum State Corequisites: None

ART-245 Metals I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-246 Metals II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms.
Minimum State Prerequisites: Take ART-245
Minimum State Corequisites: None
ART-247 Jewelry I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-248 Jewelry II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-260 Photography Appreciation
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-261 Photography I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-262 Photography II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes.
Minimum State Prerequisites: Take ART-261
Minimum State Corequisites: None

ART-264 Digital Photography I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-265 Digital Photography II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-266 Videography I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-267 Videography II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-269 Computer Art II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision.
Minimum State Prerequisites: None
Minimum State Corequisites: None
ART-281 Sculpture I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-282 Sculpture II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.
Minimum State Prerequisites: Take ART-281
Minimum State Corequisites: None

ART-283 Ceramics I
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ART-284 Ceramics II
Class 0  Lab 6  Clinical 0  Work 0  Credit 3
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.
Minimum State Prerequisites: Take ART-283
Minimum State Corequisites: None

Astronomy

AST-111 Descriptive Astronomy
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.
Minimum State Prerequisites: None
Minimum State Corequisites: None

AST-111A Descriptive Astronomy Lab
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
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.
Minimum State Prerequisites: None
Minimum State Corequisites: Take AST-111

AST-151 General Astronomy I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system.
Minimum State Prerequisites: None
Minimum State Corequisites: None

AST-151A General Astronomy I Lab
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system.
Minimum State Prerequisites: None
Minimum State Corequisites: Take AST-151

Automation & Robotics

ATR-112 Introduction to Automation
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None
Bio-processing Manufacturing Technology

BPM-110 Bioprocess Practices
Class 3  Lab 4  Clinical 0  Work 0  Credit 5
This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.
Minimum State Prerequisites: None
Minimum State Corequisites: None

BPM-111 Bioprocess Measurements
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course covers a variety of physical measurements. Emphasis is placed on pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analysis methods. Upon completion, students should be able to demonstrate and perform many aspects of process monitoring.
Minimum State Prerequisites: Take All: BIO-110 and BPM-110
Minimum State Corequisites: None

BPM-112 Upstream Processing
Class 3  Lab 4  Clinical 0  Work 0  Credit 5
This course introduces techniques involved in cell growth and fractionation. Topics include fermentation theory and application, as well as cell harvesting, cell disruption and fractionation methods. Upon completion, students should be able to grow cells, as well as isolate and collect various fractions.
Minimum State Prerequisites: Take BPM-111
Minimum State Corequisites: None

BPM-113 Downstream Bioprocessing
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course introduces a variety of techniques involved in separation procedures. Topics include extraction and precipitation, concentration and molecular filtration methods, as well as different types of chromatography. Upon completion, students should be able to perform separation procedures with an understanding of industrial scale procedures.
Minimum State Prerequisites: Take All: BPM-111, CHM-131, and CHM-131A
Minimum State Corequisites: None

Biology

BIO-110 Principles of Biology
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.
Minimum State Prerequisites: None
Minimum State Corequisites: None

BIO-111 General Biology I
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.
Minimum State Prerequisites: None
Minimum State Corequisites: None

BIO-112 General Biology II
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.
Minimum State Prerequisites: Take BIO-111
Minimum State Corequisites: None

BIO-120 Introductory Botany
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants.
Minimum State Prerequisites: Take One: BIO-110 or BIO-111
Minimum State Corequisites: None
### BIO-130 Introductory Zoology

**Class 3  Lab 3  Clinical 0  Work 0  Credit 4**

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.

Minimum State Prerequisites: Take One: BIO-110 or BIO-111
Minimum State Corequisites: None

### BIO-140 Environmental Biology

**Class 3  Lab 0  Clinical 0  Work 0  Credit 3**

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### BIO-140A Environmental Biology Lab

**Class 0  Lab 3  Clinical 0  Work 0  Credit 1**

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

Minimum State Prerequisites: None
Minimum State Corequisites: Take BIO-140

### BIO-163 Basic Anatomy & Physiology

**Class 4  Lab 2  Clinical 0  Work 0  Credit 5**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### BIO-165 Anatomy and Physiology I

**Class 3  Lab 3  Clinical 0  Work 0  Credit 4**

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### BIO-166 Anatomy and Physiology II

**Class 3  Lab 3  Clinical 0  Work 0  Credit 4**

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

Minimum State Prerequisites: Take BIO-165
Minimum State Corequisites: None

### BIO-168 Anatomy and Physiology I

**Class 3  Lab 3  Clinical 0  Work 0  Credit 4**

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### BIO-169 Anatomy and Physiology II

**Class 3  Lab 3  Clinical 0  Work 0  Credit 4**

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

Minimum State Prerequisites: Take BIO-168
Minimum State Corequisites: None

### BIO-169A Anatomy and Physiology Lab

**Class 0  Lab 3  Clinical 0  Work 0  Credit 1**

This course provides a laboratory component to complement BIO 168. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### BIO-169B Anatomy and Physiology II Lab

**Class 0  Lab 3  Clinical 0  Work 0  Credit 1**

This course provides a laboratory component to complement BIO 169. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### COURSE DESCRIPTIONS

146
BIO-175 General Microbiology
Class 2 Lab 2 Clinical 0 Work 0 Credit 3
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.
Minimum State Prerequisites: Take One: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168
Minimum State Corequisites: None

BIO-271 Pathophysiology
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
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.
Minimum State Prerequisites: Take One: BIO-163, BIO-166, or BIO-169
Minimum State Corequisites: None

BIO-275 Microbiology
Class 3 Lab 3 Clinical 0 Work 0 Credit 4
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.
Minimum State Prerequisites: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168
Minimum State Corequisites: None

Biotechnology
BTC-275 Industrial Microbiology
Class 3 Lab 3 Clinical 0 Work 0 Credit 4
This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring.
Minimum State Prerequisites: Take One: BIO-110, BIO-111, BIO-163, BIO-165, or BIO-168
Minimum State Corequisites: None

Blueprint Reading
BPR-111 Print Reading
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.
Minimum State Prerequisites: None
Minimum State Corequisites: None

BPR-115 Electrical/Fluid Power Diagrams
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Emphasis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate an understanding of, and draw sketches and schematics commonly used in industry.
Minimum State Prerequisites: None
Minimum State Corequisites: None
Building Automation Technology

**BAT-111 Building Automation Systems**
Class 1  Lab 3  Clinical 0  Work 0  Credit 2

This course introduces the issues involved with building automation systems (BAS). Topics include digital direct control (DDC), field devices, human machine interface (HMI), BAS design and specification, energy conservation control strategies, and system maintenance. Upon completion, students should identify and describe the major components in a BAS, explain the basic functions of DDC systems and HMI basics, reference codes and standards applicable to BAS, and justify control components for project work.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BAT-151 Heating, Ventilation, and Air Conditioning Motors and Drives**
Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course covers the application, use, and control of motors and drives used in commercial HVAC systems. Topics include motor and generator theory, motor types, motor starters, motor controls, and variable frequency drives. Upon completion, students should be able to safely install, test, and troubleshoot motors and motor control equipment used in commercial HVAC systems.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Business

**BUS-110 Introduction to Business**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BUS-115 Business Law I**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BUS-121 Business Math**
Class 2  Lab 2  Clinical 0  Work 0  Credit 3

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BUS-137 Principles of Management**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BUS-139 Entrepreneurship I**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**BUS-151 People Skills**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.
BUS-225 Business Finance

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

BUS-260 Business Communication

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Minimum State Prerequisites: Take One: ENG-110 or ENG-111
Minimum State Corequisites: None

Cardiovascular Sonography

CVS-160 Cardiovascular Sonography Clinical Education I

Class 0  Lab 4  Clinical 9  Work 0  Credit 5

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Minimum State Prerequisites: None
Minimum State Corequisites: None

CVS-161 CVS Clinical Education II

Class 0  Lab 0  Clinical 24  Work 0  Credit 8

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Minimum State Prerequisites: Take CVS-160
Minimum State Corequisites: None

CVS-162 CVS Clinical Education III

Class 0  Lab 0  Clinical 15  Work 0  Credit 5

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Minimum State Prerequisites: Take CVS-161
Minimum State Corequisites: None

CVS-163 Echo I

Class 3  Lab 2  Clinical 0  Work 0  Credit 4

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.

Minimum State Prerequisites: None
Minimum State Corequisites: None

CVS-164 Echo II

Class 3  Lab 2  Clinical 0  Work 0  Credit 4

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.

Minimum State Prerequisites: Take CVS-163
Minimum State Corequisites: None

CVS-260 CVS Clinical Education IV

Class 0  Lab 0  Clinical 24  Work 0  Credit 8

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Minimum State Prerequisites: Take CVS-162
Minimum State Corequisites: None

CVS-261 CVS Clinical Education V

Class 0  Lab 0  Clinical 24  Work 0  Credit 8

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Minimum State Prerequisites: Take CVS-260
Minimum State Corequisites: None

CVS-277 Cardiovascular Topics

Class 2  Lab 0  Clinical 0  Work 0  Credit 2

This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

Minimum State Prerequisites: None
Minimum State Corequisites: None
Chemistry

CHM-131 Introduction to Chemistry
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CHM-131A Introduction to Chemistry Lab
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.
Minimum State Prerequisites: None
Minimum State Corequisites: Take CHM-131

CHM-132 Organic and Biochemistry
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.
Minimum State Prerequisites: Take one set: Set 1: CHM-131 and CHM-131A Set 2: CHM-151
Minimum State Corequisites: None

CHM-151 General Chemistry I
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CHM-152 General Chemistry II
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.
Minimum State Prerequisites: Take CHM-151
Minimum State Corequisites: None

CHM-251 Organic Chemistry I
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereoisomerism, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.
Minimum State Prerequisites: Take CHM-152
Minimum State Corequisites: None

CHM-252 Organic Chemistry II
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
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.
Minimum State Prerequisites: Take CHM-251
Minimum State Corequisites: None

Communication

COM-110 Introduction to Communication
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None
**COM-120 Intro to Interpersonal Communication**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**COM-231 Public Speaking**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**COM-251 Debate I**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**Computer Science**

**CSC-134 C++ Programming**

Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**CSC-139 Visual BASIC Programming**

Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug at a beginning level.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**CSC-151 JAVA Programming**

Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug JAVA language programs.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**CSC-239 Advanced Visual BASIC Programming**

Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**Computer Tech Integr.**

**CTI-110 Web, Programming, and Database Foundation**

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Minimum State Prerequisites: None
Minimum State Corequisites: None
CTI-120 Network and Security Foundation
Class 2   Lab 2   Clinical 0   Work 0   Credit 3
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CTI-140 Virtualization Concepts
Class 1   Lab 4   Clinical 0   Work 0   Credit 3
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Cosmetology

COS-111 Cosmetology Concepts I
Class 4   Lab 0   Clinical 0   Work 0   Credit 4
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS-112

COS-112 Salon I
Class 0   Lab 24   Clinical 0   Work 0   Credit 8
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS-111

COS-113 Cosmetology Concepts II
Class 4   Lab 0   Clinical 0   Work 0   Credit 4
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-114 Salon II
Class 0   Lab 24   Clinical 0   Work 0   Credit 8
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-115 Cosmetology Concepts III
Class 4   Lab 0   Clinical 0   Work 0   Credit 4
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-116 Salon III
Class 0   Lab 12   Clinical 0   Work 0   Credit 4
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-117 Cosmetology Concepts IV
Class 2   Lab 0   Clinical 0   Work 0   Credit 2
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None
COS-118 Salon IV
Class 0  Lab 21  Clinical 0  Work 0  Credit 7
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-224 Trichology & Chemistry
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COS-271 Instructor Concepts I
Class 5  Lab 0  Clinical 0  Work 0  Credit 5
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS-272

COS-272 Instructor Practicum I
Class 0  Lab 21  Clinical 0  Work 0  Credit 7
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.
Minimum State Prerequisites: None
Minimum State Corequisites: Take COS-271

COS-273 Instructor Concepts II
Class 5  Lab 0  Clinical 0  Work 0  Credit 5
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.
Minimum State Prerequisites: Take All: COS-271 and COS-272
Minimum State Corequisites: Take COS-274

COS-274 Instructor Practicum II
Class 0  Lab 21  Clinical 0  Work 0  Credit 7
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.
Minimum State Prerequisites: Take All: COS-271 and COS-272
Minimum State Corequisites: Take COS-273

Criminal Justice

CJC-100 Basic Law Enforcement Training
Class 9  Lab 30  Clinical 0  Work 0  Credit 19
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 will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-111 Introduction to Criminal Justice
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.
Minimum State Prerequisites: None
Minimum State Corequisites: None
CJC-112 Criminology  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-113 Juvenile Justice  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/dischuse juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-121 Law Enforcement Operations  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-131 Criminal Law  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-132 Court Procedure & Evidence  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-141 Corrections  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-144 Crime Scene Processing  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

CJC-146 Trace Evidence  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

Minimum State Prerequisites: None  
Minimum State Corequisites: None
CJC-211 Counseling
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-212 Ethics & Community Relations
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-213 Substance Abuse
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-214 Victimology
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-215 Organization & Administration
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-221 Investigative Principles
Class 3   Lab 2   Clinical 0   Work 0   Credit 4
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-231 Constitutional Law
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-244 Footwear and Tire Imprint
Class 2   Lab 3   Clinical 0   Work 0   Credit 3
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. Topics include proper photographic recording, casting, recognition of wear patterns and imprint identification. Upon completion, the student should be able to recognize, record, photograph, and identify footwear and tire imprints.
Minimum State Prerequisites: None
Minimum State Corequisites: None
CJC-245 Friction Ridge Analysis
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-246 Advanced Friction Ridge Analysis
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.
Minimum State Prerequisites: Take CJC-245
Minimum State Corequisites: None

CJC-250 Forensic Biology I
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion, students should be able to articulate how a crime laboratory processes physical evidence submitted by law enforcement agencies.
Minimum State Prerequisites: None
Minimum State Corequisites: None

CJC-251 Forensic Chemistry I
Class 3  Lab 2  Clinical 0  Work 0  Credit 4
This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry.
Minimum State Prerequisites: None
Minimum State Corequisites: None

COURSE DESCRIPTIONS

Developmental Math

DMA-010 Operations With Integers
Class 0  Lab 0  Clinical 0  Work 0  Credit 1
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DMA-020 Fractions and Decimals
Class 0  Lab 0  Clinical 0  Work 0  Credit 1
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DMA-030 Proportion/Ratios/Rates/Percents
Class 0  Lab 0  Clinical 0  Work 0  Credit 1
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DMA-040 Expressions, Linear Equations, Linear Inequalities
Class 0  Lab 0  Clinical 0  Work 0  Credit 1
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.
Minimum State Prerequisites: None
Minimum State Corequisites: None
DMA-050 Graphs and Equations of Lines
Class 0 Lab 0 Clinical 0 Work 0 Credit 1
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DFT-119 Basic CAD
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DFT-170 Engineering Graphics
Class 2 Lab 2 Clinical 0 Work 0 Credit 3
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DRA-111 Theatre Appreciation
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DRA-112 Literature of the Theatre
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DRA-122 Oral Interpretation
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature.
Minimum State Prerequisites: None
Minimum State Corequisites: None

DRA-145 Stage Make-Up
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Economics

ECO-151 Survey of Economics
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.
Minimum State Prerequisites: None
Minimum State Corequisites: None
ECO-251 Principles of Microeconomics
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ECO-252 Principles of Macroeconomics
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Education

EDU-119 Introduction to Early Childhood Education
Class 4    Lab 0    Clinical 0    Work 0    Credit 4
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-131 Child, Family, and Community
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-144 Child Development I
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-145 Child Development II
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.
Minimum State Prerequisites: None
Minimum State Corequisites: None
**EDU-146 Child Guidance**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**EDU-151 Creative Activities**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**EDU-153 Health, Safety and Nutrition**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**EDU-162 Observation and Assessment in Early Childhood Education**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**EDU-216 Foundations of Education**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**EDU-221 Children With Exceptionalities**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

Minimum State Prerequisites: None
Minimum State Corequisites: None
EDU-234 Infants, Toddlers, and Twos
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-235 School-Age Development and Programs
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-236 Education and the Family
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-237 Teacher Licensure Preparation
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-251 Exploration Activities
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-259 Curriculum Planning
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-261 Early Childhood Administration I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-262 Early Childhood Administration II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.
Minimum State Prerequisites: None
Minimum State Corequisites: None
EDU-280 Language and Literacy Experiences
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EDU-284 Early Childhood Capstone Practicum
Class 1  Lab 9  Clinical 0  Work 0  Credit 4
This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Electrical

ELC-111 Introduction to Electricity
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELC-113 Residential Wiring
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELC-117 Motors and Controls
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELC-128 Introduction to Programmable Logic Controller
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELC-131 Circuit Analysis I
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None
ELC-131A Circuit Analysis I Lab
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: Take ELC-131

ELC-228 Programmable Logic Controllers Applications
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELC-229 Applications Project
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Electronics

ELN-112 Diesel Electronics System
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces electronic theory and applications as used in medium and heavy duty vehicles. Emphasis is placed on the basic function and operation of semiconductor and integrated circuits. Upon completion, students should be able to identify electronic components, explain their use and function, and use meters and flow charts to diagnose and repair systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ELN-113 Electronic Fuel Injection
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course covers the function of the various sensors used to provide feedback control to current model diesel engines. Emphasis is placed on the operation of ECM-controlled fuel injectors and testing using current industry methods. Upon completion, students should be able to obtain information from the electronic fuel system using current test programs, fault tree, and digital meters.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Emergency Medical Science

EMS-110 EMT
Class 6  Lab 6  Clinical 0  Work 0  Credit 8
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EMS-122 EMS Clinical Practicum I
Class 0  Lab 0  Clinical 3  Work 0  Credit 1
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: Take EMS-130

EMS-125 EMS Instructor Methodology
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.
Minimum State Prerequisites: None
Minimum State Corequisites: None
EMS-130 Pharmacology
Class 3 Lab 3 Clinical 0 Work 0 Credit 4
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: Take EMS-122

EMS-131 Advanced Airway Management
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: None

EMS-140 Rescue Scene Management
Class 1 Lab 3 Clinical 0 Work 0 Credit 2
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EMS-160 Cardiology I
Class 1 Lab 3 Clinical 0 Work 0 Credit 2
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.
Minimum State Prerequisites: Take EMS-110
Minimum State Corequisites: None

EMS-220 Cardiology II
Class 2 Lab 3 Clinical 0 Work 0 Credit 3
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.
Minimum State Prerequisites: Take All: EMS-122, EMS-130, and EMS-160
Minimum State Corequisites: None

EMS-221 EMS Clinical Practicum II
Class 0 Lab 0 Clinical 6 Work 0 Credit 2
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.
Minimum State Prerequisites: Take All: EMS-122 and EMS-130
Minimum State Corequisites: None

EMS-231 EMS Clinical Practicum III
Class 0 Lab 0 Clinical 9 Work 0 Credit 3
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.
Minimum State Prerequisites: Take All: EMS-130 and EMS-221
Minimum State Corequisites: None

EMS-235 EMS Management
Class 2 Lab 0 Clinical 0 Work 0 Credit 2
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None
EMS-240 Patients With Special Challenges
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.
Minimum State Prerequisites: Take All: EMS-122 and EMS-130
Minimum State Corequisites: None

EMS-241 EMS Clinical Practicum IV
Class 0  Lab 0  Clinical 12  Work 0  Credit 4
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.
Minimum State Prerequisites: Take All: EMS-130 and EMS-231
Minimum State Corequisites: None

EMS-250 Medical Emergencies
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.
Minimum State Prerequisites: Take All: EMS-122 and EMS-130
Minimum State Corequisites: None

EMS-260 Trauma Emergencies
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.
Minimum State Prerequisites: Take All: EMS-122 and EMS-130
Minimum State Corequisites: None

EMS-270 Life Span Emergencies
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.
Minimum State Prerequisites: Take All: EMS-122 and EMS-130
Minimum State Corequisites: None

EMS-285 EMS Capstone
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.
Minimum State Prerequisites: Take All: EMS-220, EMS-250, and EMS-260
Minimum State Corequisites: None

Emergency Preparedness

EPT-140 Emergency Management
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.
Minimum State Prerequisites: None
Minimum State Corequisites: None
Engineering

EGR-150 Intro to Engineering
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EGR-212 Logic System Design I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

EGR-220 Engineering Statics
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium.
Minimum State Prerequisites: Take PHY-251
Minimum State Corequisites: Take MAT-272

English

ENG-102 Applied Communications II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ENG-112 Writing and Research in the Disciplines
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.
Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

ENG-113 Literature-Based Research
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.
Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

ENG-114 Professional Research & Reporting
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.
Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

ENG-125 Creative Writing I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.
Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None
ENG-131 Introduction to Literature
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: Take One: ENG-112, ENG-113, or ENG-114

ENG-231 American Literature I
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG 114
Minimum State Corequisites: None

ENG-232 American Literature II
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG-114
Minimum State Corequisites: None

ENG-233 Major American Writers
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.
Minimum State Prerequisites: Take One: ENG-112, or ENG-113, or ENG-114
Minimum State Corequisites: None

ENG-241 British Literature I
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ENG-242 British Literature II
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.
Minimum State Prerequisites: None
Minimum State Corequisites: None

ENG-243 Major British Writers
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG-114
Minimum State Corequisites: None

ENG-272 Southern Literature
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG-114
Minimum State Corequisites: None

ENG-274 Literature by Women
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG-114
Minimum State Corequisites: None
ENG-275 Science Fiction
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature.
Minimum State Prerequisites: Take One: ENG-112, ENG-113, or ENG-114
Minimum State Corequisites: None

Fire Protection
FIP-120 Introduction to Fire Protection
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-124 Fire Prevention & Public Education
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-128 Detection and Investigation
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-132 Building Construction
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-136 Inspections and Codes
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-152 Fire Protection Law
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-164 OSHA Standards
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.
Minimum State Prerequisites: None
Minimum State Corequisites: None
FIP-220 Fire Fighting Strategies
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-221 Advanced Fire Fighting Strategies
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.
Minimum State Prerequisites: Take FIP-220
Minimum State Corequisites: None

FIP-228 Local Government Finance
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-240 Fire Service Supervision
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor’s job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-248 Fire Service Personnel Administration
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-256 Municipal Public Relations
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-260 Fire Protection Planning
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.
Minimum State Prerequisites: None
Minimum State Corequisites: None

FIP-276 Managing Fire Services
Class 3    Lab 0    Clinical 0    Work 0    Credit 3
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.
Minimum State Prerequisites: None
Minimum State Corequisites: None
French

FRE-111 Elementary French I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

FRE-112 Elementary French II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

FRE-211 Intermediate French I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

FRE-212 Intermediate French II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Geographic Information Systems

GIS-111 Introduction to GIS
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Geography

GEO-110 Introduction to Geography
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions.

Minimum State Prerequisites: None
Minimum State Corequisites: None

GEO-111 World Regional Geography
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

Minimum State Prerequisites: None
Minimum State Corequisites: None

GEO-130 General Physical Geography
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact.

Minimum State Prerequisites: None
Minimum State Corequisites: None
Geology

GEL-111 Geology
Class 3  Lab 2  Clinical 0  Work 0  Credit 4

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Health

HEA-110 Personal Health/Wellness
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Health Sciences

HSC-110 Orientation to Health Careers
Class 1  Lab 0  Clinical 0  Work 0  Credit 1

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.

Minimum State Prerequisites: None
Minimum State Corequisites: None

HSC-140 Transcultural Healthcare
Class 2  Lab 3  Clinical 0  Work 0  Credit 2

This course is designed to introduce students to healthcare issues related to care of diverse populations. Topics include historical and theoretical foundations of transcultural healthcare, delivering services across the lifespan and caring for diverse persons in various healthcare settings. Upon completion, students should be able to provide culturally competent healthcare to individuals, families, groups, communities and institutions.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Heavy Equipment Maintenance

HET-110 Diesel Engines
Class 3  Lab 9  Clinical 0  Work 0  Credit 6

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-114 Power Trains
Class 3  Lab 6  Clinical 0  Work 0  Credit 5

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-115 Electronic Engines
Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-119 Mechanical Transmissions
Class 2  Lab 2  Clinical 0  Work 0  Credit 3

This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-125 Preventive Maintenance
Class 1  Lab 3  Clinical 0  Work 0  Credit 2

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

Minimum State Prerequisites: None
Minimum State Corequisites: None
HET-128 Medium/Heavy Duty Tune Up
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-230 Air Brakes
Class 1 Lab 2 Clinical 0 Work 0 Credit 2
This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-231 Medium/Heavy Duty Brake Systems
Class 1 Lab 3 Clinical 0 Work 0 Credit 2
This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy-duty vehicles.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HET-233 Suspension and Steering
Class 2 Lab 4 Clinical 0 Work 0 Credit 4
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.
Minimum State Prerequisites: None
Minimum State Corequisites: None

History

HIS-111 World Civilizations I
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-112 World Civilizations II
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-121 Western Civilization I
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces western civilization from prehistory to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-122 Western Civilization II
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.
Minimum State Prerequisites: None
Minimum State Corequisites: None
HIS-131 American History I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-132 American History II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-151 Hispanic Civilization
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course surveys the cultural history of Spain and its impact on the New World. Topics include Spanish and Latin American culture, literature, religion, and the arts. Upon completion, students should be able to analyze the cultural history of Spain and Latin America.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-221 African-American History
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-222 African-American History I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers African American history through the Civil War period. Topics include African origins, the nature of slavery, African-American participation in the American Revolution, abolitionism, and the emergence of a distinct African-American culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early African-American history.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-223 African-American History II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers African American history from the Civil War to the present. Topics include Reconstruction, the Jim Crow era, urbanization, the Harlem Renaissance, the Civil Rights movement, and the philosophies of major African-American leaders. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in African-American history since the Civil War.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-228 History of the South
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-231 Recent American History
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a study of American society from the post-Depression era to the present. Topics include World War II, the Cold War, social unrest, the Vietnam War, the Great Society, and current political trends. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in recent America.
Minimum State Prerequisites: None
Minimum State Corequisites: None
HIS-236 North Carolina History
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-260 History of Africa
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HIS-261 East Asian History
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course surveys the history of China and Japan from the development of civilization in Asia to the present. Emphasis is placed on the evaluation of social, political, economic, and governmental structures in China and Japan. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in east Asia.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HUM-110 Technology and Society
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HUM-115 Critical Thinking
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.
Minimum State Prerequisites: Take DRE-098
Minimum State Corequisites: None

HUM-120 Cultural Studies
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HUM-121 The Nature of America
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.
Minimum State Prerequisites: None
Minimum State Corequisites: None

HUM-160 Introduction to Film
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.
Minimum State Prerequisites: None
Minimum State Corequisites: None
**Hydraulics**

**HYD-110 Hydraulics/Pneumatics I**
Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**HYD-112 Hydraulics-Medium and Heavy Duty**
Class 1  Lab 2  Clinical 0  Work 0  Credit 2

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**Industrial Science**

**ISC-112 Industrial Safety**
Class 2  Lab 0  Clinical 0  Work 0  Credit 2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ISC-121 Environmental Health & Safety**
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**Information Systems**

**CIS-110 Introduction to Computers**
Class 2  Lab 2  Clinical 0  Work 0  Credit 3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**CIS-111 Basic PC Literacy**
Class 1  Lab 2  Clinical 0  Work 0  Credit 2

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ISC-278 cGMP Quality Systems**
Class 2  Lab 0  Clinical 0  Work 0  Credit 2

This course focuses on the development, implementation, and ongoing maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, development of documentation such as SOPs, and system review procedures. Upon completion, students should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard.

Minimum State Prerequisites: None
Minimum State Corequisites: None

**ISC-280 Validation Fundamentals**
Class 1  Lab 2  Clinical 0  Work 0  Credit 2

This course covers the fundamental concepts of components of a validation program in a cGMP environment. Emphasis is placed on FDA requirements concerning validation, types of validation, documentation, procedures, and the QA role. Upon completion, students should be able to discuss the purpose of validation, identify the steps in the validation process, and effectively utilize sample documentation.

Minimum State Prerequisites: None
Minimum State Corequisites: None
CIS-115 Introduction to Programming and Logic
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language.
Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-110 Intro to Paralegal Study
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.
Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-120 Legal Research/Writing I
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.
Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-121 Legal Research/Writing II
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.
Minimum State Prerequisites: Take LEX-120
Minimum State Corequisites: None

LEX-130 Civil Injuries
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.
Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-140 Civil Litigation I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-141 Civil Litigation II
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.
Minimum State Prerequisites: Take LEX-140
Minimum State Corequisites: None

LEX-150 Commercial Law I
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.
Minimum State Prerequisites: None
Minimum State Corequisites: None
LEX-160 Criminal Law & Procedure
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-210 Real Property I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-214 Investigation and Trial Preparation
Class 1  Lab 4  Clinical 0  Work 0  Credit 3
This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-240 Family Law
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-250 Wills, Estates, & Trusts
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

Minimum State Prerequisites: None
Minimum State Corequisites: None

LEX-280 Ethics & Professionalism
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Machining
MAC-112 Machining Technology II
Class 2  Lab 12  Clinical 0  Work 0  Credit 6
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Minimum State Prerequisites: None
Minimum State Corequisites: None

MAC-121 Introduction to CNC
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Minimum State Prerequisites: None
Minimum State Corequisites: None
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<th>Course Description</th>
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<td><strong>MAC-122 CNC Turning</strong></td>
<td>1</td>
<td>3</td>
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<td>This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.</td>
<td>Minimum State Prerequisites: None</td>
<td>Take MAC-121; Minimum State Corequisites: None</td>
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| **MAC-124 CNC Milling** | 1    | 3   | 0        | 0    | 2      |
| This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. | Minimum State Prerequisites: None | Take MAC-121; Minimum State Corequisites: None |

| **MAC-141 Machining Applications I** | 2    | 6   | 0        | 0    | 4      |
| This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. | Minimum State Prerequisites: None | Minimum State Corequisites: None |

| **MAC-141A Machining Applications I Lab** | 0    | 6   | 0        | 0    | 2      |
| This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. | Minimum State Prerequisites: None | Take MAC-141; Minimum State Corequisites: None |

| **MAC-151 Machining Calculations** | 1    | 2   | 0        | 0    | 2      |
| This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. | Minimum State Prerequisites: None | Minimum State Corequisites: None |

| **MAC-152 Advanced Machining Calculations** | 1    | 2   | 0        | 0    | 2      |
| This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. | Minimum State Prerequisites: None | Take MAC-151; Minimum State Corequisites: None |

| **MAC-171 Measure/Material and Safety** | 0    | 2   | 0        | 0    | 1      |
| This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. | Minimum State Prerequisites: None | Minimum State Corequisites: None |

| **MAC-224 Advanced CNC Milling** | 1    | 3   | 0        | 0    | 2      |
| This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. | Minimum State Prerequisites: None | Take MAC-124; Minimum State Corequisites: None |
MAC-233 Appl in CNC Machining Appl in CNC Machining
Class 2   Lab 12   Clinical 0   Work 0   Credit 6
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.
Minimum State Prerequisites: None Take MAC-112(S22988) MAC-122 MAC-224(S23000) MEC-231(S20658);
Minimum State Corequisites: None

MAC-241 Jigs & Fixtures I
Class 2   Lab 6   Clinical 0   Work 0   Credit 4
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.
Minimum State Prerequisites: Take MAC-112
Minimum State Corequisites: None

MAC-247 Production Tooling
Class 2   Lab 0   Clinical 0   Work 0   Credit 2
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.
Minimum State Prerequisites: None Take MAC-111;
Minimum State Corequisites: None

Maintenance

MNT-110 Introduction to Maintenance Procedures
Class 1   Lab 3   Clinical 0   Work 0   Credit 2
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MNT-240 Indus Equip Troubleshoot
Class 1   Lab 3   Clinical 0   Work 0   Credit 2
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Mammography

MAM-101 Mammography Procedures and Image Analysis
Class 3   Lab 3   Clinical 0   Work 0   Credit 4
This course provides the fundamentals of mammography positioning, patient care, and image analysis. Topics include breast anatomy/physiology, pathology and treatment of breast disease, patient preparation/education, mammographic procedures, and interventional procedures. Upon completion, students should be able to demonstrate competence in these areas.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MAM-102 Mammography Instrumentation and Quality Assurance
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course is a comprehensive study of physics, instrumentation, quality assurance, and quality control for digital mammography imaging systems. Topics include system components, imaging principles, and guidelines for selecting exposure factors. Upon completion, students should be able to demonstrate an understanding of mammographic equipment, quality assurance, and quality control.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MAM-103 Digital Mammography
Class 1   Lab 0   Clinical 0   Work 0   Credit 1
This course is a comprehensive study of digital mammography. Topics include producing digital mammograms, understanding image processing, display, archive, and communication techniques, and determining proper image quality, radiation dose, and quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital imaging, the process to produce digital mammograms, and the establishment of QC procedures.
Minimum State Prerequisites: None
Minimum State Corequisites: None
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<th>Course Code</th>
<th>Course Title</th>
<th>Class</th>
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<td>MAM-104</td>
<td>Digital Breast Tomosynthesis</td>
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<td>This course is a comprehensive study of digital breast tomosynthesis (DBT). Topics include the technology of DBT, application of DBT in the clinic setting, digital detector technology, the role of DBT in detecting breast cancer, and performing quality control procedures. Upon completion, students should be able to demonstrate the concepts of digital breast tomosynthesis, understand the application and role of DBT in the clinic setting, and perform quality control procedures.</td>
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<td>This course provides the opportunity to apply knowledge gained from classroom instruction to the mammography clinical setting. Emphasis is placed on patient care and positioning, mammographic procedures, interventional/special examinations, image analysis, and quality control testing. Upon completion, students should be able to demonstrate successful completion of clinical objectives.</td>
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<td>This course provides an overview of mammographic topics as practiced in the didactic and clinical settings. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the comprehensive knowledge required of an entry-level mammographer.</td>
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<td>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.</td>
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<td>This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.</td>
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<td>MKT-232</td>
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<td>This course is designed to build students’ social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.</td>
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<td>This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.</td>
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<td>MAT-121</td>
<td>Algebra/Trigonometry I</td>
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<td>This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.</td>
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<td>Minimum State Prerequisites: None</td>
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<td>Minimum State Corequisites: None</td>
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MAT-143 Quantitative Literacy
Class 2 Lab 2 Clinical 0 Work 0 Credit 3
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MAT-152 Statistical Methods I
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MAT-171 Precalculus Algebra
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MAT-172 Precalculus Trigonometry
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.
Minimum State Prerequisites: Take MAT-171
Minimum State Corequisites: None

MAT-263 Brief Calculus
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.
Minimum State Prerequisites: Take MAT-171
Minimum State Corequisites: None

MAT-271 Calculus I
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.
Minimum State Prerequisites: Take: MAT-172
Minimum State Corequisites: None

MAT-272 Calculus II
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology.
Minimum State Prerequisites: Take MAT-271
Minimum State Corequisites: None
MAT-273 Calculus III
Class 3  Lab 2  Clinical 0  Work 0  Credit 4
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology.
Minimum State Prerequisites: Take MAT-272
Minimum State Corequisites: None

MAT-280 Linear Algebra
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology.
Minimum State Prerequisites: Take MAT-271
Minimum State Corequisites: None

MAT-285 Differential Equations
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology.
Minimum State Prerequisites: Take MAT-272
Minimum State Corequisites: None

MEC-231 Computer-Aided Manufacturing I
Class 1  Lab 4  Clinical 0  Work 0  Credit 3
This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.
Minimum State Prerequisites: None Take DFT-119; Minimum State Corequisites: None

MEC-232 Computer-Aided Manufacturing II
Class 1  Lab 4  Clinical 0  Work 0  Credit 3
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.
Minimum State Prerequisites: Take MEC-231
Minimum State Corequisites: None

Medical Assisting

MED-110 Orientation to Medical Assisting
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-118 Medical Law and Ethics
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-120 Survey of Medical Terminology
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.
Minimum State Prerequisites: None
Minimum State Corequisites: None
MED-121 Medical Terminology I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-122 Medical Terminology II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.
Minimum State Prerequisites: Take MED-121
Minimum State Corequisites: None

MED-130 Administrative Office Procedures I
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-131 Administrative Office Procedures II
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-140 Examining Room Procedures I
Class 3  Lab 4  Clinical 0  Work 0  Credit 5
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-150 Laboratory Procedures I
Class 3  Lab 4  Clinical 0  Work 0  Credit 5
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-180 CPR Certification
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-230 Administrative Office Procedures III
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.
Minimum State Prerequisites: Take MED-131
Minimum State Corequisites: None

MED-240 Examining Room Procedures II
Class 3  Lab 4  Clinical 0  Work 0  Credit 5
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.
Minimum State Prerequisites: Take MED-140
Minimum State Corequisites: None
MED-260 MED Clinical Practicum
Class 0  Lab 0  Clinical 15  Work 0  Credit 5
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-262 Clinical Perspectives
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-264 Medical Assisting Overview
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-270 Symptomatology
Class 2  Lab 0  Clinical 0  Work 0  Credit 3
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-272 Drug Therapy
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-274 Diet Therapy/Nutrition
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MED-276 Patient Education
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Medical Sonography
SON-110 Intro to Sonography
Class 1  Lab 3  Clinical 3  Work 0  Credit 3
This course provides an introduction to medical sonography. Topics include applications, sonoanographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonoanographic applications and perform basic patient care skills and preliminary scanning techniques.
Minimum State Prerequisites: None
Minimum State Corequisites: None
SON-111 Sonographic Physics
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SON-112 Sonographic Terminology
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course is designed to systematically guide the student to become familiar with medical language to prepare him/her to communicate as a medical professional. Topics include an introduction to the formation of medical terminology using word roots, prefixes and suffixes, relating these terms to body structure and function. Upon completion, students should effectively communicate disease and disorder terms, surgical terms, procedural terms, and other related medical terms.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SON-120 SON Clinical Ed I
Class 0  Lab 0  Clinical 15  Work 0  Credit 5
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
Minimum State Prerequisites: Take SON-110
Minimum State Corequisites: None

SON-121 SON Clinical Ed II
Class 0  Lab 0  Clinical 15  Work 0  Credit 5
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
Minimum State Prerequisites: Take SON-120
Minimum State Corequisites: None

SON-130 Abdominal Sonography I
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SON-131 Abdominal Sonography II
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.
Minimum State Prerequisites: Take SON-130
Minimum State Corequisites: None

SON-140 Gynecological Sonography
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.
Minimum State Prerequisites: Take SON-110
Minimum State Corequisites: None

SON-220 Son Clinical Ed III
Class 0  Lab 0  Clinical 24  Work 0  Credit 8
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
Minimum State Prerequisites: Take SON-121
Minimum State Corequisites: None

SON-221 SON Clinical Ed IV
Class 0  Lab 0  Clinical 24  Work 0  Credit 8
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.
Minimum State Prerequisites: Take SON-220
Minimum State Corequisites: None

SON-222 Selected Sonographic Clinical Education
Class 0  Lab 0  Clinical 6  Work 0  Credit 2
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating selected sonographic examinations. Upon completion, students should be able to image, process, and evaluate selected sonographic examinations.
Minimum State Prerequisites: None
Minimum State Corequisites: Take SON-110
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<th>Course Code/Title</th>
<th>Class</th>
<th>Lab</th>
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<td>This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. Minimum State Prerequisites: Take One: SON-110 or CVS-163 Minimum State Corequisites: None</td>
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<td>SON-241 Obstetrical Sonography I</td>
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<td>This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. Minimum State Prerequisites: Take SON-110 Minimum State Corequisites: None</td>
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<td>SON-242 Obstetrical Sonography II</td>
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<td>This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. Minimum State Prerequisites: Take SON-241 Minimum State Corequisites: None</td>
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<td>SON-250 Vascular Sonography</td>
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<td>This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. Minimum State Prerequisites: None Minimum State Corequisites: None</td>
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<td>SON-271 Doppler Sonography Topics</td>
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<td>This course covers Doppler principles and instrumentation. Topics include basic Doppler principles, CW Doppler, pulsed-wave Doppler, color Doppler, and power Doppler. Upon completion, students be able to demonstrate knowledge of Doppler principles and instrumentation. Minimum State Prerequisites: None Minimum State Corequisites: None</td>
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<td>This course covers advanced scanning techniques and pathological states. Emphasis is placed on identifying, recognizing, and imaging abnormal peripheral arterial, peripheral venous, and cerebrovascular conditions. Upon completion, students should be able to identify and image abnormal vascular conditions. Minimum State Prerequisites: Take SON-250 Minimum State Corequisites: None</td>
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<td>This course covers the applications of sonography in neurology. Topics include neurological problems as documented by sonography. Upon completion, students should be able to demonstrate the techniques for documenting neurological anatomy and pathological conditions as seen on sonograms. Minimum State Prerequisites: Take SON-110 Minimum State Corequisites: None</td>
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<td>This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. Minimum State Prerequisites: Take SON-110 Minimum State Corequisites: None</td>
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<td>Music</td>
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<td>MUS-110 Music Appreciation</td>
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<td>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. Minimum State Prerequisites: None Minimum State Corequisites: None</td>
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<tr>
<td>MUS-111 Fundamentals of Music</td>
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<td>This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. Minimum State Prerequisites: None Minimum State Corequisites: None</td>
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MUS-112 Introduction to Jazz
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-113 American Music
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-114 Non-Western Music
Class 3   Lab 0   Clinical 0   Work 0   Credit 3
This course provides a basic survey of the musical style of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-121 Music Theory I
Class 3   Lab 2   Clinical 0   Work 0   Credit 4
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-122 Music Theory II
Class 3   Lab 2   Clinical 0   Work 0   Credit 4
This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.
Minimum State Prerequisites: Take MUS-121
Minimum State Corequisites: None

MUS-123 Music Composition
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works.
Minimum State Prerequisites: Take One: MUS-111 or MUS-121
Minimum State Corequisites: None

MUS-131 Chorus I
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-132 Chorus II
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.
Minimum State Prerequisites: Take MUS-131
Minimum State Corequisites: None

MUS-133 Band I
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MUS-134 Band II
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: Take MUS-133
Minimum State Corequisites: None
MUS-141 Ensemble I  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-142 Ensemble II  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.  
Minimum State Prerequisites: Take MUS-141  
Minimum State Corequisites: None

MUS-151 Class Music I  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-152 Class Music II  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.  
Minimum State Prerequisites: Take MUS-151  
Minimum State Corequisites: None

MUS-161 Applied Music I  
Class 1  Lab 2  Clinical 0  Work 0  Credit 2  
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-162 Applied Music II  
Class 1  Lab 2  Clinical 0  Work 0  Credit 2  
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.  
Minimum State Prerequisites: Take MUS-161  
Minimum State Corequisites: None

MUS-170 Business of Music  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course introduces the basic elements of the music business. Topics include copyright law, musical arrangements and abridgements, recording and songwriting contracts, agents and managers, performing rights organizations, and the musician's union. Upon completion, students should be able to demonstrate an understanding of the basic elements of the music business.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-210 History of Rock Music  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-211 History of Country Music  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MUS-217 Elementary Conducting  
Class 1  Lab 2  Clinical 0  Work 0  Credit 2  
This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups.  
Minimum State Prerequisites: Take MUS-111  
Minimum State Corequisites: None
MUS-221 Music Theory III
Class 3   Lab 2   Clinical 0   Work 0   Credit 4
This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.
Minimum State Prerequisites: Take MUS-122
Minimum State Corequisites: None

MUS-222 Music Theory IV
Class 3   Lab 2   Clinical 0   Work 0   Credit 4
This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.
Minimum State Prerequisites: Take MUS-221
Minimum State Corequisites: None

MUS-231 Chorus III
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.
Minimum State Prerequisites: Take MUS-132
Minimum State Corequisites: None

MUS-232 Chorus IV
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.
Minimum State Prerequisites: Take MUS-231
Minimum State Corequisites: None

MUS-233 Band III
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: Take MUS-134
Minimum State Corequisites: None

MUS-234 Band IV
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: Take MUS-233
Minimum State Corequisites: None

MUS-241 Ensemble III
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: Take MUS-142
Minimum State Corequisites: None

MUS-242 Ensemble IV
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.
Minimum State Prerequisites: Take MUS-241
Minimum State Corequisites: None

MUS-251 Class Music III
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.
Minimum State Prerequisites: Take MUS-152
Minimum State Corequisites: None

MUS-252 Class Music IV
Class 0   Lab 2   Clinical 0   Work 0   Credit 1
This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.
Minimum State Prerequisites: Take MUS-251
Minimum State Corequisites: None
MUS-261 Applied Music III
Class 1  Lab 2  Clinical 0  Work 0  Credit 2

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Minimum State Prerequisites: Take MUS-162
Minimum State Corequisites: None

MUS-262 Applied Music IV
Class 1  Lab 2  Clinical 0  Work 0  Credit 2

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

Minimum State Prerequisites: Take MUS-261
Minimum State Corequisites: None

MUS-271 Music History I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles.

Minimum State Prerequisites: Take MUS-122
Minimum State Corequisites: None

MUS-272 Music History II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: Take MUS-271
Minimum State Corequisites: None

MUS-280 Music for the Elementary Classroom
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course covers the skills necessary for teaching music in the elementary school. Emphasis is placed on integrating music activities which are suitable for all ages of elementary students, including theory, performance, and conducting, into classroom activities. Upon completion, students should be able to utilize a variety of music activities in the elementary school classroom.

Minimum State Prerequisites: Take MUS-110
Minimum State Corequisites: None

Networking Technology

NET-125 Introduction to Networks
Class 1  Lab 4  Clinical 0  Work 0  Credit 3

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NET-126 Routing Basics
Class 1  Lab 4  Clinical 0  Work 0  Credit 3

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NET-225 Routing & Switching I
Class 1  Lab 4  Clinical 0  Work 0  Credit 3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NET-226 Routing and Switching II
Class 1  Lab 4  Clinical 0  Work 0  Credit 3

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Minimum State Prerequisites: None
Minimum State Corequisites: None
**NET-289 Networking Project**  
Class 1  Lab 4  Clinical 0  Work 0  Credit 3  
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

**NOS-110 Operating Systems Concepts**  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

**NOS-120 Linux/UNIX Single User**  
Class 2  Lab 2  Clinical 0  Work 0  Credit 3  
This course develops the necessary skills for students to develop a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System, expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

**NOS-130 Windows Single User**  
Class 2  Lab 2  Clinical 0  Work 0  Credit 3  
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Minimum State Prerequisites: None  
Minimum State Corequisites: None

**NOS-220 Linux/Unix Administration I**  
Class 2  Lab 2  Clinical 0  Work 0  Credit 3  
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Minimum State Prerequisites: Take NOS-120  
Minimum State Corequisites: None

**NOS-230 Windows Administration I**  
Class 2  Lab 2  Clinical 0  Work 0  Credit 3  
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

Minimum State Prerequisites: Take NOS-130  
Minimum State Corequisites: None

**NOS-231 Windows Administration II**  
Class 2  Lab 2  Clinical 0  Work 0  Credit 3  
This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

Minimum State Prerequisites: Take NOS-230  
Minimum State Corequisites: None

**Nursing**

**NUR-111 Introduction to Health Concepts**  
Class 4  Lab 6  Clinical 6  Work 0  Credit 8  
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Minimum State Prerequisites: None  
Minimum State Corequisites: None
NUR-112 Health-Illness Concepts

Class 3  Lab 0  Clinical 6  Work 0  Credit 5

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.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: None

NUR-113 Family Health Concepts

Class 3  Lab 0  Clinical 6  Work 0  Credit 5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: None

NUR-114 Holistic Health Concepts

Class 3  Lab 0  Clinical 6  Work 0  Credit 5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: None

NUR-117 Pharmacology

Class 1  Lab 3  Clinical 0  Work 0  Credit 2

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NUR-211 Health Care Concepts

Class 3  Lab 0  Clinical 6  Work 0  Credit 5

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.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: None

NUR-212 Health System Concepts

Class 3  Lab 0  Clinical 6  Work 0  Credit 5

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.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: None

NUR-213 Complex Health Concepts

Class 4  Lab 3  Clinical 15  Work 0  Credit 10

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.

Minimum State Prerequisites: Take NUR-111
Minimum State Corequisites: Take All: NUR-112, NUR-113, NUR-114, NUR-211, and NUR-212

Nursing Assistant

NAS-101 Nurse Aide I

Class 3  Lab 4  Clinical 3  Work 0  Credit 6

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

Minimum State Prerequisites: None
Minimum State Corequisites: None
COURSE DESCRIPTIONS

NAS-102 Nurse Aide II
Class 3  Lab 2  Clinical 6  Work 0  Credit 6
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NAS-103 Home Health Care Nurse Aide
Class 4  Lab 4  Clinical 0  Work 0  Credit 6
This course provides advanced training for the currently listed Nurse Aide I enhancing specific skills needed when working in the home care setting. Topics include person-centered care, nutrition, hydration, patient and personal safety, mental health, dementia, behavioral challenges, pain management, palliative care, and stress management. Upon completion, students are eligible for listing as a home care nurse aide with the North Carolina Nurse Aide Registry.

Minimum State Prerequisites: None
Minimum State Corequisites: None

NAS-106 Geriatric Aide
Class 5  Lab 0  Clinical 3  Work 0  Credit 6
This course is designed to enhance the knowledge of the Nurse Aide I providing care to the aging population. Emphasis is placed on the person-centered care, stress management, health promotion, dementia/challenging behaviors, mental health issues, and end-of-life/palliative care. Upon completion, students should be able to demonstrate knowledge and provide safe care for the aging population and are eligible to be listed on the North Carolina Geriatric Nurse Aide registry.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Office Administration

OST-130 Comprehensive Keyboarding
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-136 Word Processing
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-140 Internet Communication and Research
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-148 Medical Insurance and Billing
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-149 Medical Legal Issues
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-162 Executive Terminology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

Minimum State Prerequisites: None
Minimum State Corequisites: None
OST-164 Office Editing
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-184 Records Management
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-233 Office Publications Design
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take OST-136
Minimum State Corequisites: None

OST-236 Advanced Word Processing
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-243 Med Office Simulation
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take OST-148
Minimum State Corequisites: None

OST-247 Procedure Coding
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-248 Diagnostic Coding
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-280 Electronic Health Records
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-284 Emerging Technologies
Class 2  Lab 2  Clinical 0  Work 0  Credit 2
This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.
Minimum State Prerequisites: None
Minimum State Corequisites: None

OST-289 Office Administration Capstone
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.
Minimum State Prerequisites: None
Minimum State Corequisites: None
Operations Management

OMT-181 Industry Reporting Skills
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course is designed to develop skills in technical writing and oral presentations with emphasis on business reports and professional presentations. Topics include documenting procedures, writing work instructions, information security, preparing business reports and developing and presenting proposals. Upon completion, students should be able to communicate effectively in a manufacturing or industry setting.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Pharmaceutical Technology

PTC-110 Industrial Environment
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PTC-210 Pharmaceutical Industrial Processes
Class 3 Lab 2 Clinical 0 Work 0 Credit 4
This course examines the manufacturing processes for selected pharmaceutical dosage forms. Emphasis is placed on manufacturing and testing of tablets, capsules, sustained release drugs, solutions, emulsions, suspensions, creams, ointments, aerosols, and sterile products. Upon completion, students should be able to demonstrate the processing steps and test procedures for these dosage forms.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PTC-228 Pharmaceutical Issues
Class 1 Lab 0 Clinical 0 Work 0 Credit 1
This course provides a forum for discussion of current pharmaceutical topics. Emphasis is placed on events, news, regulations, and technology in pharmaceutical manufacturing. Upon completion, students should be able to demonstrate an understanding of the dynamic nature of the pharmaceutical industry.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Pharmacy

PHM-110 Introduction to Pharmacy
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-111 Pharmacy Practice I
Class 3 Lab 3 Clinical 0 Work 0 Credit 4
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: PHM-110 and PHM-115

PHM-115 Pharmacy Calculations
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-115A Pharmacy Calculations Lab
Class 0 Lab 2 Clinical 0 Work 0 Credit 1
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.
Minimum State Prerequisites: None
Minimum State Corequisites: None
PHM-118 Sterile Products
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

Minimum State Prerequisites: Take PHM-110 and PHM-111
Minimum State Corequisites: None

PHM-120 Pharmacology I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-125 Pharmacology II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Minimum State Prerequisites: Take PHM-120
Minimum State Corequisites: None

PHM-136 Pharmacy Clinical
Class 0  Lab 0  Clinical 18  Work 0  Credit 6
This course provides an opportunity to work in pharmacy settings under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-138 Pharmacy Clinical
Class 0  Lab 0  Clinical 24  Work 0  Credit 8
This course provides an opportunity to work in pharmacy settings under a pharmacist’s supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-140 Trends in Pharmacy
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

Minimum State Prerequisites: None
Minimum State Corequisites: None

PHM-150 Hospital Pharmacy
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

Minimum State Prerequisites: None
Minimum State Corequisites: Take PHM-118

PHM-155 Community Pharmacy
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

Minimum State Prerequisites: None
Minimum State Corequisites: None
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This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

Minimum State Prerequisites: None
Minimum State Corequisites: None

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

Minimum State Prerequisites: None
Minimum State Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied.

Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith.

Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.

Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

Minimum State Prerequisites: Take ENG-111
Minimum State Corequisites: None

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

Minimum State Prerequisites: None
Minimum State Corequisites: None
PBT-101 Phlebotomy Practicum  
Class 0 Lab 0 Clinical 9 Work 0 Credit 3  
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

Physical Education  
PED-110 Fit and Well for Life  
Class 1 Lab 2 Clinical 0 Work 0 Credit 2  
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  
PED-111 Physical Fitness I  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  
PED-112 Physical Fitness II  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.  
Minimum State Prerequisites: Take PED-111  
Minimum State Corequisites: None  
PED-113 Aerobics I  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  
PED-114 Aerobics II  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine.  
Minimum State Prerequisites: Take PED-113  
Minimum State Corequisites: None  
PED-117 Weight Training I  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  
PED-118 Weight Training II  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.  
Minimum State Prerequisites: Take PED-117  
Minimum State Corequisites: None  
PED-119 Circuit Training  
Class 0 Lab 3 Clinical 0 Work 0 Credit 1  
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None
PED-120 Walking for Fitness
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-121 Walk, Jog, Run
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-122 Yoga I
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-128 Golf-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-129 Golf-Intermediate
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf.
Minimum State Prerequisites: Take PED-128
Minimum State Corequisites: None

PED-130 Tennis-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-131 Tennis-Intermediate
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.
Minimum State Prerequisites: Take PED-130
Minimum State Corequisites: None

PED-132 Racquetball-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-137 Badminton
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-138 Archery
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.
Minimum State Prerequisites: None
Minimum State Corequisites: None
PED-139 Bowling-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-142 Lifetime Sports
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-143 Volleyball-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-144 Volleyball-Intermediate
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.
Minimum State Prerequisites: Take PED-143
Minimum State Corequisites: None

PED-145 Basketball-Beginning
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-146 Basketball-Intermediate
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.
Minimum State Prerequisites: Take PED-145
Minimum State Corequisites: None

PED-147 Soccer
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-148 Softball
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-149 Flag Football
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing in game situations. Upon completion, students should be able to participate in recreational flag football.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PED-150 Baseball - Beginning
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball.
Minimum State Prerequisites: None
Minimum State Corequisites: None
**PED-151 Baseball/Intermediate**  
Class 0  Lab 3  Clinical 0  Work 0  Credit 1  
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level.  
Minimum State Prerequisites: Take PED-150  
Minimum State Corequisites: None  

**PED-152 Swimming-Beginning**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-153 Swimming-Intermediate**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills.  
Minimum State Prerequisites: Take PED-152  
Minimum State Corequisites: None  

**PED-154 Swimming for Fitness**  
Class 0  Lab 3  Clinical 0  Work 0  Credit 1  
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-155 Water Aerobics**  
Class 0  Lab 3  Clinical 0  Work 0  Credit 1  
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-160 Canoeing-Basic**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-170 Backpacking**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-171 Nature Hiking**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-172 Outdoor Living**  
Class 1  Lab 2  Clinical 0  Work 0  Credit 2  
This course is designed to acquaint the beginning camper with outdoor skills. Topics include cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None  

**PED-174 Wilderness Pursuits**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None
**PED-181 Snow Skiing-Beginning**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

**PED-186 Dancing for Fitness**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

**Physics**

**PHY-110 Conceptual Physics**  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

**PHY-110A Conceptual Physics Lab**  
Class 0  Lab 2  Clinical 0  Work 0  Credit 1  
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.  
Minimum State Prerequisites: None  
Minimum State Corequisites: Take PHY-110

**PHY-151 College Physics I**  
Class 3  Lab 2  Clinical 0  Work 0  Credit 4  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

**PHY-152 College Physics II**  
Class 3  Lab 2  Clinical 0  Work 0  Credit 4  
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.  
Minimum State Prerequisites: Take PHY-151  
Minimum State Corequisites: None

**PHY-251 General Physics I**  
Class 3  Lab 3  Clinical 0  Work 0  Credit 4  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.  
Minimum State Prerequisites: Take MAT-271  
Minimum State Corequisites: Take MAT-272

**PHY-252 General Physics II**  
Class 3  Lab 3  Clinical 0  Work 0  Credit 4  
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.  
Minimum State Prerequisites: Take All: MAT-272 and PHY-251  
Minimum State Corequisites: None
Political Science

POL-110 Introduction to Political Science
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

POL-120 American Government
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.
Minimum State Prerequisites: None
Minimum State Corequisites: None

POL-130 State & Local Government
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.
Minimum State Prerequisites: None
Minimum State Corequisites: None

POL-210 Comparative Government
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Psychology

PSY-118 Interpersonal Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PSY-150 General Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: None

PSY-237 Social Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take One: PSY-150 or SOC-210
Minimum State Corequisites: None

PSY-239 Psychology of Personality
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioral, 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.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None
PSY-241 Developmental Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None

PSY-243 Child Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None

PSY-246 Adolescent Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None

PSY-263 Educational Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None

PSY-281 Abnormal Psychology
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: Take PSY-150
Minimum State Corequisites: None

Radiography

RAD-110 Rad Intro & Patient Care
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
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.
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: RAD-111 and RAD-151

RAD-111 RAD Procedures I
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-112 RAD Procedures II
Class 3  Lab 3  Clinical 0  Work 0  Credit 4
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.
Minimum State Prerequisites: None
Minimum State Corequisites: None
RAD-121 Image Production I
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-122 Image Production II
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-141 Radiation Safety
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-151 RAD Clinical Ed I
Class 0  Lab 0  Clinical 6  Work 0  Credit 2
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: Take All: RAD-110 and RAD-111

RAD-161 RAD Clinical Ed II
Class 0  Lab 0  Clinical 15  Work 0  Credit 5
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Minimum State Prerequisites: Take All: RAD-110, RAD-111, and RAD-151
Minimum State Corequisites: Take All: RAD-112 and RAD-121

RAD-171 RAD Clinical Ed III
Class 0  Lab 0  Clinical 9  Work 0  Credit 3
This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-211 Radiographic Procedures III
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-231 Image Production III
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.
Minimum State Prerequisites: None
Minimum State Corequisites: None
RAD-251 RAD Clinical Ed IV
Class 0  Lab 0  Clinical 21  Work 0  Credit 7
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-261 Radiographic Clinical Education V
Class 0  Lab 0  Clinical 21  Work 0  Credit 7
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RAD-271 Radiography Capstone
Class 2  Lab 3  Clinical 0  Work 0  Credit 3
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.
Minimum State Prerequisites: None
Minimum State Corequisites: None

RELigion

REL-110 World Religions
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the world’s major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.
Minimum State Prerequisites: Take RED-090; Minimum State Corequisites: None

REL-111 Eastern Religions
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.
Minimum State Prerequisites: None
Minimum State Corequisites: None

REL-112 Western Religions
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.
Minimum State Prerequisites: None
Minimum State Corequisites: None

REL-211 Introduction to Old Testament
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.
Minimum State Prerequisites: Take RED-090; Minimum State Corequisites: None

REL-212 Introduction to New Testament
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.
Minimum State Prerequisites: Take RED-090; Minimum State Corequisites: None

REL-221 Religion in America
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.
Minimum State Prerequisites: Take RED-090; Minimum State Corequisites: None
Security Concepts

SEC-110 Security Concepts
Class 2 Lab 2 Clinical 0 Work 0 Credit 3
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Minimum State Prerequisites: None
Minimum State Corequisites: None

Sociology

SOC-210 Introduction to Sociology
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SOC-213 Sociology of the Family
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

Minimum State Prerequisites: Take ENG-090 RED-090; Minimum State Corequisites: None

SOC-220 Social Problems
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

Minimum State Prerequisites: Take RED-090; Minimum State Corequisites: None

SOC-225 Social Diversity
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SOC-240 Social Psychology
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.

Minimum State Prerequisites: Take ENG-090 RED-090; Minimum State Corequisites: None

Spanish

SPA-111 Elementary Spanish I
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SPA-112 Elementary Spanish II
Class 3 Lab 0 Clinical 0 Work 0 Credit 3
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

Minimum State Prerequisites: Take SPA-111 Minimum State Corequisites: None
SPA-120 Spanish for the Workplace
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SPA-141 Culture and Civilization
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SPA-161 Cultural Immersion
Class 2  Lab 3  Clinical 0  Work 0  Credit 3

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

Minimum State Prerequisites: Take SPA-111
Minimum State Corequisites: None

SPA-181 Spanish Lab 1
Class 0  Lab 2  Clinical 0  Work 0  Credit 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SPA-182 Spanish Lab 2
Class 0  Lab 2  Clinical 0  Work 0  Credit 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

Minimum State Prerequisites: None
Minimum State Corequisites: None

SPA-211 Intermediate Spanish I
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

Minimum State Prerequisites: Take SPA-112
Minimum State Corequisites: None

SPA-212 Intermediate Spanish II
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

Minimum State Prerequisites: Take SPA-211
Minimum State Corequisites: None

SPA-215 Spanish Phonetics/Structure
Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

Minimum State Prerequisites: None
Minimum State Corequisites: None
SPA-221 Spanish Conversation
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.
Minimum State Prerequisites: Take SPA-212
Minimum State Corequisites: None

SPA-231 Reading and Composition
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.
Minimum State Prerequisites: Take SPA-212
Minimum State Corequisites: None

SPA-281 Spanish Lab 3
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.
Minimum State Prerequisites: Take SPA-182
Minimum State Corequisites: None

SPA-282 Spanish Lab 4
Class 0  Lab 2  Clinical 0  Work 0  Credit 1
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.
Minimum State Prerequisites: Take SPA-281
Minimum State Corequisites: None

Spanish Interpreter

SPI-113 Intro. to Spanish Inter.
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SPI-114 Ana.Skills Spanish Inter.
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SPI-213 Review of Grammar
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.
Minimum State Prerequisites: None
Minimum State Corequisites: None

SPI-214 Intro. to Translation
Class 3  Lab 0  Clinical 0  Work 0  Credit 3
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.
Minimum State Prerequisites: None
Minimum State Corequisites: None
SPI-221 Consecutive Interp I  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

SPI-243 Medical Interpreting I  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

SPI-245 Community Interpreting I  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

Sys Analysis & Design  

CTS-115 Information Systems Business Concepts  
Class 3  Lab 0  Clinical 0  Work 0  Credit 3  
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

CTS-120 Hardware/Software Support  
Class 2  Lab 3  Clinical 0  Work 0  Credit 3  
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

Therapeutic Massage  

MTH-110 Fundamentals of Massage  
Class 6  Lab 9  Clinical 3  Work 0  Credit 10  
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.  
Minimum State Prerequisites: None  
Minimum State Corequisites: None

MTH-120 Therapeutic Massage Applications  
Class 6  Lab 9  Clinical 3  Work 0  Credit 10  
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.  
Minimum State Prerequisites: Take MTH-110  
Minimum State Corequisites: None

MTH-121 Clinical Supplement I  
Class 0  Lab 0  Clinical 3  Work 0  Credit 1  
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.  
Minimum State Prerequisites: None  
Minimum State Corequisites: Take One: MTH-110, MTH-120, MTH-125, MTH-210 or MTH-220
MTH-125 Ethics of Massage
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
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
of this course the student should be able to discuss issues
relating to the practice of massage therapy, client/therapist
relationships as well as ethical issues.
Minimum State Prerequisites: None
Minimum State Corequisites: None

MTH-130 Therapeutic Massage Management
Class 2  Lab 0  Clinical 0  Work 0  Credit 2
This course introduces the basic responsibilities in the
development and administration of a professional massage
therapy practice. Emphasis is placed on identifying
successful practice management methods such as
selecting a business structure, negotiating a contract/lease,
developing a business/marketing plan, designing a
massage space, differentiating spa from clinical practice,
management of client/financial records and physician referral. Upon completion, students should be able to
demonstrate the knowledge and skills necessary to develop
and manage a massage therapy practice.
Minimum State Prerequisites: TAKE MTH-110
Minimum State Corequisites: None

MTH-210 Advanced Skills of Massage
Class 4  Lab 9  Clinical 3  Work 0  Credit 8
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.
Minimum State Prerequisites: Take One: MTH-120 or
MTH-121
Minimum State Corequisites: None

MTH-220 Outcome-Based Massage
Class 4  Lab 6  Clinical 3  Work 0  Credit 7
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.
Minimum State Prerequisites: Take One: MTH-120, MTH-121, or MTH-221
Minimum State Corequisites: None

MTH-221 Clinical Supplement II
Class 0  Lab 0  Clinical 6  Work 0  Credit 2
This course is designed to be offered as an advanced
clinical experience. Emphasis is placed on applying an
advanced therapeutic massage process across the lifespan.
Upon completion, students should be able to demonstrate
delivery of massage at an advanced level in a clinical
setting.
Minimum State Prerequisites: Take MTH-110
Minimum State Corequisites: Take One: MTH-120, MTH-125, MTH-210 or MTH-220

Transportation Technology
TRN-110 Introduction to Transport Technology
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course covers workplace safety, hazardous
materials, environmental regulations, hand tools, service
information, basic concepts, vehicle systems, and common
transportation industry terminology. Topics include
familiarization with major vehicle systems, proper use of
various hand and power tools, material safety data sheets,
and personal protective equipment. Upon completion,
students should be able to demonstrate appropriate safety
procedures, identify and use basic shop tools, and describe
government regulations regarding transportation repair
facilities.
Minimum State Prerequisites: None
Minimum State Corequisites: None

TRN-120 Basic Transportation Electricity
Class 4  Lab 3  Clinical 0  Work 0  Credit 5
This course covers basic electrical theory, wiring diagrams,
test equipment, and diagnosis, repair and replacement of
batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing,
and basic troubleshooting. Upon completion, students
should be able to properly use wiring diagrams, diagnose,
test, and repair basic wiring, battery, starting, charging, and
electrical concerns.
Minimum State Prerequisites: None
Minimum State Corequisites: None

TRN-120A Basic Transportation Electrical Lab
Class 0  Lab 3  Clinical 0  Work 0  Credit 1
This course provides a lab that allows students to enhance
their understanding of electrical components and circuits
used in the transportation industry. Topics include
inspection, diagnosis, and repair of electrical components and
circuits using appropriate service information for
specific transportation systems. Upon completion,
students should be able to diagnose and service electrical
components and circuits used in transportation systems.
Minimum State Prerequisites: None
Minimum State Corequisites: Take TRN-120
TRN-140 Transportation Climate Control
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.
Minimum State Prerequisites: None
Minimum State Corequisites: None

TRN-140A Transportation Climate Control Lab
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.
Minimum State Prerequisites: None
Minimum State Corequisites: Take TRN-140

TRN-170 Pc Skills for Transportation
Class 1  Lab 2  Clinical 0  Work 0  Credit 2
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.
Minimum State Prerequisites: None
Minimum State Corequisites: None

Welding
WLD-110 Cutting Processes
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-112 Basic Welding Processes
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-115 SMAW (Stick) Plate
Class 2  Lab 3  Clinical 0  Work 0  Credit 5
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-116 SMAW (stick) Plate/Pipe
Class 1  Lab 9  Clinical 0  Work 0  Credit 4
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.
Minimum State Prerequisites: Take WLD-115
Minimum State Corequisites: None

WLD-121 GMAW (MIG) FCAW/Plate
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-131 GTAW (TIG) Plate
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.
Minimum State Prerequisites: None
Minimum State Corequisites: None
WLD-132 GTAW (TIG) Plate/Pipe
Class 1  Lab 6  Clinical 0  Work 0  Credit 3
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.
Minimum State Prerequisites: Take WLD-131
Minimum State Corequisites: None

WLD-141 Symbols and Specifications
Class 2  Lab 2  Clinical 0  Work 0  Credit 3
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-151 Fabrication I
Class 2  Lab 6  Clinical 0  Work 0  Credit 4
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WLD-215 SMAW (stick) Pipe
Class 1  Lab 9  Clinical 0  Work 0  Credit 4
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.
Minimum State Prerequisites: Take One: WLD-115 or WLD-116
Minimum State Corequisites: None

WLD-251 Fabrication II
Class 1  Lab 6  Clinical 0  Work 0  Credit 3
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.
Minimum State Prerequisites: Take WLD-151
Minimum State Corequisites: None

WLD-261 Certification Practices
Class 1  Lab 3  Clinical 0  Work 0  Credit 2
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.
Minimum State Prerequisites: Take All: WLD-115, WLD-121, and WLD-131
Minimum State Corequisites: None

Work-Based Learning
WBL-111 Work-Based Learning I
Class 0  Lab 0  Clinical 0  Work 10  Credit 1
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.
Minimum State Prerequisites: None
Minimum State Corequisites: None

WBL-115 Work-Based Learning Seminar I
Class 1  Lab 0  Clinical 0  Work 0  Credit 1
This course description may be written by the individual colleges.
Minimum State Prerequisites: None
Minimum State Corequisites: Take One: WBL-111, WBL-112, WBL-113 or WBL-114
GENERAL INFORMATION

Continuing education programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and programs may be initiated by request from groups, the industrial community, or other service organizations. The College cooperates with all groups whether public or private, industrial or service, whose goal is the development of continuing education for the citizens of Johnston County.

PHILOSOPHY

Johnston Community College is committed to a comprehensive program of continuing education for all citizens in its service area. To fulfill this commitment, the College offers a variety of continuing education formed upon request when only three requirements are met:

1. Sufficient number of students must enroll;
2. A qualified instructor must be available; and
3. A suitable location for the class must be acquired.

Through continuing education courses, citizens find opportunities to retrain and update themselves for today’s job market, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, gain knowledge in general education, and develop creativity in the fine arts.

CONTINUING EDUCATION UNITS

Johnston Community College uses the Continuing Education Unit (CEU) as recognition and documentation for noncredit continuing education activities. The national guidelines for the use of the CEU are applied and emphasis is on the results of education and the assessment of those results. CEUs are awarded for non-credit activities or programs meeting appropriate criteria. These CEU activities or programs may include:

• technical and professional courses
• in-service training programs
• courses for certificate or licensing requirements
• occupational skill upgrading courses
• liberal education programs
• paraprofessional training programs
• vocational training programs (either in-service or in preparation for job-entry positions)

Johnston Community College is responsible for establishing and maintaining a permanent record of all CEUs awarded. The system of recording units for participants is in accordance with the current system of permanent records in use at the College. At the discretion of the College, a separate and parallel system is maintained. These records are available upon request by program participants, their employers, or certifying organizations. Information recorded in these permanent records includes:

• Name of individual student
• Title of course or program
• Starting and ending dates of activity
• Location of activity
• Format of activity
• Number of CEUs awarded
• Student performance evaluation
• Name of instructor
• Cooperating sponsor

Any activity or program subject to CEU credit must be composed of the following criteria: participant, purpose, format content, duration, teaching staff, course prerequisites, and level of instruction. This essential information is maintained in condensed form in the permanent records of the College.

One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program activity. Therefore, a normal one-week short course usually approximates 30 contact hours of participation and would be awarded 3.0 CEUs. A two-day program seldom involves more than 10 or 12 contact hours and would thus be awarded 1.0 or 1.2 CEUs respectively.

ENROLLMENT INFORMATION

Admission

Any person 18 years of age or older and not enrolled in public school may be admitted to a continuing education (CE) class prior to the beginning of each semester. A course schedule is published and made available through the College Web site or to potential students upon request. Courses that begin between semesters are announced through local news media and on the College’s Web site.

A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any continuing education course, except adult basic skills, concurrently under the following conditions:

1. Upon recommendation to the chief administrative school officer and approval of the president of the college;
2. Upon approval of the student’s program by the chief administrative school officer and the president of the college; and
3. Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

Registration

Because space may be limited for some classes, advanced registration is required for all continuing education (CE) courses with the exception of basic skills, HRD, and customized training. Students must register at least five calendar days prior to the class start date. Students may prepay registration fees in one of the following methods:

• Come by the Records & Registration Department in the Wilson Building, Room C1513, to complete
the registration form. Payment can be made at the cashier’s window beside the Bookstore in the Wilson Building. Hours for registration and payment are Monday - Thursday from 8:00 a.m. – 5:00 p.m. and Friday from 8:00 a.m. - 3:00 p.m.

• Complete the Continuing Education Registration Form (PDF format requires the FREE Adobe Acrobat Reader) and mail to the Continuing Education Division along with appropriate registration fee(s) to the address listed at the top of the form.

• Fax registrations paid with a MasterCard, VISA, American Express, or Discover credit card to (919) 209-2189 Attention: Registration. *Please do not include your credit card number on registration form, you will be contacted for this information.

• To register online, simply click the WebAdvisor link here or located on the JCC Home Page, and click on “Continue to WebAdvisor”. Next, select the Continuing Education button, and then select “Register and Pay for Continuing Education Classes”. You may search for classes using a keyword, course name, start or end dates, location, or instructor’s last name. Select the class you want, and click “Submit”. Complete the registration process. Please be advised that payment must be made using a credit card.

• If a company/agency is planning to pay for tuition, fees, books or supplies, this authorization form: Student Sponsorship Form, must be printed on company letterhead, signed and submitted.

• Please be advised that out-of-state and Woodforest National Bank checks are not accepted.

Textbooks and Supplies

Students are responsible for purchasing their own supplies and/or text material as needed prior to class. These items are to be paid separately from registration fees. Any textbooks and/or course materials may be purchased during these times. Contact the bookstore for inquiries about hours, books, or prices.

Attendance

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 80 percent student attendance in each course is required to receive a certificate.

Grading Policy

Explanation of Grades

Withdraw

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory (must attend 80% of scheduled class hours)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended</td>
</tr>
</tbody>
</table>

Fees

Occupational extension courses carry registration fees as follows (subject to change):

<table>
<thead>
<tr>
<th>Course length</th>
<th>Fee</th>
<th>CAPS Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24 hours</td>
<td>$70</td>
<td>$5</td>
</tr>
<tr>
<td>25-50 hours</td>
<td>$125</td>
<td>$5</td>
</tr>
<tr>
<td>51+ hours</td>
<td>$180</td>
<td>$5</td>
</tr>
</tbody>
</table>

Technology fees for computer courses only are as follows and are not exempt:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 hours</td>
<td>$1</td>
</tr>
<tr>
<td>11-20 hours</td>
<td>$2</td>
</tr>
<tr>
<td>21-30 hours</td>
<td>$3</td>
</tr>
<tr>
<td>31-40 hours</td>
<td>$4</td>
</tr>
<tr>
<td>41+ hours</td>
<td>$5</td>
</tr>
</tbody>
</table>

CAPS (Campus Access, Parking, and Security) fees are $5 per continuing education course (subject to change). The CAPS (Campus Access, Parking and Security) fee supports the construction and maintenance of campus parking lots and roads. In addition, it supports Campus Police, Security Guards and Jaguar Alerts to ensure a safe campus. The CAPS fee is non-refundable after the semester and/or course begins.

*Note: Ed2Go courses do not charge the CAPS fee.

Additional Fees

Some courses (e.g., computer, CNA) may require the payment of a nominal technology or lab fee. Students will be notified of the fee prior to registration.

Self-Supporting Courses

Self-supporting course fees vary and are dependent upon the length and nature of each course. Due to the nature of self-supporting courses, all students pay a registration fee. Courses offered as self-supporting (course codes beginning in CSP or SEF) are not eligible for a refund as these programs are funded by registration fees collected.

Fee Exemptions

Students who are fire department personnel, law enforcement officers, and volunteer rescue squad personnel, may be exempt from the registration fee of classes within their job-related areas. An exception would be self-supporting courses where ALL students must pay the registration fee. Basic skills students are exempt from registration fees.

Refunds

A student who officially withdraws, in writing, from a continuing education(CE) course prior to the first class meeting is eligible for a 100-percent refund upon request to the College. A student may be eligible to receive a 75-percent refund of the registration fee if the student officially withdraws (in writing) from the course after the class begins, but prior to the 10-percent census date. The technology fee is non-refundable after the class begins. A student would not be entitled to receive a refund if he or she withdraws after the 10-percent census date of the course.
Courses offered as self-supporting are not eligible for a refund as these programs are funded by registration fees collected. Students are eligible for a 100-percent refund if the classes are cancelled by the College.

**BASIC SKILLS PROGRAMS**

**Adult Basic Education**
The goal of this program is to provide opportunities to improve reading, math, and language skills for entry into Adult High School, high school equivalency diploma, College curriculum programs, or simply to improve skills for personal satisfaction. The program is free of charge and open to individuals age 18 and older. Students that are 16 or 17 years old may enroll under special circumstances.

This program is for students who have the ability to achieve academic gains in the areas of reading, math and language on the standardized Test of Adult Basic Education (TABE). Classes are scheduled day and evening throughout Johnston County.

**English as a Second Language**
English as a Second Language is a program that provides instructional opportunities for adults with limited English proficiency. This program allows students to acquire skills in listening, speaking, reading, writing, and comprehension of the English language. Persons age 16 and 17 may be able to enroll under special circumstances. Classes are located throughout Johnston County during day and evening hours. There is no cost to the individual for taking English as a Second Language. All books and materials are supplied free of charge.

**Adult High School**
The Adult High School Diploma program, cosponsored by Johnston Community College and the Johnston County Board of Education, is designed to meet the needs of those adults who have not completed high school. The diploma program is offered tuition – free.

The student must complete 22 units of academic credit; however, credit is generally given for courses that the student completed in the public school. Transcripts are evaluated to determine the course needs of each student.

Upon successful completion of the program, students are awarded an Adult High School Diploma. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

**High School Equivalency Diploma**
The High School Equivalency Diploma program provides persons who have not completed high school with an opportunity to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study.

Classes are located throughout Johnston County during day and evening hours. Successful completion of the state approved standardized credentialing exams is recognized by award of a High School Equivalency Diploma credential by the North Carolina Community College System. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

There is no cost to the individual for preparation classes; however, there are fees to take the official standardized exams.

**PUBLIC HEALTH AND SAFETY**

**In-Service Law Enforcement Training**
In-Service Law Enforcement Training is provided at the request of local law enforcement agencies. Courses are especially designed as in-service and pre-service education for those engaged in law enforcement activities. Workshops and courses are offered in many areas such as the following:

- PRISim Simulator Training
- Spanish for Law Enforcement
- Defensive Tactics
- Drugs and Narcotics
- Investigations
- Firearms
- Mandated In-Service
- Officer Survival
- Radar Training
- SWAT
- Public Speaking
- Verbal Judo
- Detecting Deception

**Fire Service Training**
Fire Service Training is designed to provide firefighters the opportunity to gain technical information and skill in modern firefighting through a variety of learning experiences and practical problems. The College has a modern Fire/Rescue Training Ground on campus used extensively for local fire/rescue classes. Classes are often taken directly to the firefighters through training sessions held in local departments and training fields in the community. Among the courses are the following:

- Arson Detection
- Emergency Vehicle Operation
- Fire Apparatus Practices
- Firefighting Procedures
- Fire Officer Training
- Fire Stream Practices
- First Responder
- Flammable Liquids
- Forcible Entry
- Hazardous Materials
- Hose Practice
- Introduction to Firefighting
- L.P. Gas
- Ladder Practices
- Portable Fire Extinguishers
- Protective Breathing Equipment
- Rescue Practices
- Rope Practices
- Salvage and Overhaul Practices

**Emergency Medical Services (EMS) Training and Education**
The EMS Education program offers courses designed to improve emergency health care to the public and serves as the American Heart Association Community Training Center. The program offers courses to all health care professionals current with the latest technology including:
CONTINUING EDUCATION

Employment opportunities include home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor’s offices. Employment of Nurse Aides and allied health workers is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations.

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Certification courses offered include:

- Emergency Medical Technician Basic, Intermediate, & Paramedic
- Continuing Education courses consistent with N.C. State requirements for providers in Johnston County.
- Certified Intensive Care Provider

Heart and Vascular Invasive

This is a 320 hour course that will provide cardiovascular training to healthcare professionals and prepare court cardiovascular professionals for the work needed in preparation for the certification examination. Emphasis will be placed on demonstrating effective communication, sterile technique, and advanced interventional skills and use of specialty equipment. This course will provide the skills and knowledge to prepare credentialed healthcare professionals for the Registered Cardiovascular Invasive Specialist (RCIS) certification examination.

Imaging

- Mammography Certification – Initial Training Course
  This is a 26.25-hour approved course that provides initial training. Students will be required to perform clinical experience requirements mandated by the ARRT prior to applying for the ARRT certification exam. Clinical is not assigned by JCC. Classes are held on campus in the radiology department two consecutive Saturdays and Sundays during summer and fall semesters.
  Contact (919) 209-2156 for more information.

Nurse Aide and Health Education

Nurse Aides and allied health workers are employed in healthcare-related roles. These skilled healthcare professionals are a member of the healthcare team and they typically play an important role in patient care or information management. Employment of Nurse Aides and allied health workers is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Employment opportunities include home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor’s offices.

- Nurse Aide Level I Course
  This 163-hour course meets the requirements of the North Carolina Board of Nursing for listing as Nurse Aide II Registry. Students will learn sterile techniques for wound care, tracheotomy care, catheter care, glucose testing, oxygen therapy, and nutrition. Students must be listed on N.C. Nursing Assistant Registry to enroll in this class. After completing the course, the student must apply to the North Carolina Board of Nursing for listing on the Medication Aide Registry. Contact (919) 464-2368 for more information.

- Nurse Aide Home Care Aide
  This 116-hour course meets the requirements of the North Carolina Board of Nursing for listing as Nurse Aide Registry to enroll in this class. After completing course, students must apply to be listed on the Home Care Registry. Contact (919) 464-2368 for more information.

- Phlebotomy Technician (Hybrid Course)
  This 220-hour course prepares individuals training to obtain blood and other specimens for lab analysis. The class involves theory, online discussions, lab, and clinical. Contact (919) 464-2368 for more information.

- Cardiovascular Technician
  Upon successful completion of this 100-hour course, students will be qualified for employment in a cardiology unit of a healthcare facility. Course provides training for student to become proficient in reading and interpreting cardiac and conduct 12 Lead EKGs. Students will be able to take national certification exam with A.S.P.T. for EKG certification. Student must provide proof of high school diploma, high school equivalency diploma or dual enrollment. CNA I certification preferred. Contact (919) 464-2368 for more information.

Education and Teacher Renewal

- Early Educator Renewal
  Various continuing education (CEU) courses for early care and education professionals are offered each semester at JCC. The courses are 100% online. Each course is five contact hours in length for a total of 5 CEUs upon successful completion. Specific course listings can be found on the JCC Continuing Education Web page. You do not have to be a JCC student to take these courses. Costs depend on the number of CEUs provided.

- BSAE (online)
The state of North Carolina requires the five hour BS training for school-age professionals who plan and ensure the implementation of daily activities or supervise groups of school-age children in licensed childcare programs. The modules in BSAC will cover the elements of quality care, child development, positive guidance, age appropriate activities, environmental design, health/safety, nutrition, and NC Child Care Regulations. Students will get the same information as a face-to-face class but through distance learning.

- Pathways to Teacher Assistant Certificate
  Students who complete this 96 hour course will gain the basic skills and general knowledge needed in order to complete the WorkKeys® assessments and be “highly qualified” and employable by Johnston County’s Title One schools. This class includes skills reviews in the areas of reading for information, applied mathematics, and writing. The course also includes basic computer training and a focus on knowledge necessary for the classroom such as classroom management, exceptional children's issues and laws, discipline, and communication.

- Effective Teacher Training for Substitutes
  This 12 hour course is a pre-requisite for people who are interested in becoming a substitute for Johnston County Schools. The course provides training on topics such as Johnston County School's Code of Ethics and policies, presentation skills, learning expectations, monitoring student interactions, and time management. Employment with Johnston County Schools is based upon completion of the Effective Teacher’s Training for Substitute class, volunteering in the classroom, and a background screening.

**COMPUTER TRAINING**

Information Technology Academy Certification Training Programs (IT Academy)
Course work for each training program consists of class lectures and hands-on experience with server and PC technology. Graduates should find employment as PC technicians, systems engineers, network administrators, and network technicians.

Continuing Education Credit (CEU)

- Comp TIA A+ Hardware/Software Certification Prep (128 hours)
  - 220-901 (64 hours)
  - 220-902 (64 hours)

- Comp TIA Network+ Certification Prep (60 hours)
  - Network+ Exam N10-006 (60 hours)

- Introduction to Cybersecurity (Cisco) (24 hours)

- CCNA/Bridge Course (120 hours)

VMware
- VCA-DCV 6.0
- ICM 6.0

**ED2GO**

Johnston Community College offers a Distance Learning program designed to improve employment opportunities and job related skills from your home or office. A complete listing of internet courses is available on the College Web site. The following is an example of what is available:

- Accounting
- Art, History, Psychology, & Literature
- Basic Computer Literacy
- Business Administration Certification Prep
- Child Care and Parenting
- Computer Applications
- Courses for Teaching Professionals
- Database Management & Programming
- Digital Photography & Digital Video
- Entertainment Industry
- Grant Writing & Non-Profit Management
- Graphic Design
- Health Care, Nutrition, & Fitness
- The Internet
- Languages
- Law and Legal Careers
- Math, Philosophy, & Science
- PC Troubleshooting, Networking, & Security
- Personal Development
- Personal Enrichment
- Personal Finance & Wealth Building
- Sales & Marketing
- Start Your Own Business
- Test Prep
- Web and Computer Programming
- Web Graphics & Multimedia
- Web Page Design
- Writing and Publishing

**ECONOMIC AND WORKFORCE TRAINING**

Johnston Community College provides economical workforce training to meet the needs of both the general population and local businesses, industries, and organizations. Classes are designed to fit the organizational or individual needs of upgrading skills in the ever-changing workplace. Continuing education, biotechnology, customized training, career development (HRD), Career Readiness Certification, Small Business Center, corporate training, computer training, and community programs are offered in Economic and Community Development. The offices of all programs except community programs are located at the Johnston County Workforce Development Center in Clayton.

**Biotechnology Programs**

All classes are continuing education courses and are held at the Johnston County Workforce Development Center. Information sessions are held monthly.

- BioWork® Process Technician Training
  Students who complete this 136-hour course will gain the basic skills and general knowledge needed for entry-level process technicians in bioprocessing, pharmaceutical, and chemical manufacturing, and participate in the human resources development aspect of the course. Course includes nine modules, including quality, measurements, transforming matter, growing living cells, safety, sterile processes, process control, and nuts and bolts. Job search strategies and tools, job market overview, resume preparation, and interview practice are incorporated into the course. Computer literacy, teamwork, time management, and problem solving are key components of this course. Once complete, the Process Technician State Exam is offered.

- Advanced Biomanufacturing Training (ABT) Program
This 152-hour program is the next in succession to BioWork. This course offers 5 certifications, including the Process Technician State Exam and test-prep course. Currently, JCC is the only college that offers this combination course. This full program is offered in each semester. Included within the Advanced Biomanufacturing Training Program are the following:

- Advanced Bioprocessing Certificate (ABC)
  Students who complete all 6 modules (64 hours) of this advanced certificate will gain knowledge in advanced Bioprocessing practices, including safety in Biomanufacturing environments, advanced quality systems, applied chemical processes, monitoring process variables in Biomanufacturing, applied sterile processing, and applied cell culture. This course has been customized for current industry needs. Advanced Bioprocessing Certificate will allow students to gain the necessary skills and knowledge needed for advanced process technician positions in Bioprocessing, Pharmaceutical, and Chemical Manufacturing.
- Aseptic Training Certificate
  This 60 hour training course prepares individuals to work as process technicians in aseptic pharmaceutical, Biomanufacturing and chemical manufacturing environments. The course encompasses the fundamentals of aseptic environments, product fill line operations. Students receive much hands-on application training and become comfortable with the heart of biomanufacturing production.
- Process Technician State Exam Review
  This 24 hour review course provides extensive review before taking the Process Technician State Exam, a growing requirement trend for industries. Students will be able to take the state exam in the class.
- Process Technician State Exam & Certification
  Students who complete the BioWork Certificate Program are eligible to take the Process Technician State Exam. All previous BioWork students are encouraged to complete this state certification. A certification of successful completion will be awarded from CASTLE Worldwide Inc.

Career Development
The career development program offers Human Resource Development (HRD) courses, which provides skill assessment services, employability skills training and career development counseling to underemployed and unemployed adults and may be fee-waived for individuals who meet these qualifications. These HRD courses cover the following four components: Individual assessments, positive self-concept, communication and problem solving skills.

- Basic Computer Skills
  This 33-45 hour course will teach students basic computer skills while developing employability skills. Focus on the class will be to improve keyboarding abilities and increase the student’s comfort level with computers. No prior computer experience is necessary.
- Direct Care Basics
  This 60 hour course introduces students to the necessary skills and responsibilities of the Personal and Home Care Professional, what it takes to be a Direct Care Worker, and how to get and keep a job. Building on those skills to include in home management and personal care tasks using limited assistance.

An experienced RN teaches module 10 and you will receive 6 hours of CPR in this class.
- Employability Skills Lab
  Learn how to use technology to enhance your job search. Need to create a resume or cover letter, work on interview techniques or soft skills training? Practice on KeyTrain for your National Career Readiness Certificate/Workkeys test. Work at your own pace to fulfill your goals and career objectives.
- Skills for Success
  This three-hour workshop will get you encouraged by a motivational instructor who will show you some great tips. Why is a 30-second elevator speech so important? How to communicate your transferable skills on your resume and on the interview. What are you aiming for? Come to this workshop and find the one thing you might be missing in your job search.
- Working Smart
  This is a 24-hour interactive soft skills curriculum that leads to success: self-awareness skills, self-management skills, work ethics, communication skills, and problem solving skills. The job seeker will receive a Working Smart certificate and the tools to help them keep a job, excel at a job, and be more productive. Working Smart was developed in response to employer demands for a workforce that has an increased capacity to fulfill employer expectations beyond their technical abilities. Hiring Working Smart certified employees will enhance their productivity and enable the business to be about growing their business.
- Income Maintenance Caseworker
  This is a two-part course. Successful completion of part I is required in order to register for part II.
  - Human Services Exploration: DSS Caseworker (Part I)
    This course covers skills and strategies designed to provide employability skills training for an entry-level Income Maintenance Caseworker within human services. Attention will also be given towards the Career Readiness Assessment, keyboarding, customer service, NCFAST terminology and navigation. This class is required in order to register for the Income Maintenance Caseworker course.
  - Income Maintenance Caseworker – NCFAST (Part II)
    This 48-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker's role in determining program eligibility. Specific focus will include proficiency in the utilization of the NCFAST application.

Corporate Solutions
Corporate Solutions offers professional and productivity seminars to assist local business and industry with their employee training needs. Training opportunities include computer software, relationships in the workplace, motivation, and presentation and management skills. Corporate Solutions is designed to complement the College's Small Business Center and customized training program, which have served the educational needs of local employers for more than 40 years. Courses can be designed to target an organization's specific skill needs and delivered onsite or at the Johnston County Workforce Development Center in Clayton.
**Customized Training**

The customized training program supports the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries to remain productive, profitable, and within the state. The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

- **Purpose**
  The purpose of the customized training program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

- **Eligibility**
  Those businesses and industries eligible for support through the customized training program include manufacturing, technology intensive (i.e., information technology, life sciences), regional or national warehousing and distribution centers, customer support centers, air courier services, national headquarters with operations outside North Carolina, and civil service employees providing technical support to U.S. military installations located in North Carolina. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:
  - The business is making an appreciable capital investment;
  - The business is deploying new technology;
  - The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and,
  - The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified customized training companies are eligible for training delivered by the community college.

The use of customized training funds requires that trainees are paid by the company for all time during training hours.

**Workforce Academy**

The Workforce Academy provides accelerated job training opportunities for individuals interested in meeting the demands for future employment. Information and orientation sessions are held each semester. The following courses are included:

- Manufacturing

  This 192-hour program which offers the opportunity for participants to obtain the nationally recognized Manufacturing Skill Standards Council’s Certified Production Technician (CPT) certification. The CPT covers four critical areas within manufacturing: safety, quality practices and measurement, manufacturing production and processes, and maintenance awareness.

- Plumbing

  The plumbing course is a 312-hour class designed to cover the basic installation and maintenance required for entry-level positions within the plumbing field. Participants are given the opportunity to gain an understanding of plumbing installation systems, components, fixtures, appliances and the state’s plumbing code.

- Electrical

  This 108-hour course is designed to cover the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm’s law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tool and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered.

- Pre-Licensing for Real Estate

  Upon meeting the requirement of obtaining the Career Readiness Certificate, participants will be eligible to enroll into this 81 hour Pre-Licensing Real Estate course. The Career Readiness Examination includes Reading for Information-Level 5, Applied Mathematics-Level 5 and Locating Information-Level 4.

- Recipe for Success

  This 12 week course is a partnership between Johnston Community College and Johnston County Industries. It provides dislocated workers with an opportunity to receive the ServSafe certification and to pursue a career in the food service industry.

- Wastewater Treatment Operator I & II

  This 120-hour program offers the opportunity for participants to be able to take the North Carolina Water Pollution Control System Operators Certification Commission (WPCSOCC) Examination. Areas of study include laws and regulations, plant equipment and general equipment maintenance standards.

**SMALL BUSINESS CENTER**

The Small Business Center at Johnston Community College is one of 58 centers throughout North Carolina that supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, business counseling, and resource information. The JCC SBC Office and Resource Center is located at the Johnston County Workforce Development Center, Clayton N.C. The Resource Center has books, handouts, and periodicals for anyone interested in small business topics. The director of the center is ready to assist by offering free and confidential business counseling sessions. No question is too simple or too complicated. As a member of the Small Business Center Network through the NC Community College System, the director has many resources available in assisting the entrepreneur with a startup or existing business. There is no charge for counseling, referrals, and the use of the resource center.
Training is offered on business related topics in the form of seminars, workshops, and short courses at all JCC locations.

The Small Business Center offers a small business development and entrepreneur series that is free of charge to participants. Instruction is provided in the following topics and many more.

- How to Start a Business
- How to Write a Business Plan
- Financing a Business
- Marketing and Advertising Your Business
- Record Keeping and Taxes for the Small Business

For more information about the Small Business Center, call (919) 209-2015.

COMMUNITY/SELF-SUPPORTING PROGRAMS

Johnston Community College promotes a number of community service/self-supporting courses designed to meet the cultural, economic, and civic improvement of the community.

Courses are offered at the College campus and surrounding sites throughout the county. Courses and workshops are offered in various subject areas such as the following:

- Concealed Handgun Carry
- Crafts
- Defensive Driving Programs
- Fine Arts
- Motorcycle Education
- Quilting
- Personal Wellness
- Sewing
- Sign Language
- Youth Summer Enrichment Camps

Self-Supporting Courses
Courses offered as self-supporting (course codes beginning in CSP or SEF) are not eligible for a refund as these programs are funded by registration fees collected.
MEMBERS, BOARD OF TRUSTEES

Chair:
Lyn T. Austin

Vice Chair:
Hank Daniels

Current members of the Board of Trustees are listed below:

Governor Appointments
Robert Bryant Current Term Clayton Expires 2022
Suefan Johnson Current Term Smithfield Expires 2021
Benton Sawrey Current Term Clayton Expires 2019
Joshua Thompson Current Term Clayton Expires 2020

County Commission Appointments
Lyn T. Austin Current Term Clayton Expires 2020
Hank Daniels Current Term Smithfield Expires 2019
Lynn Harloe Ragsdale Current Term Smithfield Expires 2021
Allen Mims, Jr. Current Term Clayton Expires 2018

Board of Education Appointments
Jonathan Breeden Current Term Clayton Expires 2019
Mary Daughter Current Term Pine Level Expires 2020
Haywood Watson Current Term Kenly Expires 2020
Douglas V. Oglesby Current Term Benson Expires 2021

Student Representative Appointed by Student Government Association
Dylan Anderson Current Term Expires 2020

COLLEGE ADMINISTRATIVE OFFICES

Administrative Services
Controller..................................................David Webb
Housekeeping and Grounds Supervisor........Chris Woodard
Human Resources Director.........................Harlan Frye
Maintenance Director..............................Michael Massey
Purchasing and Equipment Supervisor........Candice Kirtz
Environmental Safety Officer.....................Brian Strickland
Security and Emergency Preparedness Coordinator......Sarah Gibbs

Auxiliary Services
Associate Vice President...............................Ken Mitchell
Barnes & Noble Bookstore Manager.................Andi Burck
Howell Woods Director..............................Jordan Astoske

College Foundation
Executive Director......................................Twyla Wells

Instruction Programs
Dean, Business and Advanced Technologies Programs........................Deborah Porto
Director of Advanced Technology Programs.....Brian Worley
Director of Business Education Programs.........Kerri Mercer
Director of Transportation Technology Programs....Billy Erskine
Dean, Arts, Sciences & Learning Resources.....Dawn S. Dixon
Director of Programs, Natural Sciences and P.E........................................Kathleen Lovin
Director of Programs, Mathematics, Engineering and Social Sciences....................Lance Gooden
Director of Programs, Humanities and Fine Arts..Evelyn Kelly
Dean, Health, Wellness, & Human Services........Linda Smith
Director of Allied Health & Education..........Erin Speer Smith
Director of Imaging.................................Ann Jackson
Director of Nursing Education.....................Angela Swank
Director of Nursing Assistant and Health Education................................Connie Grady
Dean, Public Services.................................Jamie Wicker
Director of Emergency Services....................Mick Stewart
Director of Fire Programs............................Joseph Behrend
Director of Law Enforcement Programs..............
Dean, Economic & Workforce Development........Joy Callahan
Director of Extension...............................Letitia Rawlinson
Director of Biotechnology........................Leslie Holston
Director of Cosmetology Programs................Jennifer Wells
Director of Economic Development.............Rosa Andrews
Director of Small Business Center.................Patricia Killete
Dean, Foundational Studies and Academic Support........................................Evelyn Kelly
Director of Developmental Studies & Transition Programs............................Roxanna McGraw
Director of Basic Skills Programs..................Jessica Rieger
Director of Academic Enrichment Services....Angela Kearney
Director of Career and College Promise Programs........................................Baretta Haynes

Institutional Effectiveness
Executive Director of Planning, Research, Effectiveness, and Strategy..................Terri S. Lee
Chief Information Officer..........................Jeff Pickering
Grants Director......................................Leslie C. VanHoy

Communications
Senior Director of College Communications.......Traci Ashley
Marketing Director.................................Fonda Hughes
Director of Digital Communications/Webmaster.....Dustin C. Gurley
Coordinator of Recruiting and Communications..... Kendra Arnold

**Student Services**
Financial Aid Director.................................Betty Woodall  
Registrar.....................................................Deena Henry  
Coordinator of Student Engagement & Athletics..................................................Derrick Arnold  
Director of Student Services Application  
Systems...................................................................Ricky Raynor  
Director of Enrollment and Student Success... Megan Shaner  
Coordinator of Counseling Services..................Thomas Dean  
Student Support Services - TRIO Director......Jennifer McLean  
Center for Academic Planning Director..............Cari Drew

**COLLEGE ADMINISTRATIVE OFFICERS**

**DAVID N. JOHNSON**  
President.  
B.M.Ed., Campbell University; M.Div., Southeastern Baptist Theological Seminary; Ed.D., North Carolina State University.

**DEE DEE DAUGHTRY**  
Vice President of Instruction.  
A.A.S., Wayne Community College; B.S., Mount Olive College; M.B.A., Campbell University. Additional study, Nova Southeastern University.

**PAMELA J. HARRELL**  
Vice President of Student Services.  
B.A., The University of North Carolina at Chapel Hill;  
M.A., East Carolina University; Ed.D., North Carolina State University.

**DARRYL McGRAW**  
Vice President of Administration, Financial, and Information Technology Resources.  
A.A.S., Southeastern Community College; B.S. North Carolina State University; M.B.A., Campbell University;  
Ed.D., North Carolina State University. Additional study, The Institute of Government at The University of North Carolina at Chapel Hill and Harvard University.
Map Legend

A- Elsee Building
B- STEAM Building
C- Wilson Building
D- Tart Building/Paul A. Johnston Auditorium
E- Learning Resource Center (Library)
F- Health Sciences Building
G- Smith Building
H- William R. Britt Advanced Technology Center
I- Transport Technology Building
J- Public Safety Services Building
K- Arboretum
L- Sanders Building