

**WILSON
COMMUNITY
COLLEGE**



CATALOG 2026-2027



WILSON COMMUNITY

C O L L E G E



CATALOG 2026 - 2027

This catalog is intended to serve as a reference guide for admissions, academic programs, and procedures of the College. ***Information and requirements are subject to change without notice and should not be regarded as a binding obligation on the College or state.***

Policies of the North Carolina State Board of Community Colleges, the North Carolina Community College System, or local conditions may require changes to the catalog, including but not limited to: courses, programs, policies, fees, calendars, and other areas. When such changes are necessary, the College will update the catalog and make every effort to minimize inconveniences for students.

The most up to date version of the catalog is available on the College's website at: <http://www.wilsoncc.edu/> and maintained in the Office of the Director of Admissions/Registrar.

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EQUAL OPPORTUNITY NONDISCRIMINATION NOTICE

The College does not discriminate against students, employees, or applicants on the basis of race, color, religion, age, gender, national origin, or disability. This policy of nondiscrimination covers participation in all programs, services, and activities.

Published July 2026
Wilson Community College

MESSAGE FROM THE PRESIDENT

Welcome to Wilson Community College!

We're excited you've chosen to begin—or continue—your journey with us. At Wilson Community College, your goals are at the center of everything we do. Whether you plan to transfer to a university, launch a career, or build new skills for today's workforce, you'll find the support, opportunity, and momentum to move forward.

Our college is growing alongside the needs of our region—and that means more opportunities for you. From strong academic transfer pathways to hands-on workforce training in high-demand fields like healthcare, skilled trades, and life sciences, our programs are designed to connect your education directly to your future. Through partnerships with local employers and industry leaders, you'll gain real-world experience and skills that matter on day one of your career.

We know that life is busy, so we offer flexible learning options—including online, hybrid, and in-person classes—to help you balance school, work, and family responsibilities. And you won't be on this journey alone. Our faculty and staff are here to guide you every step of the way, from enrollment to graduation and beyond.

At Wilson Community College, success goes beyond the classroom. You'll have opportunities to get involved, grow as a leader, and build meaningful connections with classmates, faculty, and the community. Whether you're studying in the library, working with a tutor, or participating in student activities, you'll find a place where you belong.

Investing in yourself is one of the most powerful decisions you can make—and we are here to help you make it count. Take advantage of every opportunity.

We can't wait to see what you achieve!

Respectfully,

A handwritten signature in black ink that reads "Jami L. Woods". The signature is written in a cursive, flowing style.

Jami Woods, President

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ACADEMIC CALENDAR

2026-2027 ACADEMIC TERMS

	Start Date	End Date
Fall 2026 Semester (16 weeks)	08/17/26	12/15/26
Fall 2026 – First 8-week session	08/17/26	10/08/26
Fall 2026 – 12-week session	09/15/26	12/15/26
Fall 2026 – Second 8-week session	10/19/26	12/15/26
Winter 2026 Session (5 weeks)	12/01/26	01/04/27
Spring 2027 Semester (16 weeks)	01/06/27	05/04/27
Spring 2027 – First 8-week session	01/06/27	03/01/27
Spring 2027 – 12-week session	02/04/27	05/04/27
Spring 2027 – Second 8-week session	03/08/27	05/04/27
Summer 2027 Semester (8 weeks)	05/17/27	07/19/27

2026 FALL Semester (16 weeks)

Registration Begins	March 16
First Day of Classes	August 17
Last Day to Request a Refund	August 26
Labor Day Holiday – College Closed	September 7
Fall Break – No Curriculum Classes	October 12-13
Financial Aid 60% Date	October 26
Spring Semester Registration Begins	October 15
No Curriculum Classes	November 24-25
Thanksgiving Holiday – College Closed	November 26-27
Last Day of Classes	December 15
College Closed	December 23 – January 1

2026 FALL First 8-week Session

First Day of Classes	August 17
Last Day to Request a Refund	August 20
Labor Day Holiday – College Closed	September 7
Financial Aid 60% Date	September 17
Last Day of First 8-week Classes	October 8

2026 FALL 12-week Session

First Day of Classes	September 15
Last Day to Request a Refund	September 22
Fall Break – No Curriculum Classes	October 12-13
Financial Aid 60% Date	November 5
No Curriculum Classes	November 24-25
Thanksgiving Holiday – College Closed	November 26-27
Last Day of 12-week Classes	December 16

2026 FALL Second 8-week Session

First Day of Classes	October 19
Last Day to Request a Refund	October 22
Financial Aid 60% Date	November 19
No Curriculum Classes	November 24-25
Thanksgiving Holiday – College Closed	November 26-27
Last Day of Second 8-week Classes	December 15

2026 WINTER Session (5 weeks)

First Day of Winter Classes	December 1
Last Day to Request a Refund	December 3
Financial Aid 60% Date	December 21
No Curriculum Classes	December 24-25 & January 1
Last Day of Winter Classes	January 4

2027 SPRING Semester (16 weeks)

Registration Begins	October 15
First Day of Classes	January 6
Last Day to Request a Refund	January 15
Martin Luther King Jr. Holiday – College Closed	January 18
Financial Aid 60% Date	March 15
Spring Break – No Curriculum Classes	March 23-25
Good Friday – College Closed	March 26
Summer/Fall Registration Begins	March 15
Last Day of Classes	May 4
Graduation	May 7

2027 SPRING First 8-week Session

First Day of Classes	January 6
Last Day to Request a Refund	January 11
Martin Luther King Jr. Holiday – College Closed	January 18
Financial Aid 60% Date	February 8
Last Day of First 8-week Classes	March 1

2027 SPRING 12-week Session

First Day of Classes	February 4
Last Day to Request a Refund	February 11
Spring Break – No Curriculum Classes	March 23-25
Good Friday – College Closed	March 26
Financial Aid 60% Date	April 1
Last Day of Second 12-week Classes	May 4

2027 SPRING Second 8-week Session

First Day of Classes	March 8
Last Day to Request a Refund	March 11
Spring Break – No Curriculum Classes	March 23-25
Good Friday – College Closed	March 26
Financial Aid 60% Date	April 14
Last Day of Second 8-week Classes	May 4

2027 SUMMER Semester (8 weeks)

Registration Begins	March 15
First Day of Classes	May 17
Last Day to Request a Refund	May 20
Memorial Day Holiday – College Closed	May 31
Financial Aid 60% Date	June 21
Independence Day Holiday – College Closed	July 5
No Curriculum Classes	July 6-8
Last Day of Classes	July 19
College Closed on Fridays	May 7– August 6

NOTE: CALENDAR DATES ARE SUBJECT TO CHANGE

COLLEGE PERSONNEL

*Wilson Community College Graduate

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below:

Admissions	Director of Admissions/Registrar
Advising	Director of Advising and Student Support
Business Operations	VP of Finance and Administrative Services
Academics and Instruction	VP of Learning and Workforce
Accessibility Services	Director of Advising and Student Support
Financial Aid/Veterans Affairs	Director of Financial Aid & Veterans Affairs
Fiscal Operations.....	VP of Finance and Administrative Services
Learning Resource Center	Dean of Teaching and Learning
Student Records.....	Director of Admissions/Registrar
Student Development	VP of Student Development

ADMINISTRATION

Dr. Jami Woods	President
	B.A. – English, University of North Carolina at Chapel Hill
	M.A. – English, Appalachian State University
	Ph.D. – Curriculum and Instruction, University of North Carolina at Greensboro
Cindy Allen.....	Executive Director of Human Resources
	B.S. – Business Administration, Barton College
Dr. Jennifer Gonyea (Interim)	Vice President of Student Development
	A.A.S. – Office Systems Technology, Wilson Community College
	A.A.S – Business Administration, Wilson Community College
	A.A.S. – Accounting, Wilson Community College
	B.S. – Business Administration, East Carolina University
	Graduate Certificate in Community College Instruction, East Carolina University
	M.A.Ed. – Adult Education, East Carolina University
	Ed.D. – Educational Leadership, East Carolina University
Josh Harris	Executive Director of Marketing and Foundation
	A.A. – Associate in Arts, Nash Community College
	B.S. – Communications, East Carolina University
	M.A. – Counseling, Liberty University
Jessica Jones	Vice President of Finance and Administrative Services
	B.S. – Accounting, Elizabeth City State University
Andrew Walker	Executive Director of Institutional Research & Planning
	A.A., Mercyhurst University
	B.S., Psychology & Business, Pennsylvania State University
	M.S., Research Administration, Central Michigan University
Dr. Dustin Walston.....	Vice President of Learning and Workforce
	B.S. – Elementary Education, East Carolina University
	M.A.Ed. – Reading Education, East Carolina University
	Ed.D. – Educational Leadership, East Carolina University

STAFF

Kristie Adams.....	Executive Assistant to the President and Secretary to the Board
	A.A., Wilson Community College

Danny Alston **Professional Tutor**
B.S. – Chemistry, Elizabeth City State University

Charlene Archibald **Custodian**

*Karla Arreola-Villalba **Success Advisor**
A.A.S. – Office Administration, Wilson Community College
B.S. – Business Administration, University of Mount Olive

*Shannon Bain **Director of Financial Aid & Veteran’s Affairs**
A.A.S. – Computer Programming, Wilson Community College
B.S. – Business Administration, North Carolina Wesleyan College
M.B.A. – University of Mount Olive

*Kristie Barbour **Student Development Receptionist**
A.A. – Associate in Arts, Wilson Community College

Harvin Barnes **Custodian**

Connie Barron **Purchasing Specialist**

William (David) Batts **Maintenance Technician**

Tonya Brinkley **Director of Assessment**
B.A. – Sociology/Social Work, Elizabeth City State University
M.A. – Education/Adult Education and Training, University of Phoenix

Susan Brinson **Administrative Assistant to the VP of Finance & Administrative Services**
B.S. – Math, Atlantic Christian-Barton College

Jay Burbage **Small Business Center Program Assistant**
B.A. – Accounting, Campbell University

Lynette Canady **Custodian**

*Tonya Carr **Assistant Director of IT**
A.A.S. – Information Systems Technology, Wilson Community College
B.S. – Management of Information Systems, Mount Olive College

Milton Chandler **Recruiter**
B.S. – Business Administration, Barton College

Megan Clemons **Success Advisor**
B.S. – Social Work, East Carolina University
M.S. – Social Work, East Carolina University

Al Crouse **Basic Law Enforcement Training Coordinator**
Basic Law Enforcement Training Certificate, Craven Community College

Kanika Davis **Education Navigator**
M.A. Counseling, Liberty University
B.A. Psychology, Radford University

Megan Davis **Graphics/Print Shop Technician**
A.A.S. – Graphic Art and Commercial Design, Johnston Community College

Becky DeJesus **Receptionist**

Shanequa Edwards **Admissions Specialist**
A.A.S Medical Office Administration, Wayne Community College

*Wendy Edwards **Director of Admissions/Registrar**
A.A.S. – Business Administration, Wilson Community College

Melissa Evans **Small Business Center Director**
B.S. – Business Administration, Lenoir-Rhyne College

Veronica Faison **LEIS Data Manager**

James Flowers **IT Technician**
A.A.S. – IT Cybersecurity/System Management, Nash Community College

*Michael Forbes **IT Support Technician**
A.A.S. – Computer Information Systems, Wilson Community College

TaMyra Freeman **Success Advisor**

B.S. – Psychology, Virginia Commonwealth University

Veronica Gaines Custodian

***Savannah Glover Accounting Specialist I**
A.A., Wilson Community College
B.S. Criminal Justice & Business Administration, University of NC at Pembroke

Gary Gonyea Facilities Coordinator
Construction Management Diploma, North Carolina State University
Certifications: NCCER Electrical Level 1 & Core Curriculum, Bloodborne Pathogens, EPA Section 608
Universal Refrigerant, R-410A Refrigerant, Carbon Monoxide Inspector, OSHA, Global Harmonization
Standard Training, Forklift Operator, Aerial Lift Operator, Backhoe Operator/Instructor

***Dr. Jennifer Gonyea Associate VP of Student Services**
A.A.S. – Office Systems Technology, A.A.S. – Business Administration, A.A.S. – Accounting,
Wilson Community College
B.S. – Business Administration, East Carolina University
Graduate Certificate in Community College Instruction, East Carolina University
M.A.Ed. – Adult Education, East Carolina University
Ed.D. – Educational Leadership, East Carolina University

***Hailey Gudac Foundation Specialist**
A.A.S. – Business Administration, A.A.S. – Accounting & Finance, Wilson Community College

Darlene Hall Director of Law Enforcement Training
B.S. – Criminal Justice, University of Cincinnati
M.S. – Criminal Justice, University of Cincinnati

Jennifer Harrell Distance Learning Coordinator
A.A. – College Transfer, Wayne Community College
B.S. – English and Secondary Education, Appalachian State University

Sonia Hernandez Custodian

Chelsea Hernandez-Cortez Admissions Specialist
B.S. – Psychology & Criminal Justice; B.A. – Spanish, Barton College

Angela Herring Dean of Teaching & Learning
B.S. – Computer Information Systems, Mount Olive College
M.A.Ed. – Instructional Technology, East Carolina University
Graduate Certificate – Information Assurance, East Carolina University

***Ronnie Hinton Accounting Specialist I**
A.A.S. – Business Administration, Wilson Community College
B.S. – Business Administration, North Carolina Wesleyan College

Patricia Holsten Secondary Partnerships Director
B.A. – Psychology, East Carolina University
M.A. – Psychology, East Carolina University

***Christy Horne Library Assistant**
Business Administration – Management Certificate, Wilson Community College
A.A. – Associate in Arts, A.A.S. – General Education, Wilson Community College

Hadie Horne Special Projects Coordinator

Vincent Howard Custodian

***Alan Jenkins Director of Fire Training**
A.A.S. – Fire Protection Technology, Wilson Community College
B.S. – Communication, Barton College

***Sylvia Johnson Custodian**
A.A.S. – Information Systems Technology, Wilson Community College

Glenn Langley WCC Police Officer

Darrah Lane Financial Aid Receptionist (PT)

A.A. – Associate in Arts, Arkansas State University at Beebe
B.S. – Agriculture/Environmental Horticulture, Arkansas State University

Jennifer Lewis Controller
B.S. – Accounting, North Carolina State University
M.A. – Accounting, North Carolina State University

Teresa Lewis Healthcare Programs Coordinator
A.A.S. – Science, Edgecombe Community College
B.S. – Nursing, East Carolina University
M.S.N. – Nursing, East Carolina University

Patricia Lucas Administrative Assistant for Law Enforcement Training

Trudy Luppin Human Resources Assistant

Douglas Lynch Director of Information Technology
A.A.S. – Computer Engineering Technology, Nash Community College
CompTIA Network+ Certification
B.S. – Industrial Technology, East Carolina University

Gretchen Lynch Human Resources Specialist
B.S. – Business and Management, Barton College

Andre’ Knight-McWilliams Upward Bound Coordinator
B.S. – Social Work, North Carolina Central University
M.S. – Social Work, North Carolina Central University

***Kay Medlin Continuing Education Registrar**
A.A.S. – Executive Secretary, Wilson Community College

Robert Melton Success Advisor
B.S. – Sports Management, Livingstone College

Vicki Mercer Accounting Specialist I
A.A.S. – Surgical Technology, Edgecombe Community College

***Jordan Mills Accounting Specialist II**
A.A.S. – Business Administration, A.A.S. – Accounting & Finance, Wilson Community College

Angie Mizelle Workforce Development Coordinator
B.S. – Criminal Justice, North Carolina Wesleyan College
M.S. – Criminal Justice, Fayetteville State University

Dr. Megan Moeller Director of Advising & Student Support
B.A. – Psychology, University of North Carolina Wilmington
M.S. – Clinical Rehabilitation and Mental Health Counseling, University of North Carolina at Chapel Hill
Ph.D. – Educational Leadership in Higher Education, University of North Carolina Wilmington

***Amanda Moore Curriculum Records Specialist**
A.A.S. – Office Administration, Wilson Community College

***Joy Moore Financial Aid Coordinator**
A.A. – Associate in Arts, Wilson Community College

Lisa Morgan Administrative Assistant to the VP of Student Development

Olivia Moss Director of EMS
A.A. and A.S., Nash Community College
B.S. – Exercise, NC Wesleyan College
Level II Paramedic Instructor
AHA BLS, ACLS and PALS Instructor

Amanda Murray Assistant Controller
A.A.S. – Medical Office Administration, A.A.S. – Office Systems Technology, Pitt Community College
B.S. – Business Administration/Marketing, East Carolina University

Margie Norfleet Special Projects Coordinator

Dora Nunez Custodian

Ray Owens..... **Director of Facilities**
 Licensing Board of General Contractors
Melody Parker-Eatmon **Director of Academic Support**
 B.S. – Family and Consumer Sciences Education, East Carolina University
 M.S. – Counselor Education, East Carolina University
 National Certified Counselor
***Aubrey Pearson**..... **WCC Chief of Police**
 A.A.S. – Law Enforcement Technology, Wilson Community College
Hannah Pierce..... **Enrollment Specialist**
 A.A.S. – Business Administration, Pitt Community College
Wayne Pollard **Maintenance Technician**
***Gretchen Wiggins Pully**..... **Curriculum Coordinator**
 A.A.S. – Paralegal Technology, Wilson Community College
Will Robl **Purchasing and Capital Improvements Manager**
 A.A. – College Transfer, Cape Fear Community College
 B.S. – Communication: Electronic Media/Broadcasting, Appalachian State University
Don Rountree **Maintenance Technician**
***Kaschia Spells**..... **Bookstore Manager**
 A.A.S. – Information Systems Technology, A.A.S. – Business Administration, Wilson
 Community College
 B.S. – Business Administration, East Carolina University
Kyla Streng..... **Graphics/Advertising Manager**
 B.S. – Visual Communications Arts: Graphic Design, Liberty University
 B.S. – Visual Communications Arts: Studio Art, Liberty University
Jaime Strickland **Accounting Specialist II**
Jesse Sykes..... **Success Advisor**
 A.A. – College Transfer, Nash Community College
 B.A. – Psychology, University of North Carolina at Chapel Hill
 M.S. – Clinical Rehabilitation and
 Mental Health Counseling, University of North Carolina at Chapel Hill
 Certified Rehabilitation Counselor
Marcheta Suggs..... **Custodian**
Timothy Vick..... **IT Technician**
 A.S. – College Transfer, Wayne Community College
 B.A. – Cybersecurity, Campbell University
Benjamin Wagoner **Director of Apprenticeships & Customized Training**
 B.A. – History/Education, Drury University
Brittany Wallace **Director of Institutional Research**
 A.A., A.S., Edgecombe Community College
 B.S. – Business Administration, North Carolina Wesleyan University
 M.B.A – Business Analytics, East Carolina University
Linda Ward **College & Career Readiness Instructional Coordinator**
 B.S. – Industrial Engineering, North Carolina A&T University
 M.A.Ed. – Executive Leadership, Gardner-Webb University
***Brenda Webb** **Payroll Coordinator**
 A.A.S. – Accounting, A.A.S. – Business Administration, Wilson Community College
Susan Weekley..... **Associate VP of Information Technology/CIO**
 A.A. – College Transfer, Edgecombe Community College
 B.S. – Business with M.I.S., East Carolina University
 M.S. – Network Technology: Computer Networking Management, East Carolina University
 Cyber Security Professional Certificate, East Carolina University

***Brenda Wilkins** **Library Assistant**
A.A.S. – Business Administration, Wilson Community College

Portia Williams **Bookstore Associate (PT)**
A.A.S., Nash Community College

***Dr. Vernita Williams** **Director of College & Career Readiness**
A.A.S. – Computer Science, Wilson Community College
B.S. – Education Mathematics, Barton College
M.A. – Curriculum & Instruction, East Carolina University
Ph.D. – Educational Leadership, East Carolina University

Stephanie Winstead **Executive Director for the BEST Center of Eastern NC**
B.S. – Chemistry, East Carolina University
M.A.Ed. – Education & Human Resource Studies, Colorado State University
M.S. – Chemistry, Grand Canyon University

FACULTY

Michael Adams **Program Coordinator – Sciences**
B.S. – Biology, B.A. – Anthropology, East Carolina University
M.A. – Science Education, East Carolina University

***Raymond Bassett** **Program Coordinator – Building Construction Technology**
A.A.S. – Building Construction Technology, Wilson Community College

***Emylie Bier** **Program Coordinator – Culinary Arts**
A.A.S. – Culinary Arts, Wilson Community College

***Robert (Bobby) Brown** **Program Coordinator – Automotive Systems Technology**
A.A.S. – Automotive Technology, Tidewater Community College
A.A.S. – Mechanical Engineering Technology, Wilson Community College

James Budday **Instructor – Information Technology**
B.S. – Computer Science, University of North Carolina at Charlotte
M.S. – Human-Computer Interaction, Carnegie Mellon University

Dr. Courtney Calhoun **Nursing Simulation Coordinator/Instructor**
A.D.N. – Nursing, Nash Community College
B.S.N. – Nursing, University of North Carolina Wilmington
M.S.N. – Nursing, University of North Carolina Wilmington
Doctor of Nursing Practice, Gardner-Webb University

Charlie Clark **Program Coordinator – Community Spanish Interpreter**
B.S. – Unified Childhood & Special Education, Keuka College
M.A. – Hispanic Studies/Spanish, East Carolina University

Stephanie Coleman **Instructor – Nursing**
B.S.N. – Nursing, East Carolina University
M.S.N. – Nursing, Chamberlin University

Melissa Cox **Program Coordinator – Medical Office Administration/Office Management**
A.A.S. – Medical Office Administration, Pitt Community College
B.A. – Health Care Management, University of Mount Olive
M.A. Certificate – Health Information Management, East Carolina University

Matthew Frank **Instructor – Mathematics**
B.A. – Mathematics, East Carolina University
M.A. – Mathematics, East Carolina University

Angela Freeman **Program Coordinator – Early Childhood Education**
B.S. – Birth-Kindergarten Education, East Carolina University
M.A. – Birth-Kindergarten Education, East Carolina University

Chloe GabrielInstructor – BioWork
 B.S. – Biology (Ecology & Evolution) & Hispanic Studies, East Carolina University
 M.S. – Biology (Environmental & Organismic), East Carolina University

John Glennon Instructor – Biotechnology
 B.S., University of Birmingham
 Post Graduate Certificate – Education, St. Mary’s College
 M.S. – Chemistry, North Carolina State University

***Dr. Jose Guevara Program Coordinator – Information Technology**
 A.A. – College Transfer, A.S. – College Transfer, Wilson Community College
 B.S. – Business Administration, East Carolina University
 M.B.A. – Business Administration, Barton College
 Doctor of Business Administration, National University

Leslie HarrellInstructor – Biology
 B.S. – Biology, Barton College
 M.S. – Biology, East Carolina University

Creola Harrington..... Instructor – Cosmetology
 NC State Board Licensed Cosmetologist

***Richard Harrison Program Coordinator – Applied Engineering**
 A.A.S. – Applied Engineering Technology, Wilson Community College
 B. S. – Industrial Technology, East Carolina University

Dr. Allisha Hicks Dean of Business
 A.A.S. – Computer Systems, ECPI College of Technology
 B.S. – Business Administration, North Carolina Wesleyan College
 M.A. – Human Services, Liberty University
 Ph.D. – Higher Education Administration: Educational Leadership, Liberty University

Wes HillDean of Human Services & Public Safety
 B.S.B.A. – Management Information Systems, East Carolina University
 M.B.A. – Business Administration, East Carolina University

Blake Jones Program Coordinator – Practical Nursing
 A.D.N. – Nursing, Wayne Community College
 B.S.N. – Nursing, University of North Carolina Wilmington

Dr. Charlene JonesInstructor - Nursing
 B.S.N. – Nursing, North Carolina A&T University
 M.S.N. – Nursing, Walden University
 Ph.D. – Nursing, Walden University

Sarah JonesInstructor – Automotive
 A.S. – Automotive, Tri County Community College

Ginger LeonProgram Coordinator – Interpreter Education
 B.S. – Computer Information Systems, Gallaudet University
 M.Ed. – Deaf Education, Boston University

Michael Lyndon..... Program Coordinator – HVAC

***Hope Mansfield..... Program Coordinator – Paralegal Technology**
 A.A.S. – Paralegal Technology, Wilson Community College

Trey MillardInstructor – History
 B.A. – Philosophy & Religion, University of North Carolina Wilmington
 M.A. – Theology Studies, M.A. – History, Liberty University

Dr. David MoodyProgram Coordinator – Criminal Justice Technology
 General Instructor Certification, NC Justice Education and Training Standards Commission
 B.A. – Geography, Fayetteville State University
 M.S. – Criminal Justice, East Carolina University
 Ph.D. – Public Safety, Capella University

Jill Murphy **Program Coordinator – Agribusiness Technology**
A.A. – Agricultural Business Management, North Carolina State University
B.S. – Agricultural Business Management, University of Mount Olive

Victoria Nalley **Nursing Clinical Coordinator/Instructor**
B.A. – Biology & Anthropology, University of North Carolina at Chapel Hill
B.S.N. – Nursing, Barton College
M.S.N. – Nursing, East Carolina University

Emmanuel Obi **Instructor – Information Technology**
B.S. – Marketing, The Institute of Management & Technology
M.S. – Information Sciences, North Carolina Central University

Sandy Pittman..... **Program Coordinator – Associate in Fine Arts in Music**
B.A. – Music, Barton College
M.A. – Church Music, Southeastern Baptist Theological Seminary

Mandy Renfrow **Program Coordinator – Associate Degree Nursing**
B.S.N. – Nursing, East Carolina University
M.S.N. – Nursing, Chamberlain University

Dr. Sheril Roberts **Dean of University Transfer and College & Career Readiness**
Bachelor of Social Work, East Carolina University
M.A. – Human Services, Liberty University
M.S.C.E. – Counseling/Psychology, University of West Alabama
Doctor of Education – Higher Education Administration, Northeastern University

Jennifer Shearin **Instructor – Nursing**
A.D.N. – Nursing, Halifax Community College
B.S.N. – Nursing, Western Governors University
M.S.N., M.B.A. – Healthcare Management, Western Governors University

Mahala Shields..... **Instructor – Nursing**
B.S.N. – Nursing, Barton College
M.S.N. – Nursing, University of North Carolina Wilmington

Britney Smith **Instructor – English**
B.A. – English, East Carolina University
M.A. – English, East Carolina University

Samantha Spencer **Instructor – English**
A.A. – College Transfer, Craven Community College
B.A. – English, East Carolina University
M.A. – English, East Carolina University

Joshua Stevens..... **Instructor – Applied Engineering**
A.A.S. – Mechanical Engineering Technology, Wake Technical Community College
B.S. – Industrial Technology, East Carolina University
M.S. – Technology Management, East Carolina University

Tammy Summerlin **Department Chair – English, Communications, & Humanities**
B.A. – English & History, Barton College
M.A. – English, East Carolina University

Tori Tate **Instructor – Mathematics**
B.S. – Math Education, East Carolina University
Graduate Certificate – Teaching, Training & Educational Technology, East Carolina University
M.A.Ed. – Math Education, East Carolina University

Melissa Vandemark..... **Dean of Applied Technologies**
B.S. – Business Administration, North Carolina Wesleyan University
M.B.A. – Business Administration, North Carolina Wesleyan University

Tammy Whitley..... **Instructor – Cosmetology**
NC State Board Licensed Cosmetologist

Noah Wiggins..... **Instructor – Automotive**
A.S. – Automotive Technology, Lenoir Community College
B.S. – Industrial Management, East Carolina University

***Spencer Wild** **Program Coordinator – Welding**
Diploma – Welding, Wilson Community College
Basic Welding Certificate, Wilson Community College

Nikehchi Woherem **Program Coordinator – Business Administration**
A.A. – College Transfer, Edgecombe Community College
B.S. – Business Administration, North Carolina Wesleyan University
M.B.A. – Business Administration, Pfeiffer University

Michaela Woodard..... **Program Coordinator – Surgical Technology**
A.A.S. – Surgical Technology, Edgecombe Community College

Dr. Christie Wuebbles..... **Department Chair – Math & Social Sciences**
B.S. – Mathematics, East Carolina University
M.A. – Secondary Mathematics Education, East Carolina University
Ed.D. – Leadership in Curriculum and Instruction, University of North Carolina Wilmington

Dr. Miranda Yelverton..... **Dean of Health Sciences**
A.A. – College Transfer, A.D.N. – Nursing, Wayne Community College
B.S.N. – Nursing, East Carolina University
M.S.N. – Nursing Education, East Carolina University
Doctor of Nursing Practice – Nurse Leadership, Gardner-Webb University

Sam Young..... **Instructor – Mathematics**
B.S. – Mathematics Education, Elizabeth City State University
M.S. – Mathematics, Elizabeth City State University

GENERAL INFORMATION

ACADEMIC PROGRAMS

Wilson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of this catalog.

ASSOCIATE IN APPLIED SCIENCE DEGREE:

The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs.

ASSOCIATE IN ARTS DEGREE:

The Associate in Arts degree is awarded upon completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university.

ASSOCIATE IN FINE ARTS IN MUSIC:

The Associate in Fine Arts in Music degree is awarded upon completion of the course requirements of the college transfer associate in fine arts in music program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in fine arts at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE:

The Associate in Science degree is awarded upon completion of the course requirements for the college transfer associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.

DIPLOMAS AND CERTIFICATES:

Diploma and certificate programs consist of a series of courses that are designed to prepare an individual for employment in a specific occupation. Successful completion of these curriculum programs leads to a diploma or certificate.

ACCREDITATION

Wilson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Wilson Community College also may offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Wilson Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

The Southern Association of Colleges and Schools Commission on Colleges may be contacted to:

- (1) learn about the accreditation status of the institution,
- (2) file a third-party comment at the time of the institution's decennial review, or
- (3) file a complaint against the institution for alleged non-compliance with a standard or requirement.

The Office of Institutional Research is responsible for monitoring compliance with criteria as set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Wilson Community College was reaffirmed in 2025.

OTHER ACCREDITATIONS:

Other agencies that currently accredit the institution and any of its programs are listed below.

Wilson Community College is recognized and approved by the following agencies; the date of the last review is provided.

- The North Carolina Board of Nursing (Associate Degree Nursing) 2023
- The North Carolina Board of Nursing (Practical Nursing Program), 2022
- NC Department of Health and Human Services (Nurse Aide I), 2025

- The North Carolina Board of Nursing (Nurse Aide II), 2025
- The Commission on Accreditation of Health Sciences Education Programs (CAAHEP) through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 2025
- The North Carolina State Bar Board of Paralegal Certification (Paralegal Technology), 2022
- The North Carolina Criminal Justice Training and Standards Commission (BLET, SMI Operator, Instructor Training), 2023
- The North Carolina Office of Emergency Medical Services (Emergency Medical Services), 2024
- North Carolina Sheriff's Education and Training Standards Commission (Detention Officer), 2026
- North Carolina Fire and Rescue Commission (Fire/Rescue Cert), 2022
- The College is also recognized and approved by:
- The North Carolina State Board of Community Colleges
- The North Carolina Community College System
- The North Carolina Department of Public Instruction

ADVISORY COMMITTEES

Local Advisory Committees are an important element in the operation of the College. These committees are composed of representatives from secondary and post-secondary schools, local industries, businesses, management, labor, service trades, community organizations, alumni, and students. The purpose of the advisory committees is to counsel and advise the College regarding the improvement of curriculum programs (degrees, diplomas, certificates) and short-term training programs. A committee is formed to serve each instructional/training program (or group of related programs) to provide current information and relevant advice for instructors and administrators in each program area.

EQUAL OPPORTUNITY STATEMENT

The College affirms its commitment to a policy of equal opportunity and will make good faith efforts toward providing equal rights and privileges for all individuals involved in the educational community.

The College will not discriminate in any way because of membership or perceived membership, in any of the following federally protected classes: race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, and genetic information (including family medical history).

Any student or applicant who believes that discrimination or any form of harassment has limited their opportunities at Wilson Community College, or any individual seeking more information concerning this policy, should contact the Vice President of Student Development.

FOUNDATION

The Wilson Community College Foundation, Inc., was established in 1981 as a nonprofit organization. The Foundation, charged with the mission of promoting the general welfare of Wilson Community College, solicits gifts and bequests from individuals, corporations, and other foundations to meet the financial needs of the College that are not provided by traditional funding sources. The majority of the funds raised are distributed to our students in the form of scholarships and directly aid them with their education. Other funds are given as project and mini-grants to help fund professional development for faculty and staff. Students interested in scholarship opportunities may obtain an application through the Financial Aid Office.

HISTORY

Wilson Community College is a member of the North Carolina Community College System. Established in 1958 as Wilson Industrial Education Center, it is one of the system's oldest institutions. From its inception, it has offered quality education to those who have enrolled in its programs. The first classes began

September 29, 1958, in the Charles L. Coon High School Annex. Construction began on the first building on the current site in 1958. In 1964, the State Board of Education granted authority to award the Associate in Applied Science Degree and the school name was changed to Wilson County Technical Institute.

As enrollment increased, alterations were made and an automotive shop and a welding classroom-laboratory building were completed. In 1969, both enrollment and staff increased as the Institute responded to the demand for technical education. During the same year, the Institute was accredited by the Southern Association of Colleges and Schools. Grants totaling \$1 million were received and Buildings J and D were occupied in 1970. In 1971, following the death of the Institute's first president, Salvatore DelMastro, Dr. Ernest B. Parry was appointed president. He served until his retirement in July 1982 when Dr. Frank L. Eagles was appointed president. Dr. Eagles served as president until his retirement in September 2003 when Dr. Rusty Stephens became the fourth president of the College.

Wilson Community College received federal and state grants since 1971, to provide additional support services such as counseling, tutoring, and classroom training in Adult Basic Education. These funds also allowed for upgrading of the Heavy Equipment program.

During the period of 1977-1978, Buildings G and L were built. Building G made possible significant improvements in both student life and the educational programs. Included in the structure are a student lounge complex, bookstore, classrooms, labs, and faculty offices. Building L provided an environment for instruction in the repair of diesel-powered vehicles. Today, Building L houses welding classrooms and labs. An administrative and classroom building, Building B, connecting existing Buildings A and C, was built in the spring of 1986. Building K, which originally contained facilities for the sewing and crafts and pottery/ceramics classes, was opened in 1989. Currently, classrooms and a lab for culinary arts are in Building K. In 1997, the Salvatore DelMastro auditorium was

completed (Building E) allowing the old auditorium to be converted to additional library facilities. Building M, completed in 2000, was initially a welding facility but today houses offices for maintenance. In 2003 the new Frank L. Eagles Community Business Center addition to Building G was completed, adding much needed meeting rooms and classrooms to the College facilities.

The name was officially changed to Wilson Technical Community College in 1989. In 1993, the Department of Community Colleges granted the College the authority to award the Associate in Arts degree. The courses required for this degree parallel the first two years of those offered by four-year colleges and universities. In 1997, the College converted from the quarter system to the semester system. This change was made in the entire North Carolina Community College System to enhance the transferability of students to four-year institutions.

Since 1997, the College has experienced extraordinary student growth and continues to serve as a major source of education and training for the workforce in Wilson County. In 2007, the official name of the College was changed to Wilson Community College. In 2008, the College celebrated its 50th year of serving the Wilson community and opened a new student center. This building set the pace for a new direction for the College as it became a leader in the use of environmentally friendly technologies and sustainable programs.

In 2015, Dr. Tim Wright became the fifth president of Wilson Community College. During his tenure, the Lee Technology Center became fully operational; the College added 6 new curriculum programs; and provided instruction to over 28,000 students, including over 3,000 high school students through its Career and College Promise Program.

WCC serves a significant high school population, with two early colleges – the Wilson Early College Academy (WECA) located on the main campus, and Wilson Academy of Applied Technology (WAAT) at LTC. Both programs allow students to earn a high school

diploma and an associate's degree concurrently.

Strategic marketing efforts and rebranding led to the adoption of the Wolves as WCC's first mascot. The WCC Foundation increased fundraising activities and created an opportunity for the naming of buildings and facilities across campus. These efforts helped to increase the WCC Foundation by over \$2 million.

Other significant growth during this period includes the expansion of the Library to the A. Dwight Johnson Learning Resources Center, and the renovation of biotechnology and information technology labs. Construction of Building S, to house the Electrical, HVAC, and Building Construction Technology programs at the Lee Technology Center was completed in the fall of 2023.

Since its establishment, the following Presidents have served Wilson Community College:

- Salvatore DelMastro
- Dr. Ernest B. Parry
- Dr. Frank L. Eagles
- Dr. Rusty Stephens
- Dr. Tim Wright

Following Dr. Wright's retirement in May 2023, Dr. Jami L. Woods was named the sixth president, and currently serves as chief executive officer of the College.

HOURS OF OPERATION

The College's normal hours of operation are 8:00 a.m. - 5:00 p.m. Monday through Thursday and 8:00 a.m. - 3:00 p.m. on Fridays during the fall and spring semesters. Please note that certain classes may begin at 7:30 a.m. and end at 10:00 p.m. For the summer semester, the College operates on a four-day schedule and is closed on Fridays.

The College may operate on some Saturdays and Sundays for specific courses and/or programs or activities. Students are encouraged to call for more information.

Student Development and Financial Aid offices are open Monday through Thursday from 8:00 a.m. - 5:00 p.m. and 8:00 a.m. - 3:00 p.m. on

Fridays during the fall and spring semesters. Offices are closed on Fridays during the summer.

INSTITUTIONAL PLANNING AND RESEARCH

To ensure the effectiveness of programs and services fulfilling the College mission, the office of Institutional Research provides guidance for the College's ongoing, integrated, and institution-wide research-based planning and evaluation process, provides research services for administrative decision-making as well as program and administrative reviews. This office also ensures the College community remains current on the requirements of its accrediting agency. Visit the website at <https://www.wilsoncc.edu/about-us/institutional-research/> for more information.

LOCATION AND FACILITIES

The main campus of Wilson Community College is located at 902 Herring Avenue, Wilson, North Carolina. It is just off U.S. Highway 301 and is easily accessible from N.C. Highway 58, U.S. Highway 264, and I-95. Maps are provided at the back of this catalog for your convenience.

The College's main campus consists of a thirteen-building complex situated over 35 acres. All classrooms are well lit and are air-conditioned for year-round comfort. Laboratories and shop facilities are well equipped, well lit, and properly ventilated. A continuous program of upgrading instructional equipment and tools assures that student skills transfer easily into business and industry. Other required facilities are made available by leasing arrangements, various community agencies and local governments.

BUILDING A: The Board Room (A-100) is located in this building. Building A houses classrooms for Adult Basic Education, Adult High School, Adult Secondary Education, and Computer Labs. The Information Technology Department and Wolf Techs are located in A-106.

BUILDING B: The Office of the President, Vice President of Learning and Workforce, Receptionist/Switchboard, and general education classrooms are housed in Building B.

BUILDING C: University Transfer, the WCC Foundation, Human Resources, Institutional Research, Marketing, Academic Support Center, and general classrooms are located in this building.

BUILDING D: This building houses the A. Dwight Johnson Learning Resource Center, Archives, Open Computer Lab, Distance Learning, and classrooms for Community Spanish Interpreter courses.

BUILDING E: DelMastro Auditorium and multi-purpose classrooms are located in this building.

BUILDING F: The Business Office, Cashier, Vice President of Finance and Administrative Services are located in Building F. Student Development, Admissions, Short-Term Training, Registrar's Office, Financial Aid, and the Testing Center are also housed in this building.

BUILDING G: The A. J. Walston Student Center houses the WCC Bookstore, student lounge, and SGA Office. The Frank L. Eagles Community Business Center, classrooms, and labs for: Accounting, Biology/Chemistry, Biotechnology, Business Administration, Information Technology, Criminal Justice, Interpreter Education, Medical Office Administration, Nursing, Office Management, Paralegal, and Surgical Technology are located in Building G.

BUILDING H: The College Print Shop and Graphic Design offices are in this building.

BUILDING I: Purchasing offices for the College are housed in Building I.

BUILDING J: The Wilson Early College Academy and classrooms for Basic Law Enforcement Training are located in this building.

BUILDING K: The Culinary Arts lab and classrooms are located in this building.

BUILDING L: Classrooms and labs for Welding Technology.

BUILDING M: Maintenance operations for the College are housed in this building.

OFF CAMPUS Centers and Training Sites:

Lee Technology Center:

- **Building R, 4815 Ward Blvd.:**
Automotive Systems Technology, Small Business Center
- **Building S, 4815 S Ward Blvd.:**
Building Construction Technology, Electrical Systems Technology, Air Conditioning, Heating, and Refrigeration (HVAC) Technology
- **Building W, 4801 Ward Blvd.:**
Agribusiness Technology, Applied Engineering, Industrial Training, and Advanced Manufacturing

Coastal Plain Law Enforcement Training Center:
3997 Ward Blvd.

Virtual Medical Center: 1705 Tarboro Street

Fire/Rescue Academy: 800 Pine Street NE

Fire Training Grounds: Hwy 301 - Hwy 42

Cosmetic Arts Center: 2616 Forest Hills Rd. SW

MISSION STATEMENT

Wilson Community College provides opportunities for academic excellence, student success, workforce development, and community partnerships.

*Approved by the Board of Trustees
April 2023*

STUDENT ACHIEVEMENT MEASURES

Wilson Community College identifies, evaluates, and publishes goals and outcomes for student achievement appropriate to the College's mission, the nature of the students it serves, and the kinds of programs offered. WCC uses multiple measures to document student success. They include:

1. The North Carolina Community College System Performance Measures
2. The National Student Clearinghouse First-Time Student Success Report
3. Student Course Success

Each measure has a different reporting cycle. Therefore, specific details and outcomes are published on the <https://www.wilsoncc.edu/about-us/institutional-research/student-achievement/> of the college's website. The Office of Institutional Research can be contacted for additional information.

STUDENT RIGHT TO KNOW ACT

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. This act requires colleges to report completion and retention rates of students. In compliance with the Student Right-to-Know Act, Wilson Community College discloses the following graduation/completion and retention rates:

- Fall 2020: 36% of full-time, first-time degree/certificate-seeking undergraduate students graduated or transferred out within 150% of normal time to program completion.
- Fall 2022: 62% of first-time, full-time students returned in Fall 2023.

Source: 2024 IPEDS Data Feedback Report for Wilson Community College

NCCCS GENERAL EDUCATION COMPETENCIES AND OUTCOMES

In Accordance with North Carolina Community College System requirements, Wilson Community College annually reviews compliance with general education mandates. The College has identified four general education competencies. The general education core competencies are the four primary goals and desired learning outcomes to be achieved by Wilson Community College students. These cross-curriculum general education competencies will also be reinforced in all degree and diploma programs. The following chart outlines the competencies and outcomes.

COMPETENCIES	OUTCOMES AND GOALS
	Upon successful completion of general education requirements, Wilson Community College students should be able to:
1. CRITICAL THINKING SKILLS	Locate, evaluate, and use information to analyze problems, synthesize data, make logical decisions, and solve problems.
2. COMMUNICATION SKILLS	Communicate effectively in the following areas: A. WRITING – produce writing that is precise, coherent, relevant, and accurate (according to the guidelines of Standard Written English) for a variety of purposes and audiences. B. READING – apply critical reading skills by reading actively and analytically at the college level and by synthesizing and applying information across disciplines. C. EXPRESSIVE – express language effectively in a variety of formal and informal settings in language that is clear, precise, coherent, and relevant. D. RECEPTIVE – use comprehensive listening skills to evaluate messages and respond appropriately.
3. INFORMATION/TECHNOLOGY LITERACY SKILLS	Demonstrate basic competencies in computer elements, functions, and applications and demonstrate an ability to identify information needed to complete a given task, to access and evaluate information critically, and to use information in solving problems.
4. QUANTITATIVE/SCIENTIFIC SKILLS	Develop a fundamental understanding and the ability to apply quantitative math and/or scientific concepts and methodologies.

ADMISSIONS

Wilson Community College (WCC) subscribes to the Open-Door admissions policy of the North Carolina Community College System. All applicants who have earned a high school diploma or equivalent OR are at least 18 years of age and able to profit from formal education, will be served by the institution. The Open-Door policy does not mean there are no restrictions on admission to specific programs or courses. Admission criteria are subject to review and change by the State Board of Community Colleges and the NC General Assembly.

Admission requirements are consistent for all students seeking to enter courses or programs offered by Wilson Community College. Completion of a high school diploma, or equivalent, is required for admission to all curriculum degree, diploma, or certificate programs of study. The College reserves the right to place students on the basis of standardized assessments and previous academic achievement. Some programs, including but not limited to: Associate Degree Nursing, Practical Nursing, and Surgical Technology, may have additional requirements beyond those for general admission.

The College reserves the right to refuse enrollment in distance learning courses to any applicant who is not a North Carolina resident if that applicant resides in a state where the College is not authorized to provide distance learning courses.

In accordance with state law, applicants currently under suspension or expulsion from any other community college, university, or educational institution may be denied admission to Wilson Community College for the duration of the suspension period or expulsion. The College also reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety exception to the Open-Door admissions policy, the College must show that there is an articulable, imminent, and significant threat to the

applicant or to another individual(s). Specifically, the College must document:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

The College will make any applicant who is refused admission under the safety exception aware of the process by which the applicant may appeal the College's decision to refuse admission.

Wilson Community College is required by the United States Department of Education (DOE) to verify high school completion if the College or the DOE believes the student's diploma or transcript is not valid. If the College or the DOE has reason to believe a high school transcript may not be valid, the College will require the student's written authorization to contact the high school or school system in question to verify the validity of the documents provided. If the student is unwilling to authorize the inquiry, the transcript in question will be considered invalid pending verification.

Admissions and readmissions policies and procedures are administered through the office of Student Development. Appeals and requests may be directed to the Vice President of Student Development, where all decisions are final.

ADMISSIONS PROCESS

The following steps must be completed for official acceptance to the College:

1. **Complete Residency Determination** through <http://www.ncresidency.org/> to obtain a Residency Certification Number (RCN). Residency determination establishes whether students should be charged in-state or out-of-state tuition, in accordance with North Carolina general statutes. The RCN is required to submit an application for admission. For more information about residency

determination, please visit the North Carolina Residency Determination website.

2. **Complete Application for Admission:** Prospective students must complete an application for admission in order to enroll at the College. The WCC admissions application is accessible online through <http://www.wilsoncc.edu/> or <http://www.cfnc.org/>.

3. **Request Official Transcripts:** Applicants should request official transcripts to be sent to the WCC Admissions Office. All applicants must provide an official high school transcript prior to admission, unless provisional acceptance of an unofficial transcript is approved by the Vice President of Student Development due to extenuating and verifiable circumstances. In such cases, official transcripts must be received prior to the student's registration for subsequent semesters.

The College can accept college transcripts showing completion of an associate degree or higher in lieu of an official high school transcript, but an official transcript showing high school completion or equivalency is required for all students seeking financial aid and for veterans' benefits requirements.

Transcripts from other colleges or universities are required to verify prerequisite coursework and to award transfer credit.

Official transcripts from non-US institutions must be translated and evaluated by a member agency associated with the National Association of Credential Evaluation Services (NACES). Please visit <http://www.naces.org/> for more information or contact the Director of Admissions/Registrar. College credit cannot be given for transcripts that are not translated and certified by an approved agency.

4. **Placement Testing:** Applicants who do not meet one of the following criteria will be required to take the EdReady Placement Test prior to being admitted.

- a. Graduated from a US High School.
- b. Earned acceptable adult high school diploma, General Education Development (GED®) or High School Equivalency Test (HiSET) scores.
- c. Earned developmental course credit.
- d. Successfully completed a college-level (gateway) English or math course.
- e. Completed an eligible placement test with qualifying scores within the last 10 years.
- f. Earned an associate degree or higher.

Once an applicant's file is complete, they will be notified of admission to the College and their chosen program of study by e-mail. Students who are undecided about their program of study are encouraged to meet with a Success Advisor as part of the process.

HOME SCHOOL STUDENTS

Home school graduates must meet all established general admission requirements to enter a degree or diploma program. The home school must be registered with the North Carolina Department of Public Instruction (NCDPI). Official high school transcripts documenting credit earned and the date of graduation are required. Official transcripts must be issued by the chief administrator of the home school and show the school's name and address. Proof of registration with NCDPI may be required. Home school students interested in taking curriculum college courses before graduation should contact the Secondary Partnerships Director for information about Career and College Promise (CCP) opportunities and eligibility.

INTERNATIONAL STUDENTS AND PERMANENT RESIDENTS

Wilson Community College is not authorized to issue I-20 documents and cannot be a destination institution for international students seeking to come to the U.S. to further their education. Students authorized to visit the U.S. on an F, M, or J visa on a temporary basis are permitted to attend a specific college or university. In such cases, the college they are attending must make regular reports to the US Department of Homeland Security's

Immigration and Customs Service (USICS) through the SEVIS system. Wilson Community College is NOT authorized to admit students for study under these terms.

Non-citizens who have been given Permanent Resident status are considered the same as citizens for enrollment, tuition, and financial aid purposes. The College may be allowed to enroll individuals with specific types of visas who are not permanent residents. Depending on the type of visa, some non-citizen students have the capacity to qualify for in-state residency for tuition purposes. A non-resident of the United States who has resided in NC for 12 consecutive months and filed an immigrant petition with the USCIS may be considered a state resident for tuition purposes if they:

- Provide documentation of their lawful presence in the U.S., and
- Provide official transcripts showing graduation from an NC public high school.

International students must provide documentation of their legal status prior to being admitted to the College. Any non-U.S. citizen who applies for admission to the College must complete an application for admission and submit certified transcripts of all secondary and college coursework. Official transcripts from non-US institutions must be translated and evaluated by a member agency associated with the National Association of Credential Evaluation Services (NACES). Please visit <http://www.naces.org/> for more information. Contact the Director of Admissions/Registrar or Vice President of Student Development for additional information about admissions for international students.

READMISSION TO THE COLLEGE

Previously enrolled students who seek to enroll after being out for two (2) or more consecutive semesters, excluding the summer semester, are required to complete an updated application for admission. Any readmitted student will be held to the requirements in the current catalog at the time of their readmission.

SPECIAL CREDIT STUDENTS

Special credit students enroll in curriculum courses for credit but are not working toward earning a degree, diploma, or certificate at Wilson Community College. **Students with Special Credit status are not eligible for financial aid or veterans' benefits.**

Special Credit students must meet course prerequisites and/or co-requisites and present documentation showing previous coursework or successful placement test scores if applicable. Special Credit students may contact their Success Advisor to register for courses by meeting with a special credit advisor during registration periods. Students who accumulate 13 hours of course credit are encouraged to see a counselor and select a program of study.

TRANSFER STUDENTS

(Previous College Credit)

Students who have previously attended another college should submit official transcripts from ALL institutions they have attended to receive transfer credit. The Director of Admissions/Registrar will evaluate all transcripts on a course-by-course basis. Evaluation criteria include comparable content, credit hours, and grade. The Director of Admissions/Registrar may consult with program coordinators, department chairs and/or deans as needed. The following will be used as a basis to determine which previously earned credits may be awarded and counted towards graduation:

- Effective Fall Semester 2009, credit will no longer be given in any current program of study for coursework done on the quarter system at Wilson Community College or any other NC community college. Recent academic credits from a college or university still operating on a quarter system may be eligible for transfer consideration on a course-by-course basis.
- Developmental courses may be required in addition to course requirements for program completion.
- A student's Faculty Advisor can recommend substitution of courses for adequate cause. Substitutions must be

approved by the Faculty Advisor, the Dean, and the Vice President of Learning and Workforce. Once approved, the Director of Admissions/Registrar must verify that the substitution can satisfy the course requirement.

- The College will accept credit for those courses with curriculum validity with the credit hours adjusted to the Wilson Community College scale for students who transfer from other accredited post-secondary institutions.
- Letter grades of "D", "F", and "AU" are not transferable.
- Quality points earned at other institutions will not be calculated in a student's grade point average.
- A transfer student intending to graduate from Wilson Community College must complete at least 25% of the credit hours in their program of study at Wilson Community College.
- Students enrolled in curriculum programs who wish to take courses at another college to transfer back to Wilson Community College for credit toward graduation are strongly encouraged to discuss plans with their faculty advisor prior to registration at the other college. This is to better ensure transferability of credits. Also, certain key courses are required to be taken at Wilson Community College.
- Any and all credit awarded and/or counted toward graduation is at the discretion of the College.

UNDOCUMENTED IMMIGRANTS

Undocumented students may enroll in college courses through Career and College Promise and non-college credit courses, including Adult Basic Education, Adult High School Equivalency/ GED®, Adult High School, English as a Second Language (ESL), or other short-term training courses not considered to be for college credit.

Effective July 2010, North Carolina Administrative Code allows NC community colleges to admit undocumented immigrants

into curriculum programs of study under the following conditions:

- Must have attended and graduated from a U.S. public high school, private high school, or home school that operates in compliance with state or local law. Graduates of Adult High School programs are also allowed to enroll, but GED® completers are not. The NC Attorney General has determined that individuals who can provide documentation of approval of an application to the USCIS for Consideration for Deferred Action for Childhood Arrivals (DACA) should be treated as legally present in the state. The requirement that such an applicant must have attended and graduated from a U.S. high school does not apply and a GED® is satisfactory for college admission.
- Are not eligible for federal or state financial aid.
- Must be charged out-of-state tuition.
- May not displace any student who is legally in the U.S. from any course or program of study when space limitations exist.

When considering whether to admit an undocumented immigrant into a specific program of study, community colleges shall consider that federal law prohibits states from granting professional licenses to undocumented immigrants.

HEALTH SCIENCE ADMISSIONS POLICIES

All prospective students must meet the general admissions requirements of the College to be eligible for enrollment. In order to ensure compliance with state and local standards, Health Science curriculum programs have specific requirements beyond those established for general admission.

Health Science applicants must assume full responsibility for confirming that official transcripts, test scores, and required documents have been received by Student Development by the published deadlines.

HEALTH SCIENCE PROGRAM CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

The North Carolina Board of Nursing regulates all aspects of nursing, including education, licensure, and the practice of nursing by registered nurses and licensed practical nurses to ensure the safety and well-being of the public.

The Nursing Practice Act states that "all applicants for licensure shall consent to a criminal history record check" (N.C.G.S. 90-171.48(b)). The Board of Nursing shall ensure that the State and national criminal history of each applicant is checked. The Nursing Practice Act defines criminal history as a "misdemeanor or felony that bears on an applicant's fitness for licensure to practice nursing," which includes the sale and distribution of drugs, alcohol related offenses, or driving while impaired (N.C.G.S. 90-171.48(a)(2)).

If the criminal history record reveals one or more convictions that are listed in N.C.G.S. 90-171.48(a)(2), the conviction shall not automatically bar licensure. The Board of Nursing shall consider a number of factors regarding the conviction(s). If, after reviewing the factors, the Board of Nursing determines that the conviction bears on the applicant's fitness to practice nursing, then licensure will be denied.

In Health Science programs, students are assigned clinical rotations in a number of participating agencies. Various accrediting bodies, as well as state and federal mandates, regulate these agencies. The accrediting bodies or state and federal regulations may require that students, while practicing in a clinical setting, have a criminal background check or drug screening. The drug screening is done once, prior to the start of the program, by facility regulation, or randomly, during the clinical experience. If the student has a criminal conviction or tests positive for illicit drugs or drugs for which the student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. Wilson Community College

recognizes and is fully supportive of the clinical agencies that choose to perform drug tests and/or criminal background checks on nursing students.

If a health science student is prohibited from participating in a clinical agency, the student will be dismissed from the program due to the inability to progress and complete the curriculum requirements.

All costs associated with criminal background checks and drug screening in the clinical agency are the responsibility of the student. Criminal background checks for licensure will be done at the expense of the student.

In accordance with the NC BON Rule 21 NCAC 36.0320, students will be dismissed who:

1. Present physical or mental health problems that conflict with the safety essentials to nursing practice or do not respond to treatment or counseling within a timeframe that enables meeting program objectives.
2. Demonstrate behavior that conflicts with the safety essentials to nursing practice.
3. Fail to demonstrate professional behavior, including honesty, integrity, and appropriate use of social media, while in the nursing program of study.

ASSOCIATE DEGREE NURSING (ADN)

Admissions Policy:

Students are admitted to Wilson Community College in accordance with policies approved by the administration. Admission is not guaranteed to all applicants who apply to the Associate Degree Nursing program. Completion of the nursing curriculum does not guarantee success in passing the licensure exam. A nursing student must be admitted/readmitted to the Associate Degree Nursing program in order to take nursing (NUR) courses for credit.

STEP I Application Process:

Deadline: March 15

- A. Applicants must submit an admissions application to Wilson Community College with an official high school transcript or equivalency and all post-secondary

coursework. Currently enrolled high school students are to submit a partial transcript at the time of application. A final transcript must be submitted at the time of high school graduation.

- B. Applicants must submit all required documents and complete the admissions process to be officially admitted to the College.
- C. Applicants must complete a Health Science Intent Form provided on the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Students may select one or multiple programs when applying, but may only enroll in one program at a time.

STEP II Placement Testing:

Deadline: March 15

Applicants who have completed Step I will schedule an appointment to take the Test of Essential Academic Skills (TEAS). Students can sign up for the TEAS online via the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants are allowed to take the TEAS twice in a 12-month period, with each attempt being at least 30 days apart. The highest TEAS score taken within the last two years will be used for ranking. TEAS scores more than two years old will not be accepted.

- A. Applicants will be required to pay a \$70.00 testing fee to the Business Office (F-101)
- B. Picture ID and payment receipt must be presented at the time of testing.
- C. Applicants who opt to take the TEAS at another institution must submit final TEAS scores by the March 15 deadline in order for them to be considered.
- D. Associate Degree Nursing **applicants must achieve a 63.3%** on the overall adjusted score.

**Note: Price of testing fee subject to change.*

STEP III ADN Day Program Conditions of Eligibility:

- A. Applicants **must be eligible** to enroll in ENG 111 and MAT 143 without a co-requisite by the March 15 deadline. The requirements for each course can be found in the [Course](#)

[Descriptions](#) section of the catalog. If you have questions regarding eligibility, please contact Student Development at 252-246-1281.

- B. Applicants must be actively listed on the North Carolina Nurse Aide I (NA I) registry **no later than March 15**.
- C. Applicants must have a grade point average of 2.0 or higher on all pre-requisite (non-NUR prefix) courses that are required for the ADN program.
- D. Applicants must obtain a 63.3% on the TEAS prior to the March 15 deadline to be considered for admission to the ADN program.

ADN EVENING OPTION ONLY:

The College offers the ADN evening program option every other year (i.e., 2023, 2025).

STEP IV Conditional Acceptance and Ranking:

- A. Should there be more qualified applicants than space available, a point system will be used to rank applicants and determine selection for admission to the Associate Degree Nursing program. The following items will be used in consideration for ranking:
 - TEAS Adjusted Individual Score.
 - Non-nursing (NUR) courses. If applicant has taken courses more than once, the highest grade will be used to award points.
 - Maximum 2 points will be awarded to applicants with any previously earned degree(s), diploma(s), or certificate(s).
 - 3 points will be awarded to students currently enrolled at Wilson Community College.

All documentation for ranking is due by March 15. Documentation received after this date will not be considered.

- B. Qualified applicants will receive a letter of conditional acceptance by the end of April. Enclosed with this letter will be a Certificate of Acceptance (COA), a physical form, and instructions on how to complete the criminal background check, drug screen, and immunization tracking.

- C. COAs are due to Student Development (F-100) by May 15.
- D. Physical forms must be uploaded through Viewpoint Screening by June 1. Physical exams must be completed by a physician, nurse practitioner, or physician's assistant within 12 months prior to the first day of class.
- E. Applicants must upload proof of immunizations to Viewpoint Screening.

Immunizations required are:

- a. Tetanus – Tdap within the last 10 years.
- b. Measles, Mumps and Rubella (MMR) – 2 shots or a positive titer with results and date.
- c. Hepatitis B (Hep B) – 3 shots or a positive titer with results and date.
- d. Varicella times two or a positive titer.
- e. Annual flu vaccine by October 31st for the current flu season.
- f. Two-step TB Skin test or proof of annual TB skin tests for the past three years. If the last annual TB skin test is more than a year old, a two-step TB skin test will be required. Two-step TB skin tests must be done less than 30 days apart. Students may also substitute a Quantiferon Gold blood test in place of a TB skin test. Students who have tested positive for TB in the past must have a current negative chest X-ray that has been completed within the last year.
- g. COVID Vaccine – Moderna, Pfizer, or Janssen

Immunizations may not be declined except by a written statement from the applicant's health care provider for acceptable exemptions, which include pregnancy or an allergy to a vaccine.

STEP V Final Acceptance Requirements:

Final acceptance to the program will be determined by the Dean of Health Sciences, based on the following conditions being met:

- A. Students must upload/complete the Criminal Background Check, urine drug screen, and immunization tracking as

required by all clinical agencies by June 1 for final admission.

- B. Criminal background and drug screens will be reviewed by the clinical agencies and must be deemed clear by the clinical agency.
- C. Applicants must be in good academic standing (not on academic warning or probation) for consideration for final admission.
- D. Students will attend nursing student orientation during the summer before starting the program in the fall. If a student is not able to attend orientation on the designated date, the student should notify the Dean of Health Sciences and schedule an individual appointment to review orientation materials prior to the start of the semester.
- E. Uniforms must be ordered and paid for by the deadline.
- F. Students entering a Health Science program must have a minimum grade of a "C" in all non-NUR prefix courses.

TRANSITION PROGRAM

LICENSED PRACTICAL NURSE (LPN) TO REGISTERED NURSE (RN)

ADMISSIONS POLICY

A transition program has been designed for Licensed Practical Nurses seeking to enter the Associate Degree Nursing program with advanced standing. Applicants must meet the admissions requirements outlined below to be considered for admission to the Transition Program by the application deadline.

STEP I Application Process:

Deadline: October 15

- A. Applicants must submit an admissions application to Wilson Community College with an official high school transcript or equivalency and all post-secondary coursework.
- B. Applicants must submit all required documents and complete the admissions process to be officially admitted to the College.
- C. Applicants must complete a Health Science Intent Form provided on the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website and select LPN to RN

evening or day option when applying. The LPN to RN Evening option is only offered every other year (Spring 2026, Spring 2028).

STEP II Placement Testing: Deadline: October 15

- A. Applicants who have completed Step I will schedule an appointment to take the **Test of Essential Academic Skills (TEAS)**. Students can sign up for the TEAS online via the

<https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants are allowed to take the TEAS twice in a 12-month period, with each attempt being at least 30 days apart. The highest TEAS score taken within the last two years will be used for ranking. TEAS scores more than two years old will not be accepted.

- Applicants will be required to pay a \$70.00 testing fee to the Business Office (F-101)
- Picture ID and payment receipt must be presented at the time of testing.
- Applicants who opt to take the TEAS at another institution must submit final TEAS scores by the October 15 deadline in order for them to be considered.
- Applicants **must achieve a 63.3%** on the overall adjusted score.

**Note: Price of testing fee subject to change.*

STEP III Program-Specific Requirements:

- A. Applicants must be eligible to enroll in ENG 111 and MAT 143 without a co-requisite by the October 15 deadline. The requirements for each course can be found in the [Course Descriptions](#) section of the catalog. If you have questions regarding eligibility, please contact Student Development at 252-246-1281.
- B. Applicants must be enrolled in or have completed the following courses by the October 15 deadline:
- a. ACA 111 College Student Success
 - b. BIO 168 Anatomy & Physiology I
 - c. PSY 150 General Psychology

- C. Applicants must have a grade point average of 2.0 or higher on all general education (non-NUR prefix) courses that are required for the Transition Program.

- D. Applicants applying for the LPN to RN transition program must have and maintain an active North Carolina practical nursing license with no restrictions or license encumbrances listed. Disciplinary sanctions listed on an LPN license will be reviewed by the Dean of Health Sciences on an individual basis. **The Dean of Health Sciences has the discretion to deny admission of any applicant.**

STEP IV Conditional Acceptance and Ranking:

Should there be more qualified applicants than space available, a point system will be used to rank applicants and determine selection for admission to the Transition program. The following items will be used in consideration for ranking:

- TEAS Adjusted Individual Score.
- Non-nursing (NUR) courses. If an applicant has taken courses more than once, the highest grade will be used to award points.
- Maximum 2 points will be awarded to applicants with any previously earned degree(s), diploma(s), or certificate(s).
- 3 points will be awarded to students who graduated from Wilson Community College's LPN program.

All documentation for ranking is due by October 15. Documentation received after this date will not be considered.

- A. Qualified applicants will receive a letter of conditional acceptance by mid-November. Enclosed with this letter will be a Certificate of Acceptance (COA), a physical form, and a form with instructions on how to complete the criminal background check, drug screen, and immunization tracking.
- B. **COAs are due to Student Development (F-100) by December 1.**
- C. Physical forms must be submitted through Viewpoint Screening by December 1. Physical exams must be completed by a

physician, nurse practitioner, or physician's assistant within 12 months prior to the first day of class.

- D. Applicants must submit evidence of current American Heart Association (AHA) CPR certification for adult, infant, child choking maneuver, and AED.
- E. Applicants must upload proof of immunizations to Viewpoint Screening. Immunizations required are:
 - a. Tetanus – Tdap within the last 10 years,
 - b. Measles, Mumps and Rubella (MMR) – 2 shots or a positive titer with results and date,
 - c. Hepatitis B (Hep B) – 3 shots or a positive titer with results and date,
 - d. Varicella times two or a positive titer,
 - e. Annual flu vaccine by October 31st for the current flu season; and
 - f. Two-step TB Skin test or proof of annual TB skin tests for the past three years. If the last annual TB skin test is more than a year old, a two-step TB skin test will be required. Two-step TB skin tests must be done less than 30 days apart. Students may also substitute a Quantiferon Gold blood test in place of a TB skin test. Students who have tested positive for TB in the past must have a current negative chest X-ray that has been completed within the last year.
 - g. COVID Vaccine – Moderna, Pfizer, or Janssen

Immunizations may not be declined except by a written statement from the applicant's health care provider for acceptable exemptions, which include pregnancy or an allergy to a vaccine.

STEP V Final Acceptance Requirements:

Final acceptance to the program will be determined by the Dean of Health Sciences, based on the following conditions being met:

- A. Students must upload/complete the Criminal Background Check, Urine Drug Screen, and immunization tracking as required by all clinical agencies by **February 1**, for final admission.
- B. Criminal background checks and drug screens will be reviewed by the clinical

agencies and must be deemed clear by the clinical agency.

- C. Students must be in good academic standing (not on academic warning or probation) for consideration for final admission.
- D. Students must attend nursing student orientation before starting the program. If a student is not able to attend orientation on the designated date the student should notify the Dean of Health Sciences and schedule an individual appointment to review orientation materials prior to the start of the semester.
- E. Uniforms must be ordered and paid for by the deadline.
- F. Students entering a Health Science program must have a minimum of a "C" in all non-NUR prefix courses.
- G. Students must have successfully completed the following courses by the end of the Spring semester:
 - ACA 111 College Student Success
 - BIO 168 Anatomy & Physiology I
 - BIO 169 Anatomy & Physiology II
 - PSY 150 General Psychology

PRACTICAL NURSING (PN)

FALL 2027 ADMISSIONS POLICY

Students are admitted to Wilson Community College in accordance with policies approved by the administration. Admission is not guaranteed to all applicants who apply to the Practical Nursing Diploma program. Completion of the nursing curriculum does not guarantee success in passing the licensure exam. A nursing student must be admitted/readmitted to the Practical Nursing Diploma program in order to take nursing (NUR) courses for credit.

STEP I Application Process:

Deadline: March 15

- A. Applicants must submit an admissions application to Wilson Community College with an official high school transcript or equivalency and all post-secondary coursework. Currently enrolled high school students are to submit a partial transcript at the time of application. A final transcript

must be submitted at the time of high school graduation.

- B. Applicants must submit all required documents and complete the admissions process to be officially admitted to the College.
- C. Applicants must complete a Health Science Intent Form provided on the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants may select one or multiple programs when applying, but may only enroll in one program at a time

STEP II Placement Testing:

Deadline: March 15

Applicants who have completed Step I will schedule an appointment to take the Test of Essential Academic Skills (TEAS). Students can sign up for the TEAS online via the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants are allowed to take the TEAS twice in a 12-month period, with each attempt being at least 30 days apart. The highest TEAS score taken within the last two years will be used for ranking. TEAS scores more than two years old will not be accepted.

- A. Applicants will be required to pay a \$70.00* testing fee to the Business Office (F-101)
- B. Picture ID and payment receipt must be presented at the time of testing.
- C. Applicants who opt to take the TEAS at another institution must submit final TEAS scores by the March 15 deadline in order for them to be considered.
- D. Practical Nursing Diploma (PN) applicants must achieve a 58% on the overall adjusted score.

**Note: Price of testing fee subject to change.*

STEP III Program-Specific Requirements and Conditions of Eligibility:

- A. Applicants must be eligible to enroll in ENG 111 without a co-requisite by the March 15th deadline. The requirements for each course can be found in the Course Descriptions section of the catalog. If you have questions regarding eligibility, please

contact Student Development at 252-246-1281.

- B. Applicants must be actively listed on the North Carolina Nurse Aide I (NA I) registry no later than March 15.
- C. Applicants must have a grade point average of 2.0 or higher on all general education (non-NUR prefix) courses that are required for the PN program.
- D. Applicants must obtain a 58% on the TEAS prior to the March 15th deadline to be considered for admission to the practical nursing program.

STEP IV Conditional Acceptance and Ranking:

- A. Should there be more qualified applicants than space available, a point system will be used to rank applicants and determine selection for admission to the Practical Nursing Diploma program. The following items will be used in consideration for ranking:
 - TEAS Adjusted Individual Score.
 - Non-nursing (NUR) courses. If applicant has taken courses more than once, the highest grade will be used to award points.
 - Maximum 2 points will be awarded to applicants with any previously earned degree(s), diploma(s), or certificate(s).
 - 3 points will be awarded to students currently enrolled at Wilson Community College.

All documentation for ranking is due by March 15. Documentation received after this date will not be considered.

- B. Qualified applicants will receive a letter of conditional acceptance by the end of April. Enclosed with this letter will be a Certificate of Acceptance (COA), a physical form, and instructions on how to complete the criminal background check, drug screen, and immunization tracking.
- C. COAs are due to Health Sciences by May 15.
- D. Physical forms must be uploaded through Viewpoint Screening by June 1. Physical exams must be completed by a physician, nurse practitioner, or physician's assistant

within 12 months prior to the first day of class.

- E. Proof of Immunizations must be uploaded to Viewpoint Screening. Immunizations required are:
- Tetanus – Tdap within the last 10 years,
 - Measles, Mumps and Rubella (MMR) – 2 shots or a positive titer with results and date,
 - Hepatitis B (Hep B) – 3 shots or a positive titer with results and date,
 - Varicella times two or a positive titer,
 - Annual flu vaccine by October 31st for the current flu season.
 - Two-step TB Skin test or proof of annual TB skin tests for the past three years. If the last annual TB skin test is more than a year old, a two-step TB skin test will be required. Two-step TB skin tests must be done less than 30 days apart. Students may also substitute a Quantiferon Gold blood test in place of a TB skin test. Students who have tested positive for TB in the past must have a current negative chest X-ray that has been completed within the last year.
 - COVID Vaccine – Moderna, Pfizer, or Janssen

Immunizations may not be declined except by a written statement from the applicant's health care provider for acceptable exemptions, which may include pregnancy or an allergy to a vaccine.

STEP V Final Acceptance Requirements:

Final acceptance to the program will be determined by the Dean of Health Sciences, based on the following conditions being met:

- Students must upload/complete the Criminal Background Check, urine drug screen, and immunization tracking as required by all clinical agencies, by June 1 for final admission. Criminal background and drug screen will be reviewed by the clinical agencies and must be cleared by the clinical agency.
- Applicants must be in good academic standing (not on academic warning or

probation) for consideration for final admission.

- Students must attend nursing student orientation during the summer before starting the program in the fall. If a student is not able to attend orientation on the designated date, the student should notify the Dean of Health Sciences and schedule an individual appointment to review orientation materials prior to the start of the semester.
- Uniforms must be ordered and paid for by the deadline.
- Students entering a Health Science program must have a minimum of a "C" in all non-NUR prefix courses.

SURGICAL TECHNOLOGY ASSOCIATE DEGREE

ADMISSIONS POLICY

Students are admitted to Wilson Community College in accordance with policies approved by the administration. Admission is not guaranteed to all applicants who apply to the Surgical Technology program.

Program Minimum Expectations Statement:

"To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior), learning domains to enter the profession." Completion of the curriculum does not guarantee success in passing the licensure exam.

A surgical technology student must be admitted/readmitted to the Surgical Technology program in order to take surgical technology (SUR) courses for credit.

STEP I Application Process:

Deadline: March 15

- Applicants must submit an admissions application to Wilson Community College with an official high school transcript or equivalency and all post-secondary coursework. Currently enrolled high school students are to submit a partial transcript at the time of application. A final transcript must be submitted at the time of high school graduation.

- B. Applicants must submit all required documents and complete the admissions process to be officially admitted to the College.
- C. Applicants must complete a Health Science Intent Form provided on the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. **Applicants must select Surgical Technology as their program of choice to be considered for admission to the Surgical Technology program.**

STEP II Placement Testing:

Deadline: March 15

Applicants who have completed Step I will schedule an appointment to take the **Test of Essential Academic Skills (TEAS)**. Students can sign up for the TEAS online via the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants are allowed to take the TEAS twice in a 12-month period, at least 30 days apart. The highest TEAS score taken within the last two years will be used for ranking. TEAS scores more than two years old will not be accepted.

- A. Applicants will be required to pay a \$70.00* testing fee to the Business Office (F-101)
- B. Picture ID and payment receipt must be presented at the time of testing.
- C. Applicants who opt to take the TEAS at another institution must submit final TEAS scores by the March 31 deadline in order for them to be considered.
- D. ATI TEAS scores will be considered for admission if a student has a valid score on file. Points are awarded based on score.

**Note: Price of testing fee subject to change.*

STEP III Program-Specific Requirements and Conditions of Eligibility:

- A. Applicants must be eligible to enroll in ENG 111 without a co-requisite. The requirements for each course can be found in the [Course Descriptions](#) section of the catalog. If you have questions regarding eligibility, please contact Student Development at 252-246-1281.

- B. Applicants must have a grade point average of 2.0 or higher on all general education (non-SUR prefix) courses that are required for the Surgical Technology program.

STEP IV Conditional Acceptance and Ranking:

- A. Should there be more qualified applicants than space available, a point system will be used to rank applicants and determine selection for admission to the Surgical Technology Diploma program. The following items will be used in consideration for ranking:
 - TEAS Adjusted Individual Score.
 - Non-Surgical Technology (SUR) courses. If applicant has taken courses more than once, the highest grade will be used to award points.
 - Maximum 2 points will be awarded to applicants with any previously earned degree(s), diploma(s), or certificate(s).
 - 3 points will be awarded to students who are currently enrolled at Wilson Community College.

All documentation for ranking is due by March 15. Documentation received after this date will not be considered.

- B. Qualified applicants will receive a letter of conditional acceptance by the end of April. Enclosed with this letter will be a Certificate of Acceptance (COA) physical form and a form to complete the criminal background drug screen and immunization tracking.
- C. COAs are due to Health Sciences by May 15.
- D. Physical forms must be uploaded through Viewpoint Screening by June 1. Physical exams must be completed by a physician, nurse practitioner, or physician's assistant within 12 months prior to the first day of class.
- E. Proof of immunizations must be uploaded to Viewpoint Screening.
Immunizations required are:
 - a. Tetanus – Tdap within the last 10 years,
 - b. Measles, Mumps and Rubella (MMR) – 2 shots or a positive titer with results and date.

- c. Hepatitis B (Hep B) – 3 shots or a positive titer with results and date,
- d. Varicella times two or a positive titer,
- e. Annual flu vaccine by October 31st for the current flu season; and
- f. Two-step TB Skin test or proof of annual TB skin tests for the past three years. If the last annual TB skin test is more than a year old, a two-step TB skin test will be required. Two-step TB skin tests must be done less than 30 days apart. Students may also substitute a Quantiferon Gold blood test in place of a TB skin test. Students who have tested positive for TB in the past must have a current negative chest X-ray that has been completed within the last year.
- g. COVID Vaccine – Moderna, Pfizer, or Janssen

Immunizations may not be declined except by a written statement from the applicant's health care provider for medically acceptable exemptions, which include pregnancy or an allergy to the vaccine.

STEP V Final Acceptance Requirements:

Final acceptance to the program will be determined by the Dean of Health Sciences, based on the following conditions being met:

- A. Students must upload/complete the Criminal Background Check, urine drug screen, and immunization tracking as required by all clinical agencies by June 1 for final admission. Criminal background checks and drug screens will be reviewed by the clinical agencies and must be deemed clear and approved by the agency.
- B. Applicants must be in good academic standing (not on academic warning or probation) for consideration for final admission.
- C. Students must attend orientation during the summer before starting the program in the fall. If a student is not able to attend orientation on the designated date, the student should notify the Dean of Health Sciences and schedule an individual

appointment to review orientation materials prior to the start of the semester.

- D. Uniforms must be ordered and paid for by the deadline.
- E. Students entering a Health Science program must have a minimum of a "C" in all BIO courses.

HEALTH SCIENCE READMISSION PROCESS EFFECTIVE FALL 2027

Students seeking readmission to a Health Science program should follow the guidelines under this section of the catalog. A readmitted student is returning to a Health Science program after an unsuccessful attempt. Students seeking readmission are required to be admitted to Wilson Community College in accordance with policies approved by the administration. Students readmitting to a program must meet the admissions criteria that are in effect at the time of readmission. Readmission is not guaranteed to all applicants. Re-entry into the programs is not guaranteed and will be considered on a case-by-case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed clinical education learning experiences. Re-entry can be attempted by 1 of 2 methods: Readmission by Challenge Exams or by auditing the course.

Completion of a Health Science curriculum does not guarantee success in passing the licensure exam. Readmission deadlines are final and all readmission steps must be completed by the published deadlines.

If more applicants apply for readmission than there are seats available, priority will be given to students previously enrolled in Wilson Community College's Health Science programs. Students transferring from other colleges or universities must provide official transcripts from all previously attended institutions. Any NUR or SUR courses taken at other institutions will be evaluated by the Dean of Health Sciences and the Director of

Admissions/Registrar to determine course equivalency. Students seeking to transfer from other institutions may be required to submit a reference letter demonstrating good standing at that institution.

Students seeking readmission who received a "D" on general education or related coursework in the curriculum (other than Biology) must successfully repeat the courses prior to readmission. Students with an "F" on general education or related coursework must successfully repeat courses prior to readmission. The applicant must have a minimum 2.0 GPA at the time they are seeking readmission.

Students who do not successfully complete a health science Program as scheduled are eligible for two (2) readmissions (**this includes any previous Health Science programs at other institutions attended**). A total of three (3) attempts for the Health Science department are allowed: one (1) for initial admission to a program, and two (2) readmissions.

If a student fails the second attempt (readmission), they must apply to a lower-level program, Licensed Practical Nursing, for their third attempt. Students who have been unsuccessful after two (2) attempts in the Practical Nursing program are not eligible to apply for any Health Science programs. Students who are unsuccessful in NUR 101, NUR 111, SUR 111, and SUR 110 are not eligible to challenge the course and must reapply to the program. Students who have not been enrolled in a nursing program for more than one (1) year must reapply through the general application process.

A student who successfully completes the Practical Nursing program, but who has exhausted the number of readmissions, will be allowed one opportunity to admit to the Associate Degree Nursing Program.

STEP I Application Process:

Readmission students must email the Dean of Health Sciences for determination of readmission status.

- **October 15 for Spring readmission**
 - **March 15 for Summer readmission**
 - **June 15 for Fall readmission**
- A. Applicants must submit an admissions application to Wilson Community College with an official high school transcript or equivalency and all post-secondary coursework.
- B. Applicants are required to complete the admissions process to be officially admitted to the College.
- C. Applicants must contact the Dean of Health Sciences for the readmission process.
- D. Applicants may be required, based on program, to submit TEAS scores earned within the past 2 years, or schedule an appointment online via the <https://www.wilsoncc.edu/programs/health-sciences-admissions/> page of the College website. Applicants are allowed to take the TEAS twice in a 12-month period, with attempts being at least 30 days apart. TEAS scores more than two years old will not be accepted. The following overall adjusted scores must be achieved for readmission to each program:
- Associate Degree Nursing - 63.3%
 - Practical Nursing Diploma - 58%
- E. Once the application for admission, transcripts, intent form, and TEAS scores are received, a review of the applicant's academic record will be performed to determine the point of re-entry into the program. Applicants will receive a copy of the transcript review.

STEP II Challenge Exams and Audit Policy for Readmission:

A. Readmission by Challenge Exams:

The student seeking readmission through challenging exams will be required to demonstrate retention of knowledge and skills in NUR courses within one (1) year of

being unsuccessful. The student must successfully complete both a written proficiency examination with a minimum score of 80% maximum attempts is one) and a laboratory competency examination, including dosage calculation (maximum attempt is one, scoring at least a 90%) for each prerequisite nursing course to the point of re-entry, regardless of an original passing grade for the course.

A student participating in the challenge exam/skills for readmission to a nursing program will count toward the total number of eligible readmissions.

All proficiency exams must be completed between 30 and 120 days prior to the start of the semester that the student plans to reenter.

B. Readmission by Auditing Courses:

A student may be approved to audit a NUR course prior to the semester of desired re-entry. The student is eligible to audit a NUR course if they have received a grade of "B" or higher for the NUR course from the previous academic year, or equivalent transfer coursework, and have successfully completed proficiency examinations and competencies for the NUR course during the readmission process to the nursing program. The student approved to audit a NUR course will not be admitted to the program or permitted to participate in the clinical portion of the course. Approval to audit a NUR course is considered on a case-by-case basis as with the applicant who is seeking readmission. Students who have failed challenging into the program are not eligible to audit courses in the desired program.

A student dismissed from a nursing program as a result of inappropriate internet use, misconduct, or unprofessional behavior during on- and off-campus learning activities, non-adherence to laboratory safety and clinical education policies, or significant concerns in regard to clinical expectations for safety, ethical, and legal standards will not be considered for

re-entry to the Nursing programs or subsequent admissions.

STEP III Conditional Acceptance:

- A. Students will be required to complete a background check, drug screen, physical (current within the last 12 months), and provide up-to-date immunizations and CPR certification. This process will be initiated through Viewpoint screening. Physical forms will be provided by the Dean of Health Sciences and must be uploaded through Viewpoint Screening. Physical exams must be completed by a physician, nurse practitioner, or physician's assistant within 12 months prior to the first day of class.

The following are required:

- a. Tetanus – Tdap within the last 10 years,
- b. Measles, Mumps and Rubella (MMR) – 2 shots or a positive titer with results and date,
- c. Hepatitis B (Hep B) – 3 shots or a positive titer with results and date,
- d. Varicella times two or a positive titer,
- e. Annual flu vaccine by October 31st of the current flu season.
- f. Two-step TB Skin test or proof of annual TB skin tests for the past three years. If the last annual TB skin test is more than a year old, a two-step TB skin test will be required. Two-step TB skin tests must be done less than 30 days apart. Students may also substitute a Quantiferon Gold blood test in place of a TB skin test. Students who have tested positive for TB in the past must have a current negative chest X-ray that has been completed within the last year.
- g. COVID Vaccine – Moderna, Pfizer, or Janssen
- h. Evidence of current American Heart Association (AHA) CPR certification for adult, infant, and child choking maneuvers and AED.
- i. Students must be actively listed on the North Carolina Nurse Aide 1 (NA1) registry.

Immunizations may not be declined except by a written statement from the applicant's health care provider for medically acceptable

exemptions, which include pregnancy or an allergy to the vaccine.

- B. Students dismissed from a Health Science program as a result of inappropriate behavior, misconduct, or unprofessional behavior, non-adherence to lab, class or clinical policies, or significant concerns in regard to clinical expectations for safety, ethical, and legal standards, may be denied admission for re-entry. Students may be required to provide an academic reference from the institution previously attended. The reference should come from the program director at that institution and should verify the student's academic and clinical performance with reason for dismissal.

Final Deadlines:

All steps of the admissions process must be completed by:

- **December 1 for Spring readmissions**
- **April 1 for Summer readmissions**
- **July 1 for Fall readmissions**

SURGICAL TECHNOLOGY READMISSION PROCESS

Students seeking readmission to the Surgical Technology program will be allowed to take challenge exams scoring at least an 80% and passing all laboratory competencies for the courses that are being challenged. Students opting to take a challenge exam must have passed the course and are considering readmission within one (1) year of being dismissed from the program. Students who are not successful on the challenge exams must audit the courses up to the point of re-entry to be readmitted.

COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS

CAREER AND COLLEGE PROMISE (CCP)

The Career and College Promise (CCP) program provides structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma,

degree, or State or industry-recognized credential, as well as provide entry-level job skills. The four pathways are:

1. **College Transfer Pathways (CTP)** – requires completion of at least 30 semester hours of transferable college credit, including English and mathematics, except for the Associate Degree Nursing (ADN) pathway.
2. **Career Technical Education Pathways (CTE)** –
 - A. A curriculum pathway leading to a certificate, diploma, or applied science degree aligned with a career cluster;
 - B. A workforce Continuing Education Pathway (WCE) leading to a State or industry-recognized credential (short-term training).
3. **Cooperative Innovative High School Pathways (CIHS)** – The Wilson Early College Academy (WECA) and Wilson Academy of Applied Technology (WAAT) are Early College high school academies in partnership between Wilson County Schools and Wilson Community College, located on the college campus. Early college allows rising high school 9th graders to earn up to two years of college credit within five years, which includes high school courses needed to meet North Carolina graduation requirements; and college courses to meet requirements of an associate degree or college transferable credit.

These programs offer accelerated academics in both high school and college courses, in small, learner-centered classes. Visit the College website at <http://www.wilsoncc.edu/> for more information on the WECA and WAAT programs.
4. **Career and College Ready Pathway (CRP)** – does not require pathway completion, but permits access to supplemental courses, along with career and college preparatory coursework, leading to a CTP or CTE approved pathway.

ELIGIBILITY REQUIREMENTS FOR CCP STUDENTS

Prospective students seeking to take college courses through CCP must meet general admissions requirements and demonstrate the level of behavioral maturity expected for the adult educational setting. All students enrolled in college courses are required to observe the College's policies on attendance, academic integrity, and the code of conduct and civility. Interested applicants should contact their high school guidance counselor and/or the WCC Secondary Partnerships Director to ensure the following steps for admission are completed:

1. Complete a separate CCP Admissions Application
2. Submit a high school transcript showing coursework completed, current courses enrolled in, and cumulative, unweighted GPA.
3. Obtain written approval from the high school principal or designee or home school administrator.
4. Obtain approval from the Chief Academic Officer or Chief Student Development Administrator, if necessary.

College Transfer Pathway Requirements:

To be eligible for enrollment in a College Transfer (CTP) Pathway, students must meet the following criteria as of the first day of the applicable term:

1. All eligible high school students must continue to make progress toward high school graduation and not delay graduation.
2. Meet all established prerequisites for college courses.

High school juniors and seniors must have a cumulative, unweighted GPA of 2.8 on completed high school coursework, **or** demonstrate college readiness in English, reading, **AND** mathematics as determined by satisfactory scores on approved assessments. See CCP webpage for approved assessments: www.wilsoncc.edu/ccp.

Sophomores will be limited to one class fall semester and one class spring semester, and must meet the following criteria:

- a. Identified AIG by the local AIG plan in English/reading and math **or** an aptitude **and** achievement test, as evidenced by a score in the range between 92nd and 99th percentile on aptitude and achievement tests included in the current Mental Measurements Yearbook published by the Buros Institute of Mental Measurements; **AND**
- b. Demonstrate college readiness in English, reading, **and** math on an approved assessment.
- c. Receive a recommendation verifying the student has the maturity to enroll from the high school principal or equivalent administrator; and receive recommendation of AIG Coordinator (if one is employed by the district), **AND**;
- d. Receive approval of the College President, or the College's chief student development administrator, or chief academic officer; **AND**,
- e. Receive academic advising prior to enrollment in the program.

College Transfer Pathway Guidelines:

1. Students have access to the CTP for one year as a sophomore, one year as a junior, and one year as a senior.
2. To maintain eligibility for continued enrollment, after completing two college courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework and submit an updated high school transcript each academic term. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.
3. A student may enroll in ONE College Transfer pathway and may not substitute courses in one pathway for courses in another.

4. With approval of the high school principal or designee and the Chief Academic Officer or Chief Student Development Administrator, the following provisions may apply:
 - A. A student may change his or her pathway with appropriate approval and verification provided by the student.
 - B. A student may enroll in one College Transfer pathway and one Career Technical Education pathway (CTE curriculum or workforce training-WCE);
 - C. A student who completes a College Transfer pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation, Associate in Engineering, Associate in General Education - Nursing, or Associate in Fine Arts - Music, Associate in Fine Arts - Theater, Associate in Fine Arts - Visual Arts.

Career Technical Education Pathway Requirements:

To be eligible for enrollment in a Career Technical Education (CTE) Pathways (either curriculum or workforce training WCE), students must meet the following criteria as of the first day of the applicable term:

1. High school junior or senior continuing to make progress toward high school graduation and
2. Have a cumulative unweighted GPA of 2.8 on completed high school coursework **OR** demonstrate college readiness in English, reading, and mathematics, as determined by satisfactory scores on approved assessments See CCP webpage for approved assessments: <http://www.wilsoncc.edu/>
3. If the GPA is below an unweighted 2.8, and the pathway does not contain a college transfer UCETC course, the high school

principal or designee can waive the GPA requirement and provide a written rationale for why the GPA was waived; and the approval of the Chief Academic Officer or Chief Student Development Administrator.

4. Meet all established prerequisites for college courses and the career pathway.

Career Technical Education Pathway Guidelines:

1. After completing two college courses, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework to maintain eligibility for continued enrollment in a CTE pathway and submit an updated high school transcript. A student who falls below a 2.0 GPA after completing two college courses will be subject to the College's policy for satisfactory academic progress.
2. A student may enroll in ONE CTP and one CTE pathway and may not substitute courses in one program for courses in another; OR a student may enroll in two CTE pathways; OR on CTE curriculum and on CTE workforce pathway with approval from the Chief Academic Officer or Chief Student Development Administrator.
3. The student may change his/her pathway with approval of the high school principal or designee and the Chief Academic Officer or Chief Student Development Administrator, with a reason and appropriate verification provided by the student.

Career and College Ready Pathway (CRP) Requirements:

CRP is coursework that leads to an approved CTP or CTE pathway. Students who may satisfy required supplemental courses may have access to gateway courses aligned with those pathways. To be eligible for enrollment in the Career and College Ready Pathway (CRP), students must meet the following criteria as of the first day of the applicable term:

1. Be a rising high school junior or senior.

Career and College Ready Pathway (CRP) Guidelines:

1. To maintain eligibility for continued enrollment: must continue to make progress toward high school graduation, submit an updated high school transcript each academic term, and maintain a 2.0 in college coursework after completing two courses. A student who falls below 2.0 is subject to the college's policy for satisfactory academic progress.
2. Students who are successfully progressing towards high school graduation have access to the CRP up to two years – the summer term preceding the junior year, one year as a junior, and one year as a senior.

COLLEGE LEVEL ENTRY PLACEMENT (CLEP) AND ADVANCED PLACEMENT EXAMS

Students may request credit for subjects tested under Advanced Placement (AP) or College Level Entry Placement (CLEP) examinations. CLEP Test scores must meet American Council on Education (ACE) recommendations. Credit must be applicable to the student's current program of study. Only official test score reports will be accepted.

CRIMINAL RECORD CONSIDERATIONS

Students entering or applying to enter certain programs of study should be aware that completion of the program, licensure, certification, and/or employment may be affected if they have a prior criminal record.

Programs where a student's prior criminal record may come into question include, but are not limited to: Health Science programs, Basic Law Enforcement Training, Criminal Justice Technology, Early Childhood Education, Paralegal Technology, and Emergency Medical Services.

Community agencies that provide opportunities for sponsorship, practicums, internships, or clinical experience may require criminal background checks. If the participating agency will not accept the student because of a criminal record, the student may be unable to continue in the program.

Students completing certain programs of study may be prohibited from obtaining credentials or licenses due to a criminal record. In such cases, the actual violation and the length of time since that violation may be a deciding factor. In some cases, employers may be required by law to perform a criminal background check prior to employment. The College conducts pre-employment criminal background checks on all eligible applicants for Federal Work Study positions.

REGISTERED SEX OFFENDERS

Wilson Community College (WCC) adheres to federal and state law requirements regarding campus safety and registered sex offenders. Under federal and state law, sex offenders are required to register in each jurisdiction where they reside, are employed, or are a student. Sex offenders must notify the sheriffs of the counties where they are registered of the name and address of any institution of higher education where the individual is or was employed or enrolled as a student. The sheriffs will forward this information to the Department of Public Safety. The Department of Public Safety is required to notify the appropriate law enforcement agency with jurisdiction for each institution of higher education when it receives registration information or notice of a change in academic or employment status for students or employees at the institution.

The Higher Education Act requires that WCC advise the campus community of the location of law enforcement information concerning registered sex offenders. The NC State Bureau of Investigation collects registered sex offender information submitted by Sheriffs' offices in all one hundred counties in the state and makes it available to the public via the North Carolina Sex Offender and Public Protection Registry at <https://sexoffender.ncsbi.gov/>. A national database of registered sex offenders is available at the Dru Sjodin National Sex Offender Public Website at <https://www.nsopw.gov/>.

PLACEMENT AND ASSESSMENT

Accurate and appropriate academic placement provides the best opportunity for students to be successful in pursuing their academic goals. Curriculum students are placed into English and math courses based on the following methods of assessment:

- High school performance – grade point average (GPA)
- Standardized test scores
- Placement test scores
- High school equivalency assessments

HIGH SCHOOL GPA

Applicants who graduated from a U.S. high school must present an official high school transcript verifying graduation. Placement is determined by the unweighted cumulative high school GPA according to the following criteria:

- 1.0 – 2.799 unweighted cumulative GPA – Developmental English and Math courses.
 - 2.8 or higher unweighted cumulative GPA – College-level English and math courses
- Placement for students who apply before they graduate from high school will be based on their high school GPA at the end of their junior year.

Graduates from out-of-state institutions may be considered college-ready if they meet the criteria above, upon graduating from a high school legally authorized to operate in their state.

HIGH SCHOOL EQUIVALENCY ASSESSMENTS

Acceptable General Education Development (GED®) or High School Equivalency Test (HiSET) scores may be used to determine whether a student is college-ready in English and math. Both GED® and HiSET test scores are valid for ten years. STANDARDIZED TEST SCORES

Acceptable Scholastic Aptitude (SAT) or American College Test (ACT) scores may be used to determine whether a student is college-ready in English and math. Test scores are valid for ten years. PLACEMENT TEST SCORES

Wilson Community College administers the EdReady Placement Test as a standard part of

the admissions process for applicants who do not meet high school GPA benchmarks, eligible standardized test scores, or qualifying placement test scores. The EdReady Placement Test is a computerized test that assesses proficiency in English and math. The results of the assessment are used to help place students in courses that are appropriate to their individual aptitudes and abilities. Placement testing cannot be used to exempt students from curriculum-level courses. With the exception of accommodations for students with a documented disability (See [Accommodations for Placement Testing](#)), no assistive devices are allowed other than the scientific calculator and formula sheets that are provided.

Prospective students who have completed placement testing at another institution within the last ten years may have their test scores submitted to be reviewed for placement purposes.

ACCOMMODATIONS FOR PLACEMENT TESTING

Students who have a documented disability that prevents them from taking the placement test under standard conditions may request reasonable accommodations. All requests for accommodations or audio/visual assistive devices should be presented to the Accessibility Services Office in Student Development at least two weeks prior to the scheduled test date.

PLACEMENT TEST REPEAT POLICY

An applicant or student may repeat the EdReady Placement Test once for each test. The repeat attempt must be scheduled at least 30 days after the first attempt.

MILITARY READMISSION AND COURSE COMPLETION

The College is committed to compliance with Principles of Excellence standards set by the US Departments of Education, Defense, and Veterans Affairs. The College is also committed to compliance with NC Community College Code related to the enrollment of military reserve and National Guard personnel who receive temporary or permanent

reassignments as a result of military operations that make it difficult or impossible to complete their studies.

Accommodations for such military personnel may include:

- Readmission to their program of study at the beginning of the next available semester or term.
- Implementation of distance learning technology or other educational technologies to help such students, under the guidance of faculty and administrative staff, to complete course requirements within a semester or term.
- Extended or more liberal application of the College's Incomplete Policy to allow greater flexibility to complete course requirements within a semester or term.

Students should make appropriate notifications as soon as they become aware of orders that will interrupt their studies. A copy of those orders is required before any accommodations can be completed. Military students seeking to complete courses within the term or semester should contact each of their instructors and/or the Dean. Students seeking readmission for another semester or term should contact the Director of Admissions/Registrar. See [Military Refunds](#) for information about requesting a refund for tuition and textbooks due to military assignments.

RESIDENCY FOR TUITION PURPOSES

Effective September 11, 2017, residency status is determined through a statewide centralized Residency Determination Service (RDS). This service will provide three processes to reach a residency classification.

- Initial Classification- most students will only be required to complete this first process
- Reconsideration- process for those students who experience a change in circumstances
- Appeal- process for those students who have not had a change in status but believe their residency classification is incorrect

In order for a student to receive the benefits of in-state tuition and state financial aid, a residency determination is required from RDS. In order to ensure the residency determination process has been completed, all applicants will be required to visit <http://www.ncresidency.org/> and follow the instructions to obtain a residency certification number (RCN).

The RCN must be included on the application for admission in order to submit the application.

All students, parents, faculty, staff, and constituents of the North Carolina Community College System should refer to the Residency Determination Service website <http://www.ncresidency.org/> for more information regarding the North Carolina Residency Determination Service, processes, and required residency guidelines.

Out-of-State Tuition Waivers:

Students who meet specific requirements in accordance with North Carolina General Statutes may be eligible for in-state tuition waivers under the following conditions:

1. When an employer (other than the armed services) pays the full tuition for an employee who works at a North Carolina business location to attend a community college, the employer may be charged the in-state tuition rate even when the employee does not meet the requirements for in-state tuition.
2. Out-of-state members of the armed forces and the dependent relatives of such members who are stationed at a North Carolina base are eligible to be charged the in-state tuition rate under. The student must submit appropriate documentation prior to initial enrollment and re-enrollment each successive academic year.

In-State Tuition for Veterans:

For veterans, the 12-month residency requirement for in-State tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned

Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.

- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill® Active-Duty Education Program or the Post -9/11 Educational Assistance.
- Qualifies for admission to the community college.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12-month residency requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefits under either 38 USC Chapter 30 (Montgomery GI Bill® Active-Duty Education Program) or 38 USC Chapter 33 (Post -9/11 Educational Assistance).
- The person qualifies for admission and enrolls in a community college after the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- The person's abode is North Carolina, meaning the person must actually live in NC, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

Any enrolled veteran or other enrolled individual eligible for the educational benefits listed above, and for whom the 12-month residency requirement was waived, will continue to be eligible for the in-state tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

This applies to qualifying veterans and other individuals listed above who enroll in institutions of higher education for any academic quarter, term, or semester. Additional questions can be directed at the College's Veterans Affairs Certifying Official or local Veterans' Administration Office.

Veterans Choice Act:

Under the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act), as it pertains to the in-state tuition provision – "covered individuals," as described, to include same-sex spouses and children (biological, adopted, pre-adoptive, and stepchildren of same-sex spouses) will be charged in-state tuition and fees. A covered individual is defined in the Choice Act as:

- A Veteran using Montgomery GI Bill®-AD (CH30) or Post 9/11 GI Bill® (CH33) who lives in NC (regardless of his/her legal state of residence) and enrolls after discharge from a qualifying period of active-duty service of 90 days or more.
- Anyone using transferred CH33 Post-9/11 GI Bill® benefits (TOE) who lives in NC (regardless of his/her legal state of residence) and enrolls in the school after the transferor's discharge from a qualifying period of active-duty service of 90 days or more.
- A spouse or child using benefits under the CH33 Marine Gunnery Sergeant John David Fry Scholarship (FRY) who lives in NC (regardless of his/her legal state of residence) and enrolls in the school after the Service member's death in the line of duty, following a period of active-duty service of 90 days or more.

IMPORTANT: Individuals who initially meet the requirements above will maintain "covered status" as long as they are using Post-9/11 GI Bill® (CH33) or Montgomery GI Bill® - Active Duty (MGIB-AD CH30) benefits and remain continuously enrolled at the SAME institution of higher learning, even if they are outside the three-year window or change programs.

NOTE: Once a student changes schools, they are no longer "covered" under Section 702.

Continuity of enrollment is not broken by regularly scheduled breaks between courses, semesters, or terms. Individuals do not have to enroll in summer sessions or terms to maintain continuous enrollment.

Active-duty individuals or their dependents using TOE while the Transferor is on active duty are considered “covered” individuals under Section 702.

FINANCIAL AID

The student financial aid program at Wilson Community College is intended to assist qualified students in meeting the costs of attending college. Based primarily on financial need, assistance is provided in the form of grants, scholarships, part-time employment, and loans. An eligible student may receive one or more of these types of financial aid.

APPLICATION PROCESS

Students seeking financial aid are strongly encouraged to submit a FAFSA application at least 60 days prior to their first semester of enrollment. All new or readmitted students must complete the process before financial aid can be awarded. Some types of aid are awarded on a first-come, first-served basis until all funds have been allocated. Renewal of aid is not automatic; students must file a FAFSA for each academic year they are enrolled.

1. Complete the WCC Admissions process – see [Admissions Process](#). The admissions application process is separate from the application process for financial aid. Students must be admitted to the College before financial aid can be awarded.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>, using Wilson Community College’s code #004845 OR request a paper FAFSA application by calling 1-800-433-3243. The college cannot process financial aid applications without the student’s correct Social Security number.
3. The Financial Aid Office sends financial aid offer letters, notifications, and other

notices to students’ primary e-mail accounts. Students may also access financial aid award information online by logging into their Student Planning account through the College’s website at www.wilsoncc.edu.

Students may need to provide additional documentation to the Financial Aid Office before an award can be finalized. Please respond to all requests for information as soon as possible so financial aid can be awarded in a timely manner.

ELIGIBILITY

Financial aid is administered in compliance with federal and state regulations and guidelines regarding initial and continuing eligibility for assistance. Those guidelines include but are not limited to: verification of reported income and expenses, enrollment status, satisfactory academic progress, and limits to assistance based on both time and attempted hours.

Recipients of Federal (Title IV) financial aid must be high school graduates or have obtained a high school equivalency diploma (GED®) and must be enrolled in a curriculum degree or diploma program. Students in the Basic Law Enforcement Training program may also be eligible to receive aid. For more information, contact the Financial Aid Office or visit the office in Building F.

All students are encouraged to complete the Free Application for Federal Student Aid (FAFSA), and to apply for scholarships in addition to federal student aid. Both need-based and merit-based scholarships are available. Financial need is determined based on the difference between the resources of the student (and his/her family) and the cost of attendance.

Any student who has completed the financial aid application process is considered for all types of financial aid without regard to the student’s race, color, sex, national origin, religion or creed, age, disability, pregnancy, familial status, citizenship, veteran status, or genetic information. A student has the right to accept, reject, or appeal the aid he or she has

been offered. To maintain eligibility to receive financial aid, students are required to meet the Satisfactory Academic Progress Standards for Financial Aid Recipients as defined in this catalog.

FINANCIAL AID ENROLLMENT STATUS

Federal and state financial aid is awarded based on enrollment status and is prorated in most cases, if eligible. Enrollment status is based on the active program of study. All degree programs are measured based on the following enrollment intensity:

Credit hours	Enrollment Intensity
12 (or more)	100%
11	92%
10	83%
9	75%
8	67%
7	58%
6	50%
5	42%
4	33%
3	25%
2	17%
1	8%

Diplomas vary as to how enrollment status is determined. Some programs are measured in credit hours, while others are based on contact hours. Basic Law Enforcement Training (BLET) is measured in clock hours.

Financial aid will be awarded only for classes required to complete the active program of study. Students may use financial aid to repeat a class only one time to improve their grade. Repeating classes could result in a student exceeding the 150% maximum time frame to complete their program of study. See *Quantitative Satisfactory Academic Progress*. Students who do not meet these criteria must contact the Financial Aid Office to have their award manually adjusted.

LIMITS ON FINANCIAL AID ELIGIBILITY

The Consolidated Appropriations Act of 2012 limits the receipt of a federal Pell Grant to a

lifetime limit of twelve (12) semesters of full-time enrollment, which is 600 percent. This is monitored by the U.S. Department of Education (DOE). Once a student has reached the 600 percent lifetime eligibility limit, they are no longer eligible to receive Pell Grants and other state and federal grants. There is no appeal process for the lifetime eligibility limit, in accordance with DOE regulations.

DEVELOPMENTAL COURSE WORK & RISE

Students are limited to 30 hours of attempted developmental credits, including RISE transition and/or co-requisite credits that will count toward their financial aid eligibility. Students receiving Financial Aid who have attempted 17-29 hours of developmental credits, including RISE transition and/or co-requisite credits, will be notified that they are approaching the limit. Notification will also be sent when the limit of 30 hours is reached, and financial aid is no longer available for these courses.

ENROLLMENT AT MULTIPLE INSTITUTIONS

Students cannot receive Financial Aid at more than one College for any given term. Grants received at other institutions during any given award year may affect remaining FA eligibility. The Department of Education monitors the disbursement of federal grants and notifies institutions when students have received disbursements. Such notification may not have been made at the time awards are posted. Therefore, students are encouraged to inform the Financial Aid Office when they have received aid at another college in the current award year. Not doing so could result in an overpayment and the student will be responsible for repaying.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID

Federal regulations require all institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) that students must meet in order to receive financial assistance from Title IV programs. Institutions are further required to establish a qualitative and quantitative measure SAP.

The same SAP standards apply to all federal (Title IV), state, and institutionally awarded funds for the purpose of maintaining a consistent policy for all students receiving financial assistance. In order to maintain eligibility for all types of financial aid, students must meet SAP standards adopted by the College based on guidelines set by the US Department of Education.

Once final grades have been posted at the end of each semester, an evaluation will be performed to determine the student's SAP standing. To remain in good academic standing and to be eligible to receive financial aid, a student must meet the following conditions:

1. Qualitative Satisfactory Academic Progress

Qualitative satisfactory academic progress for financial aid eligibility is determined by grade point average (GPA). WCC identifies two GPA measures – an academic GPA and a financial aid GPA. The difference between the two types of GPAs is:

- The **academic GPA does not** include grades earned in developmental courses.
- The **financial aid GPA does** include grades earned in developmental courses.

NOTE: A student must maintain a cumulative 2.0 GPA each semester; otherwise, he or she will be placed on Financial Aid GPA Warning. During the semester of warning, the student will receive financial aid and must re-establish a 2.0 GPA by meeting the cumulative GPA requirement by the end of the semester of warning.

If a student has not re-established the cumulative GPA requirement after one semester of warning, he or she will be placed on Financial Aid GPA Suspension and ALL forms of federal and state financial aid to the student will be suspended. Students will be notified when being placed on Financial Aid GPA Suspension.

2. Quantitative Satisfactory Academic Progress

There are two methods of measuring quantitative SAP:

A. Pace of Progression – 67% Rule

A student must pass two-thirds or 67% of their cumulative attempted hours at the College each semester; otherwise, he or she will be placed on Financial Aid SAP Warning. During the semester of warning, the student will receive financial aid and must re-establish SAP by meeting the 67% cumulative passing requirement.

If a student has not reestablished SAP after one semester of warning, the student will be placed on Financial Aid SAP Suspension and ALL forms of federal and state financial aid to the student will be suspended. Students will be notified when being placed on Financial Aid SAP Suspension.

When calculating the 67% cumulative attempted hours, the following must be taken into consideration:

- All credits for coursework completed at Wilson Community College must be included in the 67% calculation, regardless of the length of time since completion.
- All accepted applicable transfer credits are included in the 67% calculation.
- Developmental courses **do count** in the 67% calculation.
- Courses that are deleted/purged as never attended (NA) **do not** count in the 67% calculation.

See the following examples:

Number of credit hours student is originally enrolled in or has earned	Number of credit hours student must have completed to meet 67%
48	32.16
24	16.08
11	7.37

B. Maximum Time Frame (MTF) – 150% Rule

Per federal mandate, a student will be allowed to receive financial assistance until the student has (a) attempted a maximum of 150% of the hours required to complete his/her chosen degree, diploma, or certificate OR (b) until the Financial Aid Office determines it is not mathematically possible for a student to complete his or her program within the MTF.

When calculating the 150% MTF to completion, the following must be taken into consideration:

- All accepted applicable transfer credit hours are included in the 150% calculation.
- Developmental hours, including RISE courses, and classes that are deleted/purged as never attended (NA) do not count in the 150% calculation.
- Repeated courses are counted in the 150% calculation, but only the last grade is counted in calculating academic and/or financial aid GPA.

The Financial Aid Office may review a student's record at any time if they suspect that a student will not be able to complete their program within the time limit.

A warning letter will be issued to a student upon attempting 120% of the hours required for their program. However, if it is not mathematically possible for a student to complete his or her program within the MTF, he or she will be placed on Financial Aid MTF Suspension and ALL forms of federal and state financial aid to the student will be suspended. Students will be notified when being placed on Financial Aid MTF suspension.

See the following examples:

Program of Study	Number of Credit hours to complete program	Number of Credit hours equaling 150%
Associate in Arts Degree	60	90
Business Administration Degree	65	98
Welding Technology Diploma	48	72

FINANCIAL AID APPEAL PROCESS

Appeal of Unsatisfactory Academic Progress:

Students may appeal the loss of financial aid based on qualitative or quantitative lack of satisfactory academic progress (SAP). Appeals will be considered on the basis of error by the College, OR for documented, unusual, or mitigating circumstances that negatively affected the student's academic performance. These factors may include: death in the immediate family, personal illness/Injury, or

other special circumstances. Appropriate documentation supporting the student's claims must be submitted with the appeal.

Students seeking to file an appeal may do so by submitting an SAP appeal form (available in the Financial Aid Office) to the Director of Financial Aid & Veteran's Affairs, who will forward the appeal to the SAP Appeals Committee. The committee will review the appeal to make a determination regarding the student's continued eligibility. The committee may grant or deny the appeal, where all decisions are final. Students will be notified in writing of the outcome within ten (10) business days.

TYPES OF FINANCIAL AID

FEDERAL PELL GRANT PROGRAM

The Pell Grant is a federal program that provides awards based on eligibility as determined by the U.S. Department of Education (USDOE). The amount of the award is based on family contribution as determined by the federal government and is subject to change by legislative action. When used properly, grant funds usually do not have to be paid back.

The estimated Pell distribution dates are:

- Fall semester – September 15
- Spring semester – February 16
- Summer semester – June 15

Students receiving Pell Grant should be aware of the following regulations and guidelines:

- The Higher Education Act of 2008 reauthorized Pell Grants, set new maximum annual awards, and set a maximum number of semesters any student can receive a Pell Grant at any institution of post-secondary education.

Beginning with the 2012-13 award year, federal regulations limit students to receive the equivalent of 12, full-time semesters of Pell Grant eligibility at any institution. This determination takes into account the use of all Pell Grant funds since the program's inception in the 1970s and will be reported to the College on each applying student's FAFSA application. Once a student has reached their lifetime maximum for

eligibility, he or she will no longer be entitled to receive a Pell Grant at any institution.

- Financial aid is approved based on one chosen eligible program of study. If a student designates a primary and secondary major, aid will be based on the primary major. Some students who have declared double majors can be paid based on enrollment in a combination of courses in both programs. Prior approval for a double-major is required for courses in both programs to be covered by financial aid (See [Adding a Second Program of Study - Double Major](#)).
- Students must be enrolled in an eligible degree, diploma, or certificate program. The number of hours required to be considered full-time is subject to change by legislative action. Eligibility for some diploma and certificate programs is determined by clock or contact hours rather than credit hours. All diploma and certificate students are encouraged to discuss eligibility with a Financial Aid staff member before registering for courses each semester.
- In some cases, approval may be given for a course outside the program to be substituted to meet a program requirement. Course substitutions require formal approval and must be on record with the Director of Admissions/Registrar's Office. Once a course substitution is approved, the substituted course may be included in the financial aid award. Students should seek approval for a course substitution as soon as possible in any given semester to avoid a delay in the distribution of aid. In the event a course substitution is not approved by the deadline to pay tuition and fees, the student should contact the Cashier in the Business Office to see if out-of-pocket payment is necessary to secure their course schedule.
- Students must attend classes and have their attendance verified by their instructors.

- Students must maintain institutional standards for satisfactory academic progress to continue to be eligible for Pell Grant.
- Students approved to receive financial aid who register for classes and find they are unable to attend must officially withdraw from those classes (See [Drop Procedure and Tuition Refund policies](#)). Otherwise, their financial aid will be charged for the tuition and fees, and they may be liable for repayment should they fail to attend those classes.
- Financial aid awards are calculated based on the number of credit hours a student registers for in a semester. If a student reduces the number of credit hours for their course load through schedule adjustment or withdrawal, the award will be recalculated to reflect current course load at that time.
- If a student withdraws from courses prior to the 60% point of the semester, the award must be recalculated to determine the amount of Title IV federal aid the student did not earn, and the student may be responsible for repayment of these funds. Failure to repay funds owed to the USDOE and/or the College results in a loss of financial aid eligibility.
- When a student repeats courses they have previously received credit for through successful completion or transfer credit, Pell grant funds may only be used one time and only if it is possible to improve the course grade – (See [Course Repeat Policy](#)).

Federal Supplemental Opportunities Grant Program:

The Federal Supplemental Opportunities Grant Program (SEOG) is a federally subsidized program. Awards are based on exceptional financial need and academic promise. Application for this grant is made by completing the FAFSA, and eligibility must be established with the Financial Aid Office. The College requires SEOG recipients to maintain a 2.7 or higher cumulative grade point average and maintain required Standards for Satisfactory

Academic Progress. Students are encouraged to submit their FAFSA early, as SEOG awards are available to a limited number of students and are distributed on a first-come, first-served basis.

Federal Work-Study Program:

The federally funded Work-Study program provides a limited number of part-time jobs to students who demonstrate financial need and eligibility as determined by the FAFSA. Work-Study allows students to earn money to help pay educational expenses. The average workload is 10 hours or less per week. During vacation periods, the student may work up to 20 hours per week. The basic rate of pay is \$13.00 per hour. On-campus jobs include work in offices, shops, and the learning resource center. Students participating in the FWS program will be paid on the last day of each month for hours worked the previous month. Eligible students must meet the following criteria:

- Be accepted to the College.
- Be enrolled in a qualified curriculum program.
- Be in good academic standing with the College.
- Maintain institutional standards for satisfactory academic progress.
- Be a US citizen or eligible non-citizen.
- Authorize a criminal background check prior to beginning work at the College. The College's Human Resources Office will conduct the background check, and results will be considered confidential, will not become a part of the student's educational record, and will not be used to make any admissions, financial aid (other than work-study), or academic decisions, other than where required by law. Past criminal records will not automatically disqualify a student from employment with the College. The student authorizing the background check may be made aware of the results if they make a written request to the Vice President of Student Development.

NC Scholarship Grant:

The North Carolina Scholarship Grant provides need-based assistance for North Carolina residents attending a community college. All students who submit a FAFSA application for federal aid will automatically be considered for the grant. Availability of funds is contingent on funding from the state legislature and is subject to state semester limitations.

To be considered for the NC Scholarship Grant, a student must:

- Complete the FAFSA and list Wilson Community College on the FAFSA application.
- Be an NC resident for tuition purposes.
- Maintain institutional standards for satisfactory academic progress.
- Be enrolled in an eligible program of study. Awards will be prorated for less than full-time enrollment, if eligible.

LOANS

For additional information regarding loans, see a financial aid staff member in F-105.

A limited amount of loan funds are available for institutional half tuition and book loans, with no interest charged, short repayment terms, and a minimal processing fee. For detailed information regarding short-term institutional loans, see a financial aid staff member in F-105.

SCHOLARSHIPS

Scholarships are made available from funds received through the North Carolina Community College System, local businesses and organizations, and individuals, including the Wilson Community College Foundation. These scholarships are gifts to qualified students to be used in offsetting their educational expenses. Scholarship recipients must be good citizens of the College and the community. The Scholarship and Awards Committee, which includes Wilson Community College faculty and staff, selects most scholarship recipients based on established criteria. When possible, selections are made by October 1 and presented at the annual Scholarship Awards Ceremony in November. Eligibility criteria are specific for individual scholarships and may include financial need,

program of study, high school attended, grade point average, etc. Both full and part-time students are eligible for scholarships unless otherwise stated. Individual students may be eligible to receive more than one scholarship. All scholarship recipients must be enrolled in a program of study at the College. Special credit (non-degree seeking) students are not eligible to receive scholarships.

The Director of Financial Aid & Veteran's Affairs has the responsibility to administer these funds according to scholarship guidelines. Scholarship applications are typically available beginning April 1st through the fall semester registration period. Interested students should apply online at <http://www.wilsoncc.edu/>.

OTHER TYPES OF AID

Workforce Investment and Opportunity Act (WIOA):

Eligible WIOA recipients may receive various types of financial assistance as they pursue career training and retraining. Businesses, government agencies, and schools work together to provide vocational or employability skills to those who are out of work or who need new skills and training to successfully enter the job market.

The Financial Aid Office works with WIOA agencies that sponsor WIOA-eligible students, as determined by the NC Division of Employment Security. Student Development Counselors can help with the transition of attending college.

Vocational Rehabilitation:

Vocational Rehabilitation can award and sponsor eligible students. The student must have a verified mental or physical disability that is a barrier to employment. There must be a reasonable expectation that, as a result of vocational rehabilitation services, the person may become gainfully employed. The sponsorship and amount of the award is based on need and type of program in which the student is enrolled.

Vocational Rehabilitation assistance generally pays for tuition, fees, some books and supplies, and in some cases, for supportive services such as interpreter services, attendant services, and

transportation. Interested students should contact the Vocational Rehabilitation office by calling (252) 237-7161 for more information.

PAYMENT AND DISBURSEMENT OF FINANCIAL AID

- Financial aid disbursements are based on the student's enrollment status at the time of disbursement and the financial aid census date, which is not the same as the Last Day to Request a Refund (LDRR) for the term. Students should register for all classes at the beginning of the term to ensure that classes will count toward enrollment status for financial aid. Disbursements will only be made for classes that have started. If a student is registered at the time of the first disbursement, for a class that starts later in the term, future disbursements will be made IF the student's enrollment status is increased and the student attends. Classes added to the student's schedule after the initial aid disbursement cannot usually be considered in the financial aid enrollment status or disbursement of aid. Additional disbursements will only occur IF subsequent courses increase the student's enrollment status.
- Disbursement of some scholarships will be made after regular registration at the start of each semester.
- Students receiving Pell Grants may charge tuition, fees, books, and certain required supplies/kits to their financial aid, up to the maximum scheduled amount. When any additional funds remain after deducting the cost of tuition/fees and books/supplies, the student will receive a payment of the semester balance, if any, after their attendance and course load has been verified.
- In order to provide accurate and sound accounting procedures, Pell awards are based on the initial calculation of eligibility and enrollment status. If a student's enrollment status changes prior to disbursement, a recalculation will occur, and an adjusted disbursement will be

issued to reflect the updated enrollment status. Recalculations will also be made if the student's enrollment status changes after disbursement due to failure to attend through the FA census date, student withdraws, never attends (NA), or is registered for classes not eligible for financial aid.

- Financial aid disbursements are issued through direct deposit via BankMobile. Students will receive information packets with instructions on how to enroll in direct deposit using an existing bank account or by establishing a BankMobile Vibe checking account. Students are strongly encouraged to set up their account preference as soon as possible to ensure that refunds are received in a timely manner.
- Students who do not enroll in direct deposit will receive their financial aid disbursement by postal mail, 21 days after the original disbursement date. Checks will be mailed to students at their address of record OR the address listed on the student's FAFSA application. If the addresses are different, the student may designate one address where the check will be mailed. The address of record is the address the student used on their latest application for admission unless a change of address request has been completed. If the address has changed since initial admission to the College, contact Student Development by calling (252) 246-1281 – see [Change of Personal Information](#).

VETERANS EDUCATION ASSISTANCE

The Department of Veterans' Affairs provides a number of educational benefits to qualified veterans and/or dependents. Members of the selected reserve, National Guard, war orphans, students who have completed active tours of duty in the armed forces, and qualified dependents/spouses of veterans may be eligible for assistance. The Veterans Administration (VA) determines the eligibility of students requesting educational benefits. For more information regarding eligibility, students may call the VA Educational call center

at 1-888-442-4551 or apply for veteran benefits at <https://benefits.va.gov/gibill/>.

The Department of Veterans' Affairs will notify the student of eligibility of benefits. Upon verifying eligibility, students must contact the Director of Financial Aid & Veterans' Affairs, who serves as the College's VA Certifying Official. Students must complete the application process and read the following information regarding enrollment, student responsibility and payment:

1. Application Process

Students are required to apply for admission and must be accepted into an eligible program of study. In addition, most students need to process VA paperwork to ensure payment of benefits. Students should complete the VA application and submit academic transcripts from all institutions attended, well in advance of registration, to allow adequate time for processing.

- **Students who have never used their benefits** must complete an application for benefits (form 22-1990 for veterans, form 22-5490 for dependents, and form 22-1990e for the students) at <https://www.va.gov/vaforms/> or submit a paper application to the VA Certifying Official. Students must also submit a copy of their DD-214/NOBE upon completion of the VA application. All college transcripts must be received and evaluated for credit by the Director of Admissions/Registrar before the student can be certified by the College to VA.
- **Students transferring from another college** must request a transcript from all previously attended institutions. Transcripts must be received and evaluated before students can be certified. A change of major or place of training form must be completed and returned to the VA Certifying Official, along with a copy of their DD-214 /NOBE. These forms may be printed at <http://www.va.gov/vaforms> (Forms 22-1995-veterans, 22-5495-dependents, 22-1995-ToE students).

- **Returning students** who have used their benefits before and who are not transferring from another college or changing majors, only need to update their admissions information with the Admissions Office in Student Development and contact the VA Certifying Official to request certification. Students seeking to change majors must complete the change of major process (See [Changing a Program of Study](#)) and complete a VA change of major form with the VA Certifying Official. All transcripts must be received and evaluated prior to College certification.

2. Registration

Upon admission into a curriculum program, students should see their Faculty or Success Advisor during registration periods to sign up for classes. All VA students are required to see the VA Certifying Official immediately upon registering for classes each semester to initiate the certification process. In addition, students will be required to secure payment with the Cashier by the deadline for each registration period, unless the following apply:

- Chapter 31 students must present a VA/VR authorization to the VA Certifying Official for each enrollment period to be certified for benefits and to charge their tuition/fees with the Cashier's Office.
- Chapter 33 students have the option to borrow tuition and fees through the Post 9/11 Loan Program until funds are exhausted. Students must see the VA Certifying Official for an application.

Students approved for VA Chapter 33 (Post 9/11) benefits may choose to defer all or part of their tuition and fees by signing an agreement with the College. Only anticipated tuition and fees from VA may be deferred. Students wishing to utilize this payment option should see the VA Certifying Official at the time of registration.

Enrollment Considerations:

As students enroll each semester, there are a number of circumstances that could render veterans ineligible for all or part of their benefits. The following is not an inclusive list,

but rather a majority. Students are encouraged to read about their benefits and be familiar with their limitations.

- Audited classes, classes outside the major, developmental/RISE transition and co-requisite classes, internet or hybrid classes, and repeated courses that have already been passed cannot be counted toward enrollment credits for VA purposes.
- Course substitutions must be officially approved and documented in the admissions file.
- Enrollment dates for all classes are reported to the VA. The VA will determine enrollment classification based on the number of hours students have for each day of the month. When enrolled in module classes, which only meet for less than a full semester, the VA will account for the change in hours based on the day classes start and end.
- Changes in enrollment due to drops, additions, or schedule adjustments are reported to the VA on a weekly basis by the VA Certifying Official. Students should anticipate the corresponding change in benefits shortly thereafter.
- Students receiving VA benefits may not receive benefits for developmental courses, including RISE transition or co-requisite courses taught online or with online components.
- Enrollment Status is based on the number of credits for each term as shown below:

Student Status	Credit Hours Fall/Spring	Summer Semester
Full-time	12+	*Summer enrollment status is based on the number Of days and Weeks in the term*
¾ Time	9-11	
½ Time	6-8	
Less than ½ Time	1-5	

***For summer enrollment classification, see VA Certifying Official prior to registration.**

3. Student Responsibility

Registration: As noted in the application process, all students are required to see the VA Certifying Official after they have registered for classes.

Changing Majors: Students seeking to change majors must complete the change of major process in Student Development (See [Changing a Program of Study](#)) and complete a VA change of major form with the VA Certifying Official. This form may be printed at <http://www.va.gov/vaforms/> (Forms 22-1995 or 22-5495 for Chapter 35).

Reporting Changes: Students are required to report address and direct deposit changes to the VA via WAVE <http://www.gibill.va.gov/wave/index.do> or IVR 1-877-823-2378. Address changes should also be reported to the College's Admissions Office (See [Change of Personal Information](#)).

Reporting Enrollment: Students receiving Chapter 30, 33, 1606, or 1607 are required to report their enrollment status on the last calendar day of each month. Failure to do so will delay payment. Chapter 35 students must also report enrollment. Students may utilize the WAVE system to report hours for each month at <http://www.gibill.va.gov/wave/index.do> or by calling 1-877-823-2378.

Graduation: Students are required to notify the VA Certifying Official at the beginning of the semester they intend to graduate. Students who are graduating may opt to round out their last semester and take non-required classes to increase their enrollment status. Rounding out is limited to one time per program.

Satisfactory Academic Progress: Students are required to maintain a 2.0 cumulative GPA in order to make satisfactory academic progress. If a student's GPA is below 2.0, the student will be placed on Academic Warning and will be given one semester to bring his/her GPA up to 2.0 or above. If the student fails to do so, he or she will be placed on Academic Probation and will not be eligible to receive VA benefits.

Payments and Summary of Benefits:

- Students should receive payment from VA within 12-14 weeks of certification. In the

event of an overpayment, students should contact the VA Certifying Official to resolve their account.

- Veterans with eligibility under the Post-911 GI Bill® can request assistance with tuition and fees expenses as long as funds reserved for that purpose remain available.
- Students are encouraged to learn more about their benefits on the GI Bill® website: <https://benefits.va.gov/benefits/>. This site includes details regarding monthly benefits, housing allowance, and book stipends; along with stipulations which may affect each payment. As examples, Chapter 33 students who are exclusively enrolled in Distance Learning classes will only receive 50% of their housing allowance effective October 1, 2011, and VA students cannot be paid for developmental courses taught online.

Wilson Community College has adopted, per Title 38 US Code 3679(e), the following for anyone using Chapter 33 or 31 benefits, while payment to the institution is pending from VA. Wilson Community College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

WITHDRAWAL AND IMPACT TO FINANCIAL AID

When a student withdraws from classes, the College **must** calculate the amount of Federal and state aid that was not earned for the term.

Unearned aid funds must be returned to the appropriate programs. Students may be required to repay a portion of their financial aid award for the term to the Department of Education (DOE), the College, and/or other agencies. Some examples include, but are not limited to: Pell Grant, SEOG, Next NC, NC Reach, Federal TAP. Students receiving Title IV aid are required to attend through the 60% point of the enrollment period. However, **withdrawing at any point will likely result in the student owing a balance to the College.**

Certain types of Title IV aid, including the Federal Pell Grant and Federal Supplemental Education Opportunity Grant, are disbursed based on attendance. Failing to attend classes beyond the 60% point in the semester will result in an overpayment and/or a debt owed to the USDOE and/or the College. The law requires the Financial Aid Office to calculate the amount of Title IV assistance earned for all students who have not attended beyond the 60% point of the semester. If a student withdraws prior to the 60% point and an overpayment results, the student will be notified of any liability which must be repaid.

- For students who withdraw prior to the 60% point and before grant disbursement, a post-withdrawal disbursement will be calculated for the term based on the last date of attendance. The College may charge tuition and fees to the student's award. As a result, students may owe the College a balance if they charged more than their prorated award.
- For students who withdraw prior to the 60% point and after Title IV disbursement, a return of Title IV aid will be calculated based on the last date of attendance, to determine the amount of aid the student or College will need to repay. The return will not exceed half of the award disbursement. If the calculation reveals a student debt, the student will be given 45 days to pay the College to prevent loss of future aid. If the student does not pay the amount owed, the College will refer overpayments greater than \$50 to the USDOE. The student will lose financial aid

eligibility until the overpayment is resolved. The student will retain eligibility for aid up to the point the overpayment is referred to the USDOE, or 45 days from the date withdrawal is determined.

- Withdrawing at any point may result in students owing a balance to the College. The College is required to perform a return calculation, even if a student withdraws after the 60% point of the enrollment term. If the College owes an amount as a result of a return calculation, the return will be processed within the 45-day deadline. The return will be equal to the amount of tuition and fees charged times the unearned percentage of funds, or the entire excess funds. This will result in a student debt to the College that must be paid prior to enrolling for future terms or obtaining academic records or transcripts.
- State grants are also based on attendance. The College is required to calculate the amount of state assistance that a student earned. Calculations are based on the last day of attendance. Students will be notified if any debt is incurred as a result of ceasing attendance.

Students are advised to seek counsel and carefully consider their options before withdrawing from classes. Dropping classes can negatively affect a student's future aid eligibility, even if their GPA is not negatively impacted.

FINANCIAL INFORMATION

EDUCATION TAX CREDITS

Community College students are possibly eligible to receive education tax credits that can reduce the expense of education. The College cannot process Educational Tax Credits (1098-T) without the student's correct social security number or individual taxpayer identification number (ITIN). A complete description of education credits can be found on the College website under Consumer Information and is also available in Student Development. Credits include:

- American Opportunity Credit
- Hope Credit
- Lifetime Learning Credit
- Deductions for Tuition and fees
- Student Loan Interest Deductions
- Business Deduction for Work-Related Education
- 529 Savings Plans Scholarships and Fellowships

FEES AND EXPENSES

It is estimated that the average student who is a North Carolina resident incurs necessary expenses of approximately \$5,000 for tuition, fees, and books during an academic year of three semesters. The cost of room and board for students who desire such accommodations may vary considerably according to individual requirements. The College does not have any dormitory or cafeteria facilities.

Tuition charges, registration fees, and refund policies are subject to change by action of the North Carolina General Assembly.

CURRICULUM TUITION AND FEES

IN-STATE TUITION – Set by the State Board of Community Colleges. Per credit hour (up to 15 credit hours)	\$76.00
16 credit hours and above	\$1,295.88
OUT-OF-STATE TUITION – Set by the State Board of Community Colleges. Per credit hour (up to 15 credit hours)	\$268.00
16 credit hours and above	\$4,367.88
STUDENT ACTIVITY FEE – Per semester Includes accident insurance and student activities (\$35.00 maximum per semester)	\$2.18 (Per credit hour)
SECURITY/PARKING FEE – Per semester	\$25.00
TECHNOLOGY FEE – Per Semester	\$20.00
SIGN LANGUAGE PROFICIENCY INTERVIEW (SPLI) ASSESSMENT for ASL 212 (Intermediate ASL II)	\$180

IN-STATE TUITION – Set by the State Board of Community Colleges. Per credit hour (up to 15 credit hours)	\$76.00
AUTOMOTIVE SERVICE EXCELLENCE CERTIFICATION EXAM FEE – Per year	\$51.00

SHORT-TERM TRAINING FEES

BASIC SKILLS CLASSES	No Cost
OCCUPATIONAL EXTENSION CLASSES	
1 – 24 Hours	\$70.00
25 – 50 Hours	\$125.00
51+ Hours	\$180.00
COMMUNITY SERVICE/SELF-SUPPORTING CLASSES – Cost determined by contact hours of the class.	Varies
SECURITY/PARKING FEE – Per semester for on campus classes 16+ hours	\$25.00
TECHNOLOGY FEE – Per Semester for on campus/online classes 9+ hours	\$5.00
EXTENSION STUDENT ACCIDENT INSURANCE – Required for select courses. All extension students may purchase accident insurance.	\$2.00
OFFICIAL GED® TESTING SERIES Fees paid directly to Pearson VUE	\$104
HIGH SCHOOL EQUIVALENCY GRADUATION	\$0
AHS CERTIFICATE ONLY	\$0
CPR HEARTSAVER/CPR HEALTHCARE PROVIDER/CPR REPLACEMENT CARD	\$7.00
MALPRACTICE INSURANCE – based on insurance carrier's current rate schedule. Rates subject to change.	
Nurse Aide I	\$16.00
Nurse Aide II	\$16.00
Phlebotomy	\$16.00
Dialysis	\$16.00
EMT-B/EMT-P	\$16.00

OTHER FEES

GRADUATION APPLICATION FEE (does not include cap and gown)	\$25.00
STUDENT ID REPLACEMENT FEE	\$5.00
OFFICIAL TRANSCRIPTS	
Printed or Mailed Transcript	\$5. 90
Electronic Transcript	\$6. 90
REPLACEMENT DEGREE/DIPLOMA	\$10.00
RETURNED CHECK FEE	\$25.00

HEALTH SCIENCE PROGRAM FEES

MALPRACTICE INSURANCE – required for students in Health Science programs. Amounts are based on insurance carrier’s current rate schedule. Rates are subject to change by insurance companies.	Per Academic Year
Nursing (ADN/PN)	\$16.00
Surgical Technology	\$16.00
ASSESSMENT TECHNOLOGY, INC FEES	
Associate Degree Nursing New Students starting Fall	\$83.78 Per academic year
Practical Nursing Education New Students starting Fall	\$83.78 Per academic year
CERTIFIED SURGICAL TECHNOLOGY EXAM FEE – Paid in Second Fall Semester.	\$257.00
TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) FEE	\$70.00

FINANCIAL LIABILITY FOR TOOLS AND EQUIPMENT

When students are issued tools, minor equipment, and/or equipment, they must sign a User Agreement to take responsibility for the item(s) checked out to them. A periodic inventory of the checked-out items will be made by the instructor. The User Agreement

contains a statement that the student agrees to pay the College the replacement value of any missing items prior to receiving grades and continued enrollment.

FOREIGN NATIONAL INFORMATION SYSTEM

Pursuant to the American Recovery and Reinvestment Act of 2009 and regulations of the Internal Revenue Service and the state of North Carolina, the College is required to collect information required on the Foreign National Information System for non-U.S. citizens who are employees, vendors, contractors, or students at the College.

This information will be used to determine if any wages, payments, scholarships, or financial aid paid by or through the College is taxable and to withhold appropriate taxes and report and submit those taxes to the appropriate state and/or federal agency. Financial aid or scholarship funds awarded to such a student that was in excess of their actual cost of attendance is, in some cases, taxable.

Necessary information may include copies of permanent resident cards, passports, visas, I-94 cards, I-797 documents, I-20 cards, DS-2019 documentation and any Employment Authorization Cards. No information collected will be used to make admissions or academic decisions. If you have questions regarding the collection or use of such information, please contact the Director of Admissions/Registrar or Vice President of Student Development.

OUTSTANDING CHARGES OR LOANS

No student will be permitted to enroll in any program and/or receive grades if they owe a balance due to the College from previous enrollments. Charges due may include, but are not limited to, financial aid overpayments, overdue library books, outstanding loans, etc.

Students who owe outstanding fees are not eligible to graduate or participate in commencement exercises until the outstanding balance is paid in full.

PAYMENT POLICIES

Registration for classes is not complete until full tuition and fees are paid by the student,

financial aid, or a third-party sponsor. Payment of all tuition and student fees is due at the time of registration. Malpractice insurance fees for students in Health Science programs are due before clinical experience begins.

The College offers an installment payment plan through Nelnet Campus Commerce that allows students to pay tuition and fees in monthly payments rather than a single lump-sum payment. The plan is interest-free and requires a non-refundable enrollment fee.

Payment plan enrollment is required each semester and must be completed by the published payment plan deadline. Payment options, enrollment fees, and available payment schedules vary based on the date of enrollment and are available through the College's student payment portal.

Students approved to receive financial aid who register for classes and find they are unable to attend must officially withdraw from those classes (See [Drop Procedure and Tuition Refund policies](#)). Otherwise, their financial aid will be charged for the tuition and fees, and they may be liable for repayment should they fail to attend those classes.

Curriculum courses taken by Career and College Promise students at community colleges in accordance with N.C.G.S. 115D-20(4) are tuition-waived for Fall, Spring, and Summer semesters. Rules for student eligibility to participate in CCP courses are set by the State Board of Community Colleges and are subject to change. Eligible high school students are permitted to take noncredit short-term training courses, except adult basic skills, but regular registration fees apply.

All tuition and fees are subject to change by action of the North Carolina General Assembly. The college accepts cash, money orders, checks, Discover, VISA, and MasterCard in person and accepts checks and money orders through the mail. Mailed payments are for early registration only. Please ensure that mailed payments are received by the payment deadline. During registration periods, payment for tuition and fees may also be made online through Student Planning or by phone.

Payments for early registration may be mailed to: Cashier, Wilson Community College, P.O. Box 4305, Wilson, NC 27893. The Cashier's Office is located in Building F, (252) 246-1259.

REFUND POLICIES

CURRICULUM TUITION REFUNDS

The tuition refund policy is set by the state and is subject to change by action of the North Carolina General Assembly. Unless otherwise required by law, community colleges shall not issue a tuition refund except under the following circumstances:

- A. A 100 percent refund will be provided if the student officially withdraws or is officially withdrawn by the College from a course prior to the first day of the academic period, as noted on the College calendar.
- B. A 100 percent refund will be provided if the College cancels a course in which the student is registered.
- C. A 75 percent refund will be provided upon request if the student officially withdraws or is officially withdrawn by the College from the course prior to or on the 10 percent point of the academic period (last day to request a refund).
- D. Military reserve, National Guard, or active-duty military personnel who are temporarily or permanently reassigned may be eligible for a full refund of tuition and fees if completion of a semester is not possible. Textbook refunds may be provided to the extent possible when approved by the Business Office.

Please note the following with regard to tuition refunds:

- Allow four to six weeks for processing refunds.
- For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.
- To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.

SHORT-TERM TRAINING TUITION REFUNDS

- A. A 100% refund shall be made for occupational extension (OE) courses if the student officially withdraws from the class before the first class meeting by submitting a course withdrawal form.
- B. Technology Fees and Security/Parking Fees are refunded if the student is entitled to a 100% refund.
- C. A 75% refund shall be made for occupational extension (OE) courses if the student officially withdraws from the class prior to or on the 10% date of scheduled hours by submitting a course withdrawal form.
- D. A full refund shall be made for classes canceled by the College. In the event the College cancels a class, no written request is necessary.

Please note the following with regard to tuition refunds:

- Course withdrawal forms are available in the Short-Term Training office.
- There are no refunds for community service/self-supporting classes unless the course is canceled by the College.
- Allow four to six weeks for processing refunds.

REFUND FOR FEES

Student Activity Fees, Technology Fees, and Security/Parking Fees are not refunded unless a class fails to develop or if the student is entitled to a 100% tuition refund.

TEXTBOOK REFUNDS

Refund dates are subject to change to correspond to tuition refund dates established by the North Carolina General Assembly. Rental book returns must be made by the student to the commercial vendor. There are no refunds or exchanges on supply items.

Students should make sure they have purchased the correct books before removing wrapping/packaging and/or writing in them, as book returns and exchanges are limited. Please be aware that not all instructors use the same textbook for the same course. New books may be returned for full credit and/or exchange under the following conditions:

1. Within the first 10 college business days of the semester or, if the book is purchased after this point in the semester, within three business days;
2. Only if the student has a valid cash register receipt;
3. Only if the book has not been marked in or damaged in any manner;
4. Only if the book with software has not been removed from shrink-wrap or software package opened and;
5. Books purchased after the 10th College business day may be returned only within 3 business days with a valid cash register receipt and in perfect, new condition. Shrink wrap must not be removed or software package opened.

Used books may be returned for full credit or exchange under the following conditions:

- Within the first 10 college business days of the semester or, if the book is purchased after this point in the semester, within three business days;
- Only if a drop slip is provided or the class is canceled;
- Only if the student has a valid cash register receipt and;
- Books purchased after the 10th college business day may be returned only within 3 business days with a valid cash register receipt and in perfect, new condition. Shrink wrap must not be removed or software package opened.

Refund decisions made by the bookstore staff may be appealed to the College Business Office – see bookstore manager for an appeal form. Other concerns related to the bookstore should be directed to the VP of Finance and Administration.

MILITARY REFUNDS

The College is committed to compliance with Principles of Excellence standards set by the US Departments of Education, Defense, and Veterans Affairs, related to the enrollment of military personnel who receive temporary or permanent military reassignments that make it difficult or impossible to complete their studies.

Accommodations for military personnel may include:

- Full refund of tuition and fees if completion of a semester or term is not possible.
- Textbook refunds may be provided to the extent possible for textbooks purchased from the College bookstore during the affected semester.

Students who are affected by military assignments should contact the Vice President of Student Development to request a refund for tuition and fees and/or textbooks. The Vice President of Student Development will review the request and make a recommendation to the Business Office.

STUDENT DEVELOPMENT

The Student Development Division is dedicated to promoting the academic, personal, and professional growth of all students. Comprehensive services and programs are designed to help students achieve their goals while developing self-direction and independence. The following services are provided in accordance with all federal, state, and local policies and procedures:

- Admissions and Academic Placement
- Advising
- Career Services
- Accessibility Services
- Financial Aid
- Registration and Student Records
- Student Activities and Engagement
- Student Support Services
- Veterans Assistance

Student Development is open Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 3:00 p.m. during the fall and spring semesters. Hours of operation for the summer are Monday through Thursday, 7:30 a.m. to 6:00 p.m., and closed on Fridays.

CAREER SERVICES

Career services are provided at no cost to help connect currently enrolled students and graduates with resources for career readiness, employment searches, and interview techniques. Using College Central Network,

WCC coordinates with local businesses and organizations to share employment opportunities. Students may contact Student Development F-100 for additional information.

STUDENT SUPPORT SERVICES

Student Development Success Advisors are available to assist students from pre-admission through graduation. Students are encouraged to meet with their Success Advisor throughout their enrollment to receive support and guidance for any challenges they may experience. The College does not provide licensed professional counseling services. Success Advisors can help connect students with professional counseling resources. Any information discussed with a Success Advisor is kept strictly confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

Appointments are encouraged to ensure that students can be assisted in a timely manner, but walk-ins are welcome during regular business hours. Call (252) 246-1281 to schedule an appointment. Support services are also available to students enrolled in distance learning courses. Students must use their assigned WCC e-mail account to communicate online with their Success Advisor.

SELECTING A PROGRAM OF STUDY

Program selection is an individual choice that should reflect the student's aptitudes and interests. Choosing a program of study that aligns with a student's future goals and plans is critical to long-term academic success. Students may meet with a Success Advisor to select a program of study that is appropriate to their individual aptitudes and goals. Once an academic program is selected, students are assigned a Faculty Advisor who will provide academic advising and course planning, assist with registration, and support academic progress. Both Faculty and Success Advisors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that they meet all academic requirements for their chosen program of study.

CHANGING A PROGRAM OF STUDY

Students may find it necessary to change their initial program of study due to changes in educational and career objectives. Change of major requests should be directed to Student Development, F100. Once a new program of study is selected, students should meet with their faculty and/or Success Advisor to gain a full understanding of program requirements and expectations. Students may change their program of study at any time, but the change will not be effective until the following semester.

Students should be aware that changing programs may result in one or more of the following:

- Exceeding the 150% maximum timeframe allowable for Financial Aid.
- Requiring additional courses.
- Taking longer to complete a degree or credential.

Careful consideration should be given to changing a program of study. Success Advisors are available to discuss potential options with students to ensure that a change of major is in their best interest.

ADDING A SECOND PROGRAM OF STUDY (DOUBLE-MAJOR)

Applicants are admitted to one primary program of study. Students seeking to double-major in a secondary program of study must meet with the Vice President of Student Development. In order to double-major, a student must have a cumulative minimum GPA of 2.0 and must have completed any required developmental courses. Students are encouraged to complete the majority of courses in the primary program of study before adding an additional program.

Students may change their program of study at any time, but the change will not be effective until the following semester. Secondary majors cannot be changed during regular and late registration unless approved by the Vice President of Student Development.

COUNSELING FOR SATISFACTORY ACADEMIC PROGRESS

All curriculum students are expected to meet institutional standards of academic progress and show that they are making satisfactory progress toward the completion of their program of study. In addition, students receiving financial aid are required to meet standards of progress to comply with federal regulations. When students encounter difficulty maintaining their grades and/or attendance, academic progress may be hindered. Students are encouraged to contact their Success Advisor to discuss any challenges prior to being placed on Academic Warning or Probation. Counselors will recommend strategies and resources to help students succeed. Referrals for tutoring and/or outside services may also be provided.

ACCESSIBILITY SERVICES

Wilson Community College is committed to creating an accessible community where all students have equal opportunity to benefit from programs and activities offered by the College. The goal of Accessibility Services is to ensure that appropriate accommodations are provided in compliance with The Rehabilitation Act of 1973 and all provisions, as well as the Americans with Disabilities Act as amended in 2008. The WCC Accessibility Services Handbook outlines the full rights and responsibilities of the student and the institution and is available on the Accessibility Services page of the College website.

The Accessibility Services Office works with students, faculty, and staff to ensure that students receive effective and meaningful services. Applicants and students should contact the Accessibility Services Office as early as possible in the admissions/registration process. Every effort is made to provide reasonable accommodations as quickly as possible. In certain instances, particularly when relocation of a class or activity is necessary, the College may require a minimum of two weeks' notice.

A disability is described as a mental or physical impairment that substantially limits a major life

activity. The definition of a disability and criteria for establishing eligibility for accommodations under 504 and ADA for colleges may be different than the definitions and criteria implemented in the public schools, rehabilitation programs, social security, Veterans Administration, or as covered under insurance policies. Please visit the Accessibility Services page of the College website for a listing of services and accommodations that may be provided to students.

The major categories of accommodations typically provided include, but are not limited to, the following:

- Autism Spectrum Disorder
- Blindness/Visual Impairment
- Chronic Medical Condition (i.e., asthma, traumatic brain injury)
- Deafness/Hearing Impairment
- Learning Disabilities
- Orthopedic/Mobility Impairment
- Psychological/Psychiatric Condition
- Seizure Disorders – Students with a history of seizures should contact Accessibility Services Office in Student Development and provide medical documentation to ensure appropriate procedures are followed in the event of a seizure.

ELIGIBILITY

In order to receive accommodations, students must complete the process for admission to the College. The student must contact the Accessibility Services Office and self-disclose the need for accommodations. Students are asked to identify how their disability impacts access to programs and activities of the College. Professional documentation must be provided for any accommodations to be made. The documentation must include a diagnostic statement, document the functional impact of the disability, include recommendations for accommodations, and state the credentials of the diagnosing professional.

Eligibility is determined on a case-by-case basis. The determination as to whether accommodations are necessary and what accommodations are reasonable and effective, will be made once all documentation is

submitted to the Accessibility Services Office. The process for making final determinations may include consultation with the evaluating professional, WCC faculty/staff and/or NC Community College System Office personnel, and the individual with the claimed disability. Primary consideration will be given to the individual with the disability. Information about an applicant's/student's disability is shared strictly on a need-to-know basis only with individuals who have a legitimate educational interest or with the written consent of the applicant/student.

Once enrolled, students requesting accommodations must meet with the Success Advisor as soon as their class schedules are available and as quickly as possible after any changes are made. The Accessibility Services Office will notify the student's instructors of the approved accommodations. Accommodations must be renewed every semester since course schedules change every semester. **NOTE: The student must also self-identify to each instructor at the beginning of each semester to confirm the accommodations he or she needs to receive.** Individual faculty members do not have the authority to unilaterally allow or deny accommodations or academic adjustments. Accommodations cannot be provided for students who are not registered with Accessibility Services and accommodations are not retroactive.

Students should make periodic contact with the Accessibility Services Office throughout each semester. Requests for accommodations for extracurricular or unscheduled College-related events or activities must be made as early as possible to allow time for arrangements to be made. Students who receive interpreter services but cannot attend a scheduled class must notify the Accessibility Services Office to cancel as early as possible. Repeated failure to attend scheduled classes without giving notice may result in termination of services.

GRIEVANCE PROCEDURE FOR ACCOMMODATIONS

Should disputes arise between the student and an instructor as to the delivery of services or accommodations, the student must first contact the Accessibility Services Office for assistance. If the dispute remains unresolved, the student may follow the Grievance Procedures described in the Catalog ([See General Policies and Procedures](#)).

RETENTION OF ACCESSIBILITY RECORDS

Records for accessibility accommodations are maintained in the Accessibility Services Office. Documentation related to the student's disability or claim of disability is not a part of the student's academic/educational record. Such documentation is considered confidential and will be shared with others only on a need to know basis, in accordance with all federal and state laws. Disability records will be destroyed five years after the student's last date of enrollment, or if the student submits a written request to have the records destroyed.

REGISTRATION

Registration for classes is conducted for the fall, spring, and summer semester, as published in the instructional calendar. Dates and times are posted on the College's website, advertised in local media, and mailed to residents in the College's service area. Registration for classes is not complete until full tuition and fees are paid by the student, financial aid, or a third-party sponsor.

Students approved to receive financial aid, who register for classes and find they are unable to attend, must officially withdraw from those classes ([See Drop Procedure and Tuition Refund policies](#)).

The College considers the academic advising process to be a valuable resource for students as they plan class schedules each semester. Students are encouraged to meet with faculty and success advisors well ahead of registration periods to early register. All students must meet with their Faculty Advisor before they can register for courses. Students may register online through Student Planning, after having communicated with their advisors.

Requests for new registrations after the last date to register will be considered only when the College has contributed to the student's inability to register during the registration period, or the student's inability to register was due to mitigating circumstances beyond the control of the student. Such requests should be made to the Vice President of Student Development, where all decisions are final.

STUDENT RECORDS

When a prospective student applies for admission, a student record is established and maintained in Student Development. In order to preserve the integrity of academic records, it is necessary to collect personally identifiable information for positive identification of students, and to make the connection between students and their academic records. Once personally identifiable information has been collected, its use will be limited to that same identification and connection to records.

The contents of student records may include but are not limited to the following: admissions application, transcripts of previous educational records, placement test results, and other documents related to academics, or disciplinary action. This record is used to collect and retain pertinent data throughout the student's enrollment. The contents of student records are property of Wilson Community College and are maintained in accordance with FERPA regulations.

FERPA AND RELEASE OF INFORMATION

Wilson Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 (FERPA) and follows its provisions. FERPA affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older OR who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit a written request to the Director of Admissions/Registrar that identifies the

record(s) the student wishes to inspect. The College will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should submit a written request to the Director of Admissions/Registrar, identify the part of the record the student wants changed, and specify why it should be changed.

If the College determines that a requested amendment is not warranted, the student will be notified in writing of the decision and the 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.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name

and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wilson Community College, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information (PII) from education records. However, the College may disclose appropriately designated "directory information" without written consent, unless you have advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow the College to include this type of information in certain College publications. Examples include:

- A program for College-related activities and events;
- President's List, Dean's List, or other recognition lists;
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student's prior written consent. The following information is classified as directory information:

- Student's name
- Address
- Telephone number
- Email address
- Academic program (degree, major, minor)
- Dates of attendance
- Enrollment status (full or part-time)
- Degree(s) received
- Honors and awards received
- Participation in college-recognized activities
- Most recent educational institution attended

The Director of Admissions/Registrar is the designated FERPA Compliance Officer and will

be responsible for the release of all official student records, files, and data directly related to students, including information kept in cumulative records and intended for College use, or to be available to persons or agencies outside the College for questions or concerns about student records and/or release of records.

The College reserves the right to restrict disclosure of directory information to outside organizations that may use the information for profit.

NOTE: Any student who does not wish the College to release any or all of the information designated as directory information without the student's written consent must notify the Director of Admissions/Registrar's Office in Building F.

LEON'S LAW

Effective July 1, 2025, in accordance with North Carolina Leon's Law (Session Law 2025-46) and applicable provisions of the Family Educational Rights and Privacy Act (FERPA), students who are under the age of 18 and meet the statutory definition of a dependent may be subject to the disclosure of education records to a parent or legal guardian as permitted by law. Education records may also be disclosed to school administrators and school counselors at the student's high school when the student is dually enrolled, as provided by law.

As required by North Carolina law, all students under the age of 18 must complete the College's Leon's Law Student Acknowledgment Form prior to registering for classes. The acknowledgment confirms the student's understanding that, to the extent permitted under FERPA and state law, education records may be disclosed as required by Leon's Law.

The College will administer Leon's Law in accordance with applicable federal and state laws and any policies adopted by the North Carolina State Board of Community Colleges and the College.

TRANSCRIPTS

A transcript is an official record of coursework completed at the College and may include the credits transferred from other institutions. Transcript requests can be made using one of the following options:

- In person at the Student Development Office located in F-100 for printed or mailed transcripts.
- On the College website <http://www.wilsoncc.edu/>, through https://tsorder.studentclearinghouse.org/school/select?_afRedirect=62734784035249#firstload for printed, mailed, or electronic PDF transcripts.

The cost for printed or mailed requests is \$5.90 and the cost is \$6.90 for electronic PDF transcripts. Requests for transcripts can no longer be accepted via phone, e-mail, or fax.

Current students can view and print copies of their transcript online through Student Planning, however, these copies are not considered official and are generally not accepted as evidence of college credit by other colleges and universities and some employers.

RETENTION OF RECORDS

Permanent records of curriculum students are maintained in Student Development in Building F. Appropriate measures are taken to protect the security, confidentiality and integrity of student records. Incomplete or inactive records of students who have never enrolled at the College may be destroyed after one year. Inactive student records may be destroyed after five years, in accordance with the State Records and Retention Disposition Schedule.

TRiO (ACADEMIC SUPPORT)

TRiO programs are federally funded initiatives that identify and provide educational opportunities and services for individuals from disadvantaged backgrounds. TRiO programs, funded under Title IV of the Higher Education Act, help students who are eligible by federal guidelines, complete a degree, diploma, or certificate program. Wilson Community College operates one program through TRiO grant funds – Upward Bound.

UPWARD BOUND

Upward Bound is a program designed for high school students who are motivated to pursue higher education but may lack the necessary information and guidance. Participants receive fundamental support in preparing to enter college. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits through intensive services that include:

- Tutoring
- Academic Skills
- Counseling
- College Visits
- Exposure to college life
- Assistance with the college admission process, financial aid, and scholarships.

The goal of Upward Bound is to increase the rate at which students complete high school and enroll in and graduate from postsecondary institutions.

For more information about eligibility and application for Upward Bound, please visit the TRiO Program page on the College website.

RESOURCES AND SERVICES

ACADEMIC SUPPORT CENTER

The Academic Support Center provides free academic assistance to help students achieve their educational goals. Available to all currently enrolled students, services include one-on-one tutoring with professional and peer tutors, offered both in person and virtually. Students also have access to StudyFetch, an AI-powered learning platform that provides 24/7 academic support through personalized study tools such as flashcards, practice quizzes, study guides, and content summaries. The Academic Support Center is located in C-110. Additional information is available on the College website.

BOOKSTORE

The Bookstore, located in Building G, carries a variety of supplies and textbooks. During the fall and spring semesters, hours of operation are Monday through Thursday from 8:00 a.m. to 4:30 p.m., and 8:00 a.m. to 1:00 p.m. on

Fridays. The bookstore is open Monday evenings from 5:30 to 7:00 p.m. during the fall and spring semesters. These are the hours of operation unless otherwise posted. Summer hours may vary. Please call (252) 246-1222 for summer hours. The Bookstore has an extended schedule during registration periods.

The prices of textbooks are held to a minimum and students may purchase used books when available. Miscellaneous supplies required for various courses are available for purchase. Wilson Community College insignia clothing is also sold in the Bookstore.

In accordance with the Higher Education Opportunity Act, the College makes information for all required textbooks available to students at the time they register for classes. This information includes the ISBN number and retail price. If the ISBN number is not available, the College must provide the author, title, publisher, and copyright date. This information is accessible through the College website at <http://www.wilsoncc.edu/>.

CAMPUS SECURITY

Wilson Community College is committed to providing a safe and secure educational environment that is conducive to learning. The campus is protected by the Wilson Community College Police Department, in conjunction with officers of the Wilson Police Department. The WCC Police Department is a certified, sworn Law Enforcement agency that employs a professional police staff vested with full law enforcement powers and responsibilities, just as any municipal police or sheriff's department. These officers have jurisdiction on all property owned, leased, or controlled by Wilson Community College. The officers are authorized to enforce federal, state, and local laws as well as certain campus policies to protect life and property and ensure the safety and well-being of students, employees, and visitors. The Wilson Community College Police Department cooperates with federal, state, and local law enforcement agencies on law enforcement matters.

Individuals on campus are expected to assume reasonable responsibility for their personal

safety by using common sense and general safety practices. Members of the campus community are encouraged to secure money, valuables, and other personal items by keeping car doors locked and not leaving items unattended. All Wilson Community College police officers, Wilson Police Department officers, and other county sworn officers have been given the authority to control access and to patrol the facilities. Failure to leave the premises when instructed to do so may result in being charged with trespassing (N.C.G.S. 14-159.13).

You may contact the Wilson Community College Police Department at (252) 246-1393 for more information, to ask questions, or express concerns. In the event of an emergency, you may contact Security by dialing extension 1400 from a campus phone or (252) 246-1400 from a non-campus phone or cell phone. After 5:30 p.m., calls to Security should be made by dialing (252) 291-1195 and selecting option #0 or (252) 246-1400.

CHILD CARE ASSISTANCE

Wilson Community College is funded by the North Carolina General Assembly to provide child care assistance to eligible students. The College provides a limited number of grant awards to offset child care costs incurred while a student is in college. Applicants must be in good academic standing to qualify for a child care award. Awards are based on student need and the availability of funds. Childcare assistance applications are available on the College website at www.wilsoncc.edu. Funds are typically awarded at the beginning of the fall semester. Contact the Financial Aid Office at (252) 246-1344 or financial_aid@wilsoncc.edu for additional information. The Financial Aid Office is located in F-105.

EARLY ALERT SYSTEM WATERMARK WOLF TRACKS

The College utilizes an early alert and retention system called Wolf Tracks to support students at key points when assistance may be helpful. Students can log in to Wolf Tracks to view

progress in their individual classes and toward completion of their academic program.

Faculty and staff participate by sending alerts when a student may be able to benefit from campus services and additional support. If an early alert referral is made, a Success Advisor will contact the student to offer options such as academic or personal counseling and non-academic resources such as childcare or transportation. Students are encouraged to participate, but these services are optional.

EMERGENCY/TEXTBOOK LOANS

A limited amount of emergency loan funds (up to \$250 for a maximum of 30 days without interest) are available during registration. Book loans up to \$250 are available during registration periods. A loan cannot be made unless all outstanding debts and loans are paid in full. There is a \$5 processing fee, regardless of the principal amount borrowed. The full amount of the loan plus the \$5 processing fee is to be repaid within 30 days. Loans are subject to the availability of funds. Contact the Financial Office for additional information.

FOOD PANTRY

The WCC Food Pantry is open to all current Wilson Community College students. The pantry is located in Building F. Hours of operation are Monday – Thursday 8:00 am – 5:00 pm and Friday 8:00 am – 3:00 pm. Summer hours may vary. The pantry is not accessible when the College is closed. Contact Student Development at (252) 246-1281 for additional information.

HALF TUITION LOANS

The College has also earmarked funds to be used exclusively for half tuition loans during registration. Half tuition loans are available to both full-time and part-time students enrolled in a program of study. A loan cannot be made unless all outstanding debts and loans are paid in full. There is a \$5 processing fee, regardless of the principal amount borrowed. The full amount of the loan, plus the \$5 processing fee, is to be repaid no later than a week before early registration for the next semester. Loans are subject to the availability of funds. Contact the Financial Aid Office for additional information.

LEARNING RESOURCE CENTER

The A. Dwight Johnson Learning Resource Center, located in Building D, offers students, faculty, staff, and the local community access to books and periodicals. Cooperative lending agreements supplement the College's book collection, allowing users to request books from other libraries. In addition, online access to multiple electronic resources and databases offer current information on a wide range of academic topics. Available resources are indexed in an online catalog available in-house and on the College website.

Computers are available for both students (with a WCC Student ID) and community users (with a WCC Library ID). Printing and copiers are also available.

Hours of operation vary by semester and are posted on the College website and at the entrance of the Learning Resource Center.

MORE THAN A JOB NC

This program is grant-funded and operated by the Wilson County Department of Social Services and gives eligible individuals a chance to pursue various education pathways and workforce credentials. For more information, contact the Education Navigator at (252) 246-1369.

ORIENTATION

Students who complete an orientation and a college success course during their first semester of enrollment are more likely to succeed in completing their chosen program of study. New students are encouraged to complete orientation, prior to or during their first semester of enrollment, to learn about College policies and procedures and campus resources that promote student success. Additional information is available on the College website.

COLLEGE SUCCESS COURSES

All students will be required to successfully complete a College Student Success course (ACA 111) or Transfer & Career Success course (ACA 122) within their first semester at Wilson Community College. These classes are designed to help students explore their goals,

learn study skills, and develop a plan for completing their program of study.

WORKSHOPS

The College provides workshops and information sessions on a variety of topics, including study skills, time management, test anxiety, health and wellness, and job seeking. Students are encouraged to take advantage of these free workshops. For more information about workshop dates and times, contact the Student Development Office at (252) 246-1281.

RESOURCE FINDER

The Community College Resource Finder platform powered by findhelp.org is a tool to help connect students with social services for food, shelter, healthcare, work, financial assistance, and more. Visit <https://www.wilsoncc.edu/student-services/findhelp/> for more information.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a college-sponsored benefit that offers support and resources needed to address personal or school-related challenges and concerns. It's confidential and free for students and their household members. Additional information is available on the College website.

STUDENT HOUSING

Wilson Community College is a commuter institution and does not offer student housing facilities. Local housing lists are provided upon request in Student Development. The College assumes no liability for arranging for student housing.

STUDENT ID NUMBERS/CARDS

All applicants are assigned a unique College identification number that is used for primary identification for the duration of enrollment at WCC. Students may be asked for their College ID number to access services and events on campus. The student ID card can also be used as a College Library Card.

Student photo ID cards, including the College Identification Number, will be issued to new students upon request, free of charge. Replacement cards are issued upon request in Student Development F-100 for a \$5.00 fee.

For purposes of positive identification regarding security, students should be prepared to present an official ID to College officials upon request.

Pursuant to N.C.G.S. §§ 163-166.17(a) and 163-166.18(a), student identification cards are approved for use as photo identification for voting statewide under N.C.G.S. § 163-166.16(a) through December 31, 2026. WCC student identification cards are acceptable statewide for use as photo identification for voting.

STUDENT LOUNGE

The student lounge in Building G offers vending services for commercially pre-packaged food and drink items. Refunds for vending machine items are the responsibility of the commercial vending service provider. Microwave ovens are available for warming foods.

TECHNOLOGY RESOURCES

WOLF TECHS

The Wolf Techs are located in Building A, Room A-106. Wolf Tech staff members can provide assistance logging into the following IT services:

- Student E-mail (Office 365)
- Wireless Access
- Student Planning
- Moodle
- Password Reset Portal
- Wolf Tracks

Wolf Techs will provide limited technical support for personal devices. Services include but are not limited to installing email on a mobile phone, downloading Microsoft Office, and connecting to Wi-Fi, etc. Contact Wolf Techs by calling (252) 246-1224 or e-mailing support@wilsoncc.edu. For more information, visit the Wolf Techs webpage on the College website at <http://www.wilsoncc.edu/>.

STUDENT EMAIL ACCOUNTS

All currently enrolled students are issued Wilson Community College Microsoft Office 365 e-mail accounts upon admission to the College. Students are strongly encouraged to log into their accounts as soon as possible during the registration process, and regularly thereafter. Students will use their WCC e-mail

accounts to communicate with instructors and staff members. Students also receive important information from Financial Aid, Student Development, the Bookstore, the Student Government Association, and other offices on campus. E-mail is accessible by going to the College website at <http://www.wilsoncc.edu/> and clicking on the link to Wolf Connect, and sign in to access email from the portal.

WILSON WORKFORCE CENTER

The Wilson Workforce Center offers employment services, education, training, and support services to Wilson County residents to help maximize job search efforts. The center is located in Building A. Visit the College website for additional information.

WOLF CARE

Wolf Care is a team of college professionals available to provide coordinated support to help students access resources, overcome obstacles, and develop skills that lead to academic success. Additional information is available on the College website.

ACADEMIC INFORMATION

ACADEMIC ADVISING

The academic advising process is a valuable resource for students to identify academic and career goals and develop structured academic plans and strategies for success. The College's advising process allows the entire academic community to develop a network of communication and support, between students, faculty, and staff.

Faculty Advisors are faculty members who provide program-specific advising for students in the programs they teach. Success Advisors are Student Development staff members who provide individualized support by connecting students with resources that promote academic achievement and success. They collaborate with Faculty Advisors to provide a comprehensive support network. Students are encouraged to communicate with their advisor as soon as they are admitted to the College.

Advisors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that all academic requirements are satisfied for their program of study. The academic advising process is designed to help students develop independence and self-confidence as successful learners.

ACADEMIC HONORS

DEAN'S LIST

The Dean's List, issued each semester, recognizes all students who achieve a grade point average of 3.5 - 3.99 on a minimum of six semester credit hours with no grade below "B". Developmental courses (any course that has 0 as the first number in the 3-digit course number) and courses for which grades of I, TC, AU, W, WAU, or EX are earned, will not be counted in the 6 semester credit hour load for computing eligibility.

PRESIDENT'S LIST

The President's List, issued each semester, recognizes all students who achieve a grade point average of 4.0 on a minimum of six semester credit hours. Developmental courses (any course that has a 0 as the first number in the 3-digit course number) and courses for which grades of I, TC, AU, W, WAU, or EX are earned will not be counted in the 6 semester credit hour load for computing eligibility.

SHORT-TERM TRAINING

The Division of Short-Term Training provides learning opportunities in a variety of programs and services. These programs and services are designed to meet the needs of adults in the following areas:

- College and Career Readiness (Basic Skills)
- Health Occupations
- Personal Enrichment
- Public Safety (Fire/Rescue & Law Enforcement Training)
- Small Business Startup
- Workforce Development

ENROLLMENT

Adults 18 years and older who are not enrolled in a public school may enroll in short-term training courses. Some students between the

ages of 16 and 17 may be eligible to enroll with the permission of their school principal. During the summer semester, specific courses (i.e., summer camps) may allow for enrollment outside of these designated age restrictions.

Note: Admission to some programs and courses are regulated by external agencies and students must meet age requirements set by those agencies. Programs and courses affected are: Nurse Aide I and II, the Fire Academy, Emergency Medical Services (EMS), and Basic Law Enforcement Training (BLET).

REGISTRATION

Preregistration is required for all on-campus classes, with the exception of Human Resource Development (HRD) and College and Career Readiness (Basic Skills) classes. To register, individuals can contact staff in Building F (Suite 100).

FEES

All registration and specific fees are published in College publications and are available on the College website. Course registration fees are established by the NC State Board of Community Colleges and approved by the WCC Board of Trustees. Fees vary depending on the course hours and type of class. Registration fees for self-supporting courses are determined by the number of students enrolled and materials needed for the course. For information on specific fees, see [Short-Term Training Fees](#) in the Catalog or contact the Division of Short-Term Training at (252) 291-1195.

DISTANCE LEARNING

Distance Learning offers a variety of courses delivered in online (NT), hybrid (HY), blended (BL), and hyflex (HF) formats. Distance learning courses offered for curriculum credit are equivalent to the on-campus section of the same course in terms of objectives, content, rigor, and transferability. Some short-term training non-credit courses are also available in online (NT), hybrid (HY), blended (BL), and hyflex (HF) formats.

MOODLE

Moodle is the College's Learning Management System (LMS). Moodle is the point of entry for

all curriculum courses and specific short-term training courses identified as Moodle delivery. For more information about how to access and get started with Moodle, visit the Distance Learning page of the College website.

MOODLE 101 STUDENT TRAINING

All students are encouraged to complete the Moodle 101 Student Training course to become familiar with how to navigate and submit activities in Moodle. Students will have access to the Moodle 101 Student Training course in Moodle approximately 24 hours after they register for a curriculum course or a short-term training course identified as Moodle delivery.

ONLINE COURSES

Online (NT) courses are delivered via the Internet through Moodle. Students in online (NT) courses are not required to come to campus for class; however, proctored tests may be required.

HYBRID COURSES

Hybrid (HY) courses require students to attend campus for some class sessions, with the majority of the course requirements being completed online.

BLENDED COURSES

Blended (BL) courses require students to attend campus for the majority of the class sessions, with less than or equal to 50% of the course requirements being completed online.

HYFLEX COURSES

Hyflex (HF) courses require students to either physically attend class or join the class session remotely at the scheduled time, or complete course requirements online.

ENROLLMENT VERIFICATION

Enrollment verification is the process for checking student enrollment in courses at the start of the semester. In order to verify enrollment, the student must “enter” the course by the census date using the methods described below:

- In face-to-face (in-class) courses, students must physically attend a class meeting by the census date.

- In online (NT) courses, students must complete an Enrollment Quiz in Moodle by the census date.
- In hybrid (HY) and blended (BL) courses, students must either physically attend a class meeting OR complete an Enrollment Quiz in Moodle by the census date.
- In hyflex (HF) courses, students must attend class either physically or synchronously remote by the census date OR complete an Enrollment Quiz in Moodle by the census date.

Failure to “enter” a course by the census date will result in the student being dropped and assigned a grade of NA (never attended).

COMPUTER HARDWARE & SOFTWARE RECOMMENDATIONS

Wilson Community College recommends the following computer hardware and software for student success. Mobile devices, such as tablets or smartphones, may not be sufficient for completing required coursework. Some courses may require additional hardware or software, please check the course requirements posted in Moodle or on the syllabus, or contact the instructor or dean. It is the responsibility of the student to have access to the required hardware/software.

Computer Hardware:

- PC or Mac with updated operating system and antivirus protection.
- Multimedia - speakers, microphone, and webcam are recommended and may be required in some courses.

Additional Computer Software:

- Latest version of Microsoft Office - Wilson CC offers free downloads of the latest version of Microsoft Office and Office 365 to all students and employees at: <http://www.office.com/getOffice365>.
- PDF reader - download free at [Get Adobe Reader](#). (Note: Uncheck the Optional Offers checkboxes at the Adobe Reader download site to avoid downloading unwanted software).

Internet Connection:

- Reliable, high speed Internet access.

Browser:

- Up-to-date version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.

GRADING SYSTEM

Grades will be issued to students at the end of each semester. Grade criteria are included on each course syllabus. Each grade is assigned a grade point equivalent in quality points for each semester hour scheduled. Developmental courses (any course that has 0 as the first number in the 3-digit course number, ex. ENG 025) do not earn quality points. Students will be graded according to the following letter grade system:

Grade	Designation	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0

The following designations are used to document progress on the student's academic record, but do not earn quality points:

AU	Audit – assigned when a student audits a course – no grade or credit awarded.
TC	Transfer credit awarded for courses completed at another institution with a grade of 'C' or higher.
I	Incomplete - assigned only under extenuating circumstances as determined by the instructor. An Incomplete must be resolved by the mid-point of the following semester or the grade will be changed to a F.
W	Withdrawal – assigned when a student withdraws or is dropped from a course before the last day to drop without penalty in a given semester. This grade does not have a negative impact on the student's academic GPA. For financial aid purposes, a W is considered an unsuccessful attempt, which has a negative impact on a student's satisfactory academic progress.
WAU	Withdrawal from audit section – assigned when a student is withdrawn from a course in which they are auditing.

Effective Fall 2026: The College will no longer assign a WF grade for withdrawals after the last day to drop without penalty (LDD). This change does not affect the calculation of the Financial Aid 60% Date for federal financial aid purposes. Students who withdraw after the Financial Aid 60% Date may be required to repay a portion of their federal financial aid and may owe a balance to the College.

GRADING SCALES

Individual faculty members are responsible for grading students' course work. Faculty will determine whether to use a 7-point or 10-point grading scale as indicated below:

10 – Point Grading Scale	7 – Point Grading Scale
A = 90 - 100	A = 93 - 100
B = 80 - 89	B = 85 - 92
C = 70 - 79	C = 77 - 84
D = 60 - 69	D = 70 - 76
F = Below 60	F = Below 70

GRADE POINT AVERAGE

A student's grade point average (GPA) will be based upon all credits earned at Wilson Community College. Please see [Standards for Academic Progress](#) for information regarding GPA requirements for Satisfactory Academic Progress.

Students should also be aware that federal and state requirements for continued financial aid eligibility require that grades earned in all developmental courses must be included in a student's financial aid GPA, while such grades are not included in the student's academic GPA.

The following example shows how grade point averages are computed. If a student's grades for the semester are:

Course	Grade	Grade Point	Semester Hours Credit
ENG 111	A	4	3
BUS 110	B	3	3
MAT 143	D	1	3
CIS 110	C	2	3
ACC 120	C	2	4
		Total	16

The grade for each subject will be converted to a grade point. The grade point is then multiplied by the semester hours. The result (total quality points) is then divided by the total hours of credit to calculate the grade point average (GPA). See the following example:

Course	Grade Points x Semester Hours Credit	Quality Points
ENG 111	4 x 3	= 12
BUS 110	3 x 3	= 9
MAT 143	1 x 3	= 3
CIS 110	2 x 3	= 6
ACC 120	2 x 4	= 8
	Total Semester Hours = 16	38

Grade Points x Semester Hours = Quality Points
Quality Points (38)/Semester Hours (16) = GPA
2.375

GRADUATION

Graduation exercises are held annually in May, to honor students who have satisfactorily completed a degree or diploma program of study. The Director of Admissions/Registrar performs a graduation audit to ensure that candidates have met all requirements for the degree or diploma being conferred.

NOTE: Students must meet the following requirements to be eligible for graduation:

- Satisfactorily completed courses required for their program of study, by the end of the summer semester. A minimum grade point average of 2.0 is required in those courses.

- Completed and submitted a Curriculum Graduation Application, during registration for their final semester, or by March 15 for summer semester graduates.
- Paid the \$25.00 graduation application fee to the Business Office in Building F. Students who have been awarded Financial Aid may charge the graduation application fee and the cost of purchasing a cap and gown, if they do so by the last date to charge to Financial Aid in the College Bookstore.
- Paid all required fees, fines, and other financial obligations owed to the College or state.

Students who are eligible to graduate are encouraged to participate in the graduation ceremony. Graduates will be allowed to march only once. Students who submit the Curriculum Graduation Application for the summer semester will have the option to march in the May ceremony.

Graduates who wish to participate in the graduation ceremony will be permitted to wear only College approved caps and gowns purchased through the College bookstore.

Diplomas and degrees will be issued approximately 2-4 weeks after the end of the semester in which the student completes all program requirements.

GRADUATION HONORS AND AWARDS

Students who have completed all requirements for graduation with a 3.5 - 3.99 program GPA will graduate with "high honors". Students who complete all requirements for graduation with a 4.0 program GPA will graduate with "highest honors". This distinction is noted on the printed degree or diploma and in the program for the graduation ceremony. Students graduating with Highest Honors (4.0 program GPA), or High Honors (3.5-3.99 program GPA), will be permitted to wear honor cords issued by the College.

Graduates who are members in good standing in either Phi Theta Kappa or the National Technical Honor Society, will be permitted to wear the stole and tassel of their respective organization.

Students who have achieved the highest grade point averages, but are not graduating, are honored by being named marshals to serve at the graduation ceremony.

STANDARDS FOR ACADEMIC PROGRESS

The standards for measuring Satisfactory Academic Progress are grades and grade point averages. Academic standing is based on original grades made the semester the courses were completed. Retroactive adjustments made to grades, such as adjustments made due to courses being repeated or change of major, may have an impact on the previously determined academic standing.

SATISFACTORY ACADEMIC PROGRESS

A 2.0 cumulative program grade point average (GPA) on courses required in one's curriculum is the minimum required for graduation for all degrees, diplomas, and certificates. A 2.0 GPA on all courses completed at Wilson Community College will be considered the minimum for Satisfactory Academic Progress.

ACADEMIC WARNING

A student who fails to maintain a cumulative GPA of 2.0 will be placed on Academic Warning for the next semester. The student will be notified by email of this status by the Director of Admissions/Registrar. Students on Academic Warning will be encouraged to seek tutoring and consult with both their faculty and success advisor within the first 10 days of the semester to learn about available academic resources and services.

ACADEMIC PROBATION

Should the student fail to reestablish a cumulative GPA of 2.0 at the end of the academic warning semester, he/she will be placed on Academic Probation. The student will be notified in writing of this status by the Director of Admissions/Registrar. Students on Academic Probation will be allowed to take no more than nine credit hours at a given time during the semester and may not be eligible for Financial Aid or VA benefits until their cumulative GPA is at least a 2.0.

The student should meet with his/her advisor prior to registration to determine the number of credit hours in which they should enroll

while on Academic Probation. Students will also be encouraged to seek tutoring and consult with their advisor within the first 10 days of the semester to learn about available academic resources and services. Students will remain on Academic Probation until they achieve at least a 2.0 cumulative GPA.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Wilson Community College assists students in their efforts to pursue additional education at senior colleges and universities. As part of its mission, the College will:

- Designate Faculty and Success Advisors to work primarily with college transfer students.
- Foster collaboration between Faculty and Success Advisors for the benefit of all transfer students, including Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in General Education, and Associate in Applied Science programs of study.
- Host an annual college transfer event for students to get information from colleges and universities of interest.
- Make current information on North Carolina and other senior colleges and universities available to students through the University Transfer website, ACA 122, transfer advising, and a variety of printed transfer resources available on campus.
- Make students aware of available resources through New Student Orientation, the College website, catalog, e-mail, and workshops.
- Post announcements and/or send e-mail notifying students when senior college or university representatives are on campus.
- Provide opportunities for senior colleges and universities to provide information via ACA courses, campus visits, and scheduled campus events.

TRANSFER STATEMENT

Colleges and universities vary widely in general education requirements for entrance into and completion of study in a major field. At the earliest possible date, students are advised to

consult an admissions representative at their institutions of choice; to determine transferability of courses taken and those they plan to take at Wilson Community College.

Only courses approved in the comprehensive articulation agreement are transferable to UNC member institutions.

WORK-BASED LEARNING

Work-Based Learning is designed to give students enrolled in curriculum programs an opportunity to work on a job while completing their degrees. This combination of classroom instruction with practical/related work experience provides numerous benefits to participating students.

Work-Based Learning students work from one to three semesters in part-time or full-time jobs with employers approved by the College. Academic credit is earned for the learning gained during the Work-Based Learning work period. Students are contacted periodically by the instructor and/or their advisor and receive on-the-job supervision by the employer.

ELIGIBILITY FOR WORK-BASED LEARNING

All students enrolled in programs that offer the option of Work-Based Learning for academic credit, and who have completed a minimum of two full-time (at least 24 semester hours) academic semesters, are eligible to enter the Work-Based Learning program if they meet the following conditions:

1. An academic standing of 2.0 GPA;
2. Approval of Faculty Advisor;
3. Have a supervisor who will direct the Work-Based Learning experience who is legitimately in charge of the student (this includes students who are owner/operators of a business).
4. Interested students should see their advisor. If the student is accepted, the student's advisor will prepare the Work-Based Learning approval form.

CODE OF CONDUCT FOR WORK-BASED LEARNING (WBL)

Students enrolled in WBL 111, 112, 121, and/or 131, who are performing their Work-Based Learning experience are expected to comply with the rules of ethics and professional

responsibility required within the business environment. If upon investigation, there is evidence of failure to comply with these rules, students will be subject to disciplinary action including, but not limited to, termination from the WBL position and the inability to participate in other Work-Based Learning experiences. Termination from the WBL position may prohibit the student from completing that program. See [Disciplinary and Due Process Procedures](#) for more information on code of conduct and disciplinary sanctions.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FORGIVENESS POLICY

Students may apply for the forgiveness of grades earned at Wilson Community College, under the provision of the College's Academic Forgiveness Policy. Courses and grades will not be removed from the student's cumulative record, but grades that are forgiven will no longer be calculated into the student's cumulative grade point average. Academic forgiveness for courses completed at Wilson Community College may not be honored when a student transfers to another college or university. Receiving institutions are not required to disregard course grades forgiven by WCC.

The following criteria must be met to be considered for Academic Forgiveness:

- Academic forgiveness must be initiated by the student who has not been continuously enrolled for three years.
- Academic forgiveness applies to courses taken at Wilson Community College, at least three years prior to the date of application for academic forgiveness.
- Only prior courses with grades of "F" or "WF" will be eligible for academic forgiveness.
- The student must be currently enrolled and completed a minimum of 6 credit hours required for the current program of study, within the previous year. The student must

achieve an overall grade point average of 2.5 or above in these courses.

NOTE: Academic forgiveness cannot be used to waive satisfactory academic progress standards for financial aid.

ACADEMIC FORGIVENESS PROCEDURES

1. Complete the Academic Forgiveness Application which is accessible in Wolf Connect (Student) and on the College website. Read the terms carefully before submitting the application.
2. The application will be verified and courses will be checked for eligibility in accordance with the criteria stated above.
3. The Vice President of Student Development will grant approval, if all requirements are met.

If Academic Forgiveness is approved, the Director of Admissions/Registrar will notify the student of the decision. Academic forgiveness will be granted only once and when granted, is irrevocable. No courses will be removed from the transcript. The new GPA will exclude grades of "F" or "WF" approved for forgiveness. If Academic Forgiveness cannot be granted, the Director of Admissions/Registrar will notify the student of the reason for ineligibility. Review and processing of the request for Academic Forgiveness may take between two and four weeks.

ATTENDANCE POLICIES

Wilson Community College is committed to the academic success of all students. Therefore, the College utilizes an attendance policy that supports the attainment of skills and competencies necessary for its instructional programs.

Students are expected to attend all regularly scheduled classes, laboratories, clinical, and shop sessions to meet the objectives of their course. Attendance in distance education courses is defined by completion of assignments and structured online activity.

Attendance begins with the first day of class and students must attend class on or before the 10 percent point to be considered enrolled. Failure to attend class by the 10 percent point

will result in the student being withdrawn from the course as a "Never Attended" classification. After the 10 percent point, faculty may withdraw a student from a course after two consecutive weeks of nonattendance. Nonattendance is defined as missing weekly regularly scheduled class meetings, in addition to not completing or participating in any assignments or course activities during that period.

Individual programs and/or departments, with the approval of the Vice President of Learning and Workforce, may set more stringent attendance policies. The attendance policy for each course is stated in the course syllabus, and it is the student's responsibility to read, understand, and abide by the policies.

ONLINE (NT) ATTENDANCE

Student "attendance" in online courses is defined as active participation. Active participation will be tracked through submission/completion of course activities by the posted weekly due dates.

HYBRID (HY) AND BLENDED (BL) ATTENDANCE

Hybrid and blended courses are a combination of classroom and online instruction. Students will meet on campus at designated times and complete online assignments as directed in the Schedule located in the course syllabus. For the classroom component of the course, the College's traditional Attendance Policy will be followed. For the online component, the College's Online Attendance Policy will be followed. Attendance will be calculated through a combination of the classroom attendance and the completion of online activities.

HYFLEX (HF) ATTENDANCE

Student attendance requirements in hyflex courses can be satisfied by physically attending class, OR by attending a synchronous remote session during the scheduled class time, OR by actively participating in the course online. Students may choose which method they prefer to attend on a weekly basis. The method for required online attendance will be identified in the course syllabus.

AUDIT POLICY

The privilege of auditing a course is available to full and part-time students with permission of the instructor. Students who wish to audit a course must declare this intent on the Audit Grade Reporting form, obtain the instructor's signature, and submit the form to the Director of Admissions/Registrar prior to the fifth class day of the semester.

Once an Audit Grade Reporting form has been processed, students will not be allowed to change back to credit status. To audit, students must register for the course and pay regular tuition, except in the case of full-time students (16 or more credit hours) who may audit with no additional charge.

Audit requests are considered if space is available. Audit students will not displace degree-seeking students. Students who audit courses with a clinical component do not take part in the clinical aspect of the course. Audited courses receive no grade and no quality points. Audit students are expected to adhere to the same attendance policy as credit students. Participation in class discussion and examinations are at the discretion of the instructor. A grade of "AU" is given for record purposes. Students may audit a course twice and a withdrawal will count as an attempt. A grade of "WAU" will be given for withdrawals. Credit by examination will not be allowed for courses that have been audited.

NOTE: Audited course hours do not count toward financial aid awards or VA benefits.

CATALOG REQUIREMENTS

Students are expected to meet the catalog requirements in effect at the time of their enrollment in a curriculum program. Anyone not enrolled for two or more consecutive semesters (excluding summer semester), must be readmitted to the College and must meet the degree requirements of the catalog in effect at the time of their readmission. In the event of an extenuating circumstance, the student may request a change of catalog. The request must be made to the advisor and approved by the Dean.

COURSE/CURRICULUM DISMISSAL

A student may be dismissed from a course or curriculum or portion thereof due to academic failure or unsatisfactory performance in a clinical or practical setting. Such action, if warranted, will be taken by the appropriate Dean or Director after a review of the case. Students who believe they have been unfairly or improperly dismissed on grounds of academic failure or unsatisfactory performance may appeal following the process for Instructional Grievances found in the College Catalog (see [Grievance Policies](#)).

COURSE LOAD

Students are expected to be familiar with the requirements of the program of study they are pursuing and are responsible for keeping account of progress towards completion of graduation requirements. Class schedules and academic course loads should be planned in consultation with their Faculty or Success Advisor. It is the responsibility of students to know the regulations set forth in the Catalog, which is available in Student Development and on the College website <http://www.wilsoncc.edu/>.

An academic course load is the total number of semester hours of credit for which a student is enrolled each semester. Students enrolled in the fall and spring semesters for 12 or more credit hours are designated as full-time students. Students enrolled in the summer semester for 9 credit hours or more are designated as full-time students (this is not applicable for financial aid purposes, see note below).

- Full-time: A student enrolled for 12 or more semester hours is considered a full-time student.
- Part-time: A student enrolled for less than 12 semester hours is considered a part-time student.
- 1st year: A student who has successfully completed fewer than 32 semester hours.
- 2nd year: A student who has successfully completed 32 or more semester hours in a two-year program.

This is considered to be normal progress.

Students may enroll for up to 19 credit hours in the fall and spring semesters and up to 13 credit hours in the summer, with the approval of their Faculty or Success Advisor. Course loads in excess of 19 credit hours in the fall and spring and 13 credit hours in the summer must be approved by the Vice President of Learning and Workforce, except where specified in the suggested curriculum outline.

Students who are placed on academic probation are required to take a reduced course load. Students employed full- or part-time may be advised to take a reduced course load based on their academic standing. For additional information, (see [Standards for Academic Progress](#)).

NOTE: Financial aid course load requirements may be different than academic course load requirements. Degree-seeking students receiving a Pell Grant must be enrolled for 12 or more credit hours in fall, spring, and summer semesters in order to receive a full-time Pell award. Diploma-seeking students receiving a Pell Grant must be enrolled for a specified number of contact hours depending on the particular program of study, in order to be eligible for a full-time Pell award. Certificate-seeking students are not eligible for Pell Grants, except for the Basic Law Enforcement Training certificate. For additional information, contact the Financial Aid Office.

COURSE PREREQUISITE/COREQUISITES POLICY

Many courses have prerequisites of one or more courses that must be completed before enrolling in the course with a listed prerequisite(s). Some courses have corequisite(s) of one or more courses that must be taken at the same time, or prior to, the course with a listed corequisite. Prerequisites and/or corequisites are listed in the individual course descriptions in this catalog. All students, including special credit students and audit students, must meet prerequisite and corequisite requirements. Students may request a Credit by Examination to demonstrate their knowledge and skills of a

prerequisite or corequisite course (see [Credit by Examination procedures](#)).

Students who early register for classes that have a prerequisite/corequisite, but who do not successfully complete the required courses, must make appropriate schedule changes within the Schedule Adjustment period. Students who do not make those adjustments will be dropped from courses for which they do not meet prerequisite/corequisite requirements.

COURSE REPEAT POLICY

Students who receive a grade of “C” or better on a curriculum course can repeat the course once. Students who receive a grade below “C” on a curriculum course may repeat the course until a grade of “C” or better has been obtained.

No course may be counted more than once in calculating the total number of hours towards graduation. Only the highest grade will be used for computing total credit hours attempted and passed, total quality points, and grade point averages. Only courses repeated at Wilson Community College will replace grades in computing GPAs. Transfer credit does not replace previous course grades.

For financial aid purposes, a student is allowed to repeat a previously passed class only once and then only to improve the course grade. Regardless of the grade a student receives on the second attempt of a previously passed class, financial aid will not be given for future attempts. A student may continue to attempt courses for which a passing grade has not been earned and receive financial aid with the exception of the 30 hour limitation on developmental courses. Veterans who wish to repeat a course, for which a passing grade has been earned, will not receive educational benefits for repeating the course.

COURSE SUBSTITUTIONS

Course substitutions may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a program of study. Substitutions must be recommended by the advisor and approved by the Dean and the Vice President

of Learning and Workforce. All substitution approvals must be filed with the Director of Admissions/Registrar's Office to be considered official. Financial aid will not cover substituted courses unless the appropriate approvals have been granted.

CREDIT BY CREDENTIAL

Wilson Community College recognizes industry standard certifications in awarding credit for equivalent curriculum courses. For credit to be awarded, the certifications must meet industry standards for current licensure. Courses and credentials must be documented and validated by subject matter experts and have prior approval of the Academic Affairs Committee. Credit awarded for professional certification is considered transfer credit and is not transferrable to other institutions. Information pertaining to documentation and specific course credit for certification levels is available in Student Development.

CREDIT BY EXAMINATION

Students may earn credit for eligible courses by demonstrating proficiency in the course learning outcomes through a comprehensive examination. Credit by examination provides qualified students with the opportunity to receive academic credit without enrolling in or completing the course.

Requests may be submitted regardless of whether the course is offered during the term; however, if the course is scheduled during the requested term, the request must be approved and the examination completed before the first day of class.

Students may be eligible for credit by examination if they have completed relevant prior coursework, possess documented work experience demonstrating the required competencies, or hold a current professional license or industry certification aligned with the course outcomes. Appropriate documentation, such as transcripts, training records, job descriptions, or copies of valid licenses or certifications, may be required to support the request.

Credit by examination is available only for courses required in a student's program of study and for which all prerequisites have been satisfied. Developmental courses, courses with clinical components, and courses in which the student has previously earned a failing grade, audited, or withdrawn are not eligible. Students may earn credit by examination for no more than 25% of the credit hours required in a diploma or associate degree program or for one course in a certificate program. A challenge examination may be attempted only once.

To receive credit, students must earn a minimum grade of C on the examination. Credit awarded through examination is recorded as non-course credit and does not affect the student's grade point average (GPA). Credit earned by examination is not guaranteed to transfer to other institutions and may affect eligibility for Veterans Administration (VA) educational benefits or Title IV financial aid. Career and College Promise (CCP) students may earn college credit through credit by examination but may not be used to satisfy high school dual-credit requirements.

Students interested in pursuing credit by examination should consult their faculty advisor to determine eligibility, submit the required documentation, and complete the institutional approval process.

SHORT-TERM TRAINING TO CURRICULUM CREDIT

Short-Term Training course credit related to curriculum instruction earned at Wilson Community College may be accepted for credit for Curriculum (CU) courses in specific programs. Students must have earned a satisfactory grade for the course. Credit may be granted for no more than 25 percent of the required courses in a diploma or associate degree curriculum, and no more than one course in a certificate program. The Dean for each division will approve short-term training and complete a CE to CU Credit form documenting that all course requirements have been met.

The following conditions must be met in order to award credit for non-curriculum course work:

1. Hours for CE course work are equivalent to the CU course
2. Course Objectives are equivalent to the CU course
3. Assessments – the successful completion of the CE course must be based on assessment
4. Faculty credentials of the instructor teaching the CE course must meet all SACSCOC faculty credential requirements for the awarded credit course.
5. Continuing Education units must be evaluated for curriculum credit within five years of completion for each course.

DROP PROCEDURE/TUITION REFUND POLICIES

It is the student's responsibility to officially withdraw from a course(s), or from the College, according to the following procedures. Students receiving financial aid should consult the Financial Aid Office before dropping a course(s).

- Students officially withdrawing from a course(s) prior to the first day of the semester, must do so by contacting their faculty or success advisor. Students who withdraw prior to the first day of the term are eligible for a 100% tuition refund.
- Students requesting to drop a course(s) on or after the first day of the semester, must make the request to the instructor of the course(s), which can be done in person, by telephone, or by e-mail from the student's College account.
- Students officially withdrawing from a course(s) on or after the first day of the term, but on or prior to the official 10% point (refund period) of the academic period, are eligible for a 75% tuition refund.
- Students who register for course(s) and do not attend/enter the course(s) by the census date (10% date for the course), will be dropped as never attended (NA) and will not be charged tuition and fees.

- Students who withdraw from a course after census date but prior to the last week of classes, will receive a grade of "W".
- Students must request a course withdrawal no later than one week prior to the last day of the term. Students who do not withdraw by the deadline will remain enrolled in the course and will receive the final grade earned.

GRADE APPEALS

Faculty have the responsibility to assign student grades according to standards that are acceptable, communicated to all students, and applied equally. A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter with the instructor who issued the grade.

Appeals will not be considered unless based on at least one of the following conditions:

- An error was made in the calculation of the final grade.
- The final grade assigned was based on standards different from those applied to other students in the same course and section.
- The instructor deviated from grading standards as stated in the course syllabus, without notifying students.

NOTE: In the event the student is contending that the disputed grade was assigned based on or influenced by the student's age, race, sex, national origin, religion, or disability, the student must follow the procedure outlined in the [Grievance Policies](#).

When exceptional circumstances warrant an appeal of the instructor's decision, a student may employ the following grade appeals process:

1. A student must attempt to resolve the grading matter through dialogue with the instructor who issued the grade within 10 instructional days of the final grade being received or posted.
2. A student who disagrees with the instructor's decision may appeal to the dean who oversees that instructor within 5

instructional days of the decision of the Instructor by completing a Grade Appeal Form. The Grade Appeal Form is the document of record and is available upon request, from the instructor.

3. The Dean will determine whether a review is required, and if necessary, the manner by which any review will be performed. The dean will determine the appropriate action necessary and send a certified letter to the student outlining the decision within 5 instructional days of the date the appeal was made.
4. A student may appeal the dean's decision by submitting the Grade Appeals Form to the Vice President of Learning and Workforce within 5 instructional days of receipt of the certified letter. The Vice President of Learning and Workforce will appoint an Academic Appeals Committee (AAC) to hear the appeal. The AAC will be comprised of one dean and two faculty members who will be chosen on an ad-hoc basis by the Vice President of Learning and Workforce. The AAC will review the appeal and decide on appropriate action. A certified letter will be sent to the student outlining the decision within 10 instructional days of the date the final appeal was made. The AAC's decision will be considered final.

GRADE REPORTS/CORRECTIONS

Grade reports will be made available to curriculum students within two days after the end of each semester, through Student Planning. Should a grade correction be necessary, the student will initiate the process with the instructor who issued the grade. A grade may be changed only through the mutual agreement of the instructor who issued the grade, the Dean, and the Vice President of Learning and Workforce. Grade report corrections must be documented by the instructor on a Change of Grade Form and processed in the Director of Admissions/Registrar's Office.

INCOMPLETE GRADES

ELIGIBILITY FOR AN INCOMPLETE GRADE ("I")

The Incomplete Grade policy allows an Incomplete grade ("I") to be issued at the instructor's discretion when a student is unable to complete the course requirements due to extenuating circumstances such as an accident, illness, or an unavoidable emergency.

REQUEST AND APPROVAL PROCESS

To request an Incomplete grade, students must submit an Incomplete Grade Request Form, including documentation of extenuating circumstances, to the instructor on or before the last day of class of the semester/term for which they are requesting an Incomplete. The instructor will review the request and discuss a plan for completion with the student.

If approved, the instructor must submit an Incomplete Grade Form to the Registrar's Office no later than the grades due deadline of the semester/term.

The completed form must include the following information:

- The specific reason for the Incomplete grade.
- The remaining coursework to be completed.
- The established deadline to complete the missing work, not exceeding the College's incomplete deadline (see "Completion Deadline" below).
- The grade the student will receive if the remaining coursework is not completed.

COMPLETION DEADLINE

The College's incomplete deadline is 8 weeks after the first day of the following semester, which is the midpoint of the Fall and Spring semesters and the last day of classes for the Summer semester. The established deadline to complete the missing work must not exceed this date.

The "I" grade will be recorded on the student's transcript until the established deadline and/or when the instructor issues a final course grade. Once the student completes the required coursework, the instructor will compute their final course grade and submit an Incomplete Change of Grade Form with the student's

permanent grade to the Director of Admissions/Registrar's Office.

Under exceptional circumstances, such as national or local emergencies, weather-related events, or documented student medical issues, the Vice President of Learning and Workforce may extend the deadline or authorize the "I" grade to be changed to a "W" (Withdrawal), upon the student's request.

ADDITIONAL CONSIDERATIONS

Financial Aid & Academic Standing: An "I" grade may impact Financial Aid eligibility or academic progress. Students should consult their faculty or success advisor or the Financial Aid Office.

Graduation & Transfer: An "I" grade should be resolved before graduation certification or transfer to another institution.

This policy is subject to change and may be modified at the discretion of the institution. The Incomplete Grade policy does not apply to WBL 111, 112, 121, and 131.

INDEPENDENT STUDY POLICY

A student requesting approval to enroll in an independent study course is only eligible if the course is needed to graduate in the term for which it is requested but is not offered. VA recipients must see the Director of Financial Aid & Veteran's Affairs (F105d) regarding the possible impact an independent study course may have on VA benefits. A student seeking to enroll in an independent study course must do so by following the procedures outlined below:

- A student must complete an Independent Study Request Form and obtain approval prior to the first class day of the semester.
- The student must first seek approval from the instructor of the course. Upon approval from the instructor, the student must continue the approval process as specified on the form.
- The student's Faculty Advisor will confirm that the course is needed for graduation in the term.
- Upon approval, the student must register for the course.
- Independent study course work will be evaluated by the assigned faculty in

accordance with the established grading policies.

- The student will be required to meet with the instructor weekly or at specified times established by the instructor.
- The student must complete a minimum of 50% of the required contact hours for the course. In order to document the amount of time dedicated to the course, the student will be provided a time sheet to record on-campus contact with the instructor.
- Assignments, tests, projects, etc., assigned by the instructor must be completed in accordance with all the posted due dates.

Withdrawal from an independent study course results in a grade of "W".

LATE ENTRY

During the fall, spring, and summer semesters, students must attend or enter class on or before the census date. The census date is 10% of the total class hours, which is the date set by the state for reporting purposes. Class attendance/entry by the census date enables the student to be included in state-required attendance reports. Failure to attend or enter a class on or before the course census date will result in the student being dropped as a never attended (NA) from their class(es). Students will not be permitted to enter the class without the permission of the Dean. The decision of the Dean is final.

REINSTATEMENT TO CLASS

When a student has been withdrawn from a class by the instructor for absences, the student may be reinstated with the instructor's approval. If the request for reinstatement is denied, the student may appeal the decision to the appropriate Dean. The decision of the dean is final.

RELIGIOUS OBSERVANCE POLICY

In accordance with North Carolina Administrative Code, students may be granted two excused absences each academic year for a religious observance, required by their faith. Students will be given the opportunity to make up tests and assignments missed due to an

excused absence for religious observance. Requests must be made according to College policy and procedure, as follows:

- An academic year is defined as that period of time starting on August 15 of each year and ending on August 14 of the following year.
- The two excused absences may be taken at any time during the academic year on either two separate days or two consecutive days.
- The two excused absences are over and above other College attendance requirements.
- The student must submit a completed Religious Observance form to the Vice President of Student Development, a minimum of two weeks prior to the date(s) the student intends to be absent.
- The student must specify a specific date(s) for the intended absences and must acknowledge responsibility to make arrangements with each instructor to make up any missed work.

The Vice President of Student Development will make the student's instructors aware of the intended absences. Faculty members are expected to note the excused absences as appropriate in class record documents.

WITHDRAWAL FROM THE COLLEGE

Students who find it necessary to withdraw from a course(s), or from the College, must do so officially by contacting their instructor(s). Students receiving federal or state financial aid are strongly encouraged to consult the Financial Aid Office prior to withdrawing, as there could be repayment or eligibility issues. Officially withdrawing, rather than just not coming to class, may also help limit financial liability for payment of tuition and fees to the state.

Students, who withdraw from a course after the last day of registration, but on or before the 60% point in the semester, will receive a grade of "W".

GENERAL POLICIES AND PROCEDURES

CAMPUS SAFETY

The College has established safety procedures to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, otherwise known as the Clery Act. The Wilson Community College Chief of Police has overall responsibility for ensuring compliance with the Clery Act.

Students are informed of campus safety procedures and initiatives during New Student Orientation; similar information is presented to new employees.

Training and awareness activities on crime prevention and personal safety are coordinated with the Wilson Community College Police Department, in cooperation with other College departments. Information is also disseminated through security alert postings and safety tips on the College website and through WCC e-mail. The College's Safety and Security Committee reviews security-related issues and makes recommendations for improving safety on campus.

ANNUAL CRIME STATISTICS REPORT

All institutions of higher education that participate in any federal student aid programs are required to disclose the following statistics to the entire campus community, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The US Department of Education is responsible for overseeing all regulatory and compliance issues included in the Act. The following information is required to be published annually by October 1, for the three previous calendar years.

*Note: On July 10, 2020, the U.S. Department of Education extended the date for institutions to distribute their Annual Security Reports (ASRs) to December 31, 2020.

Campus crime statistics for the previous three years are published here and made available on the College's website. This report is prepared in cooperation with local law

enforcement agencies, the Wilson Community College Chief of Police, and their designees. Copies of the report may be obtained at the Wilson Community College Police Department (Room D-103) or by calling (252) 246-1400. All prospective employees may obtain a copy from the Human Resources office.

CRIME REPORTING STATISTICS

OFFENSE	LOCATION	2022	2023	2024
Criminal Murder	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Sexual Assault	On-Campus	0	0	0
	Public Property	0	0	1
	Non-Campus	0	0	0
Robbery	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Aggravated Assault	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Burglary	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Motor Vehicle Theft	On-Campus	0	0	0
	Public Property	1	1	0
	Non-Campus	0	0	0
Arson	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Liquor Law Arrests	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Liquor Law-Referrals	On-Campus	0	0	0
	Public Property	0	0	0

OFFENSE	LOCATION	2022	2023	2024
	Non-Campus	0	0	0
Drug Law Arrests	On-Campus	0	0	1
	Public Property	5	2	0
	Non-Campus	0	0	0
Drug Law-Referrals	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Weapons Arrests	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Weapons-Referrals	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Hate Crimes	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Stalking	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Dating Violence	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
Domestic Violence	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0
*Unfounded Crimes	On-Campus	0	0	0
	Public Property	0	0	0
	Non-Campus	0	0	0

• Statistics are provided by the WCC Police Department and Wilson Police Department.

• Public property – governmentally owned property within the College campus or immediately adjacent to the campus

(public streets & sidewalks).

- Non-campus properties and/or facilities – properties and/or facilities owned or operated by the College that are regularly

used by students, but are not a part of the campus (Coastal Plains Law Enforcement Training Center, the Fire Training Grounds, Lee Technology Center.

*Unfounded crimes – crime reported and/or arrest is made, but charges are later dropped (Example – mistaken identity).

EMERGENCY RESPONSE AND EVACUATION

The College has developed emergency response and campus evacuation procedures for situations involving an immediate threat to the health or safety of individuals on the campus. Emergency Information Guides are posted in all rooms where people gather on campus. Building evacuation plans are posted in each building. The College conducts emergency response exercises each semester and College departments have developed contingency and business continuity plans.

REPORTING CRIMINAL OFFENSES AND SUSPICIOUS ACTIVITY

Students, employees, and visitors are encouraged to report all crimes and public safety related concerns to the College switchboard and/or the Wilson Community College Police Department as soon as possible. All reports are taken seriously and crimes on campus are investigated by campus police. All incident reports concerning students and visitors are forwarded to the Vice President of Student Development. Incident reports concerning employees are forwarded to the Executive Director of Human Resources.

Any suspicious activity or criminal behavior on campus or immediately adjacent to the campus should be reported to the Wilson Community College Police Department. When calling from a cell phone or other non-campus phone, call (252) 246-1400, or dial extension 1400 from a campus phone. Reports may also be made to the following College officials, who will ensure assistance is provided:

- Wilson Community College Chief of Police (252) 246-1393, Room D-103
- Vice President of Student Development (252) 246-1275, Room F-103e
- Vice President of Learning and Workforce (252) 246-1254, Room B-101a
- Vice President of Finance and Administrative Services (252) 246-1221, Room F-103a

TIMELY WARNINGS

If a situation arises that, in the judgment of the Wilson Community College Police Department, constitutes an emergency or threat, a campus-wide “timely warning” alert will be issued using the campus-wide emergency messaging system. The alert will be posted on the College’s website and sent to students, faculty, and staff via WCC e-mail accounts and text message. Students and employees are automatically enrolled to receive text message alerts but may opt out from receiving notifications by text. Anyone with information warranting a timely warning should report the circumstances to the Wilson Community College Police Department.

WEAPONS ON CAMPUS

North Carolina state law prohibits carrying a “weapon” either openly or concealed on community college property. A weapon includes firearms, explosives, BB guns, stun guns, air rifles/pistols, and certain types of knives or other sharp instruments.

The NC legislature provides a limited exception in N.C.G.S. 14-269.2(k), which took effect on October 1, 2013. A handgun may be permitted on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed carry permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the permit holder’s locked vehicle; or a locked container securely affixed to the permit holder’s locked vehicle; AND

4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

Possession of a firearm or weapon on campus outside of these conditions will bring legal and disciplinary action.

CHANGE OF PERSONAL INFORMATION

A student's address as last listed in their educational record with Student Development is considered to be the student's address of record. It is the student's responsibility to keep personal information updated as all official correspondence is directed to the student's address of record. Students must submit a Name, Address, and Phone Number Change form when there has been a change in their personal information. This form is available through the Wolf Connect (Student) portal.

Some changes in personal information, including but not limited to name changes, may require certified copies of legal/court documents. Examples include marriage licenses and divorce or adoption decrees. A valid NC state driver's license or a social security card with the new name may be accepted as adequate documentation.

Students who use a preferred name may contact the Director of Admissions/Registrar to request that the preferred name displays on the student's institutional accounts for email, Moodle, and Wolf Tracks. The student's legal name must be maintained on all permanent records, such as transcripts and financial information.

CHILDREN ON CAMPUS

State policy prohibits attendance in any class, laboratory, or class activity by anyone not enrolled in that course. As such, children are not allowed to accompany a parent or other student, faculty, or staff member to any on-campus academic activity, including but not limited to classes, labs, the Learning Resource Center, or College events, other than when the general public has been invited. If a student brings a child or other visitor to such an activity,

they will be asked to leave by the instructor or a staff member.

Children visiting campus must be supervised by a responsible adult and may not be left unattended and/or unsupervised at any time. If any child is found unattended and/or unsupervised anywhere on campus, the Vice President of Student Development or the senior administrator on duty should be notified immediately. If the appropriate administrator is unavailable, security should be called. The parent or other person responsible for leaving the child unattended will be located and asked to leave campus. Depending on the circumstances, security may be asked to investigate and disciplinary action or other charges could result. Violations by College employees will be reported to the employee's supervisor.

Minors registered for on-campus College classes and/or activities under Career and College Promise, Early College, and/or TRIO programs must comply with all applicable federal, state, and College guidelines.

Applicants, students, and visitors should exercise reasonable judgment in the decision to include children in non-academic activities, such as on-campus registration for classes. The College assumes no liability for injuries to minors on campus, other than enrolled students at the College, or invited guests.

COMMUNICABLE DISEASE POLICY

Students and employees of the College who may be infected with a reportable communicable disease as defined by the North Carolina Commission for 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 for the welfare of the individual, other members of the College community, or others associated with the College through clinical, cooperative, intern, or other such experiences, involving the general public.

Examples of communicable diseases include: HIV/AIDS, TB, and STDs. Individuals who know

that they are infected are urged to share that information with the Vice President of Student Development, so the College can assist in the appropriate response to their health and educational needs. The College is obligated by law to disclose to public health officials information about all confirmed cases of communicable diseases.

Persons who may have a 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.

ACCEPTABLE USE POLICY FOR STUDENTS

Section 1. Audience

This Acceptable Use Policy (AUP) applies to all students enrolled in any class, on or off campus, who use any device (college-owned or personal) to connect to the College Network (wired or wireless) or access college-supported systems (e.g. Student Planning, LMS, etc.). It covers computers, networks, internet access, software, data, digital services, and other technologies such as Generative AI tools.

Section 2. Acceptable Use

Acceptable Use

- Use college technology resources for coursework, research, communication with faculty and staff, and other approved educational activities.
- Keep personal devices updated with current antivirus protection, operating system updates, browser updates, and security patches.
- Scan downloaded files for malware before opening or sharing them.
- Store and share academic work and sensitive information only through approved college platforms, such as the Learning Management System or college email.
- Use internet streaming only when it supports educational activities and in a

manner that does not impact network performance.

Prohibited Use (including but not limited to)

- Connecting personal devices to the wired campus network without written approval from the IT Department.
- Installing or using unauthorized networking equipment, such as personal wireless access points.
- Connecting jailbroken or rooted devices to the campus network.
- Sharing usernames, passwords, or authentication tools with others.
- Attempting to bypass security measures or gain unauthorized access to systems, accounts, or data.
- Using password-cracking tools, packet sniffers, port scanners, or similar technologies without authorization.
- Installing or distributing software on college-owned devices without approval from the IT Department.
- Sharing copyrighted materials or college-owned software without authorization.
- Entering sensitive or confidential information into unapproved AI platforms.
- Creating harmful, illegal, threatening, harassing, or obscene content or engaging in related activities.
- Using college technology resources for personal financial gain, political activities, or unauthorized fundraising.
- Engaging in activities that degrade network performance or interfere with others' access to technology resources.

Section 3. Violations

Students who violate this policy may lose access to college technology resources and may be subject to disciplinary action, academic consequences, or legal action when applicable.

Section 4. Privacy

Students should have no expectation of privacy when using Wilson Community College technology systems, networks, or equipment. The College may monitor activity and access

files when necessary to maintain security, investigate potential policy violations, or comply with applicable laws and regulations.

Section 5. Disclaimer

Students are responsible for protecting their personal devices and data. Wilson Community College is not responsible for damage to personal devices or the loss of data that may occur while using the college network or technology resources.

Section 6. Policy Acknowledgement

By using Wilson Community College technology resources, students agree to follow this policy. The policy is available on the college website, in the College Catalog, and in the Learning Management System (LMS).

COPYRIGHT LAWS

Federal copyright laws prevent, in most cases, copying written material for more than personal use (a page or chapter from a book, an article from a magazine or periodical, etc.). Computer software is also protected by copyright laws and licensing agreements. Violations of laws and policies include the making or use of unauthorized software by copying, sharing, lending, giving, and transferring and/or installing software that was not covered by licensing agreements held by the College. Software not purchased by the College is considered unauthorized for all campus computers owned by the College. Compliance with copyright laws is expected. Violations in cases regarding printed materials or computer software constitute grounds for disciplinary action by the College and/or prosecution by the software manufacturer and the College.

CODE OF CONDUCT AND CIVILITY

The Code of Conduct exists to guide the behavior of all at Wilson Community College and is based on principles and values found in the College's Mission and Vision Statements. Violations of the Code of Conduct and Civility may result in disciplinary action by the College, whether or not such conduct violates local, state, or national laws.

For the purpose of these regulations, a "student" will mean any person who is registered for study at the College for any academic term.

All members of the college community and visitors to campus are expected to conduct themselves in accordance with College regulations and all local, state, and national ordinances.

Visitors to the College, including community patrons of the Learning Resource Center, are expected to conduct themselves in accordance with the general rules and regulations of the College. Violations may result in suspension of the privilege of visiting the campus or the use of its facilities. Visitors do not have the same rights of due process and appeals as students.

Students and Visitors:

The Vice President of Student Development is responsible for enforcement of disciplinary policies and procedures for all students and visitors to the campus. When a student or visitor has been charged with violating college rules and/or regulations, the Vice President of Student Development will determine the facts by considering all evidence, render a decision, and follow due process to impose appropriate disciplinary sanctions.

Code of Conduct for Student Organizations:

Students are expected to conduct themselves in a socially responsible manner on campus as well as off campus, including any College-sponsored activity. Functions or activities sponsored by Wilson Community College must be held in accordance with all federal, state, and local laws. Individuals in violation of these or any other disciplinary offenses are subject to disciplinary action.

ACADEMIC DISHONESTY & MISCONDUCT

Cheating:

The intent to deceive the instructor in his/her effort to fairly evaluate an academic exercise. It includes, but is not limited to, copying another student's homework, class work, or required project (in part or in whole) and handing it in as one's own; giving, receiving, offering, and/or soliciting, or attempting to give, receive, offer, or solicit, information on a

quiz, test, or exam; or plagiarism. Electronic devices are prohibited during all testing situations, and other situations as determined by the instructor. The use of any such devices during testing may be viewed as an attempt to cheat and may result in serious academic sanctions.

Lying:

Is making an untrue statement with the intent to deceive or to create a false or misleading impression.

Plagiarism:

Is a form of cheating and lying. Plagiarism can be either deliberate or unintentional, but in either case, it is the misrepresentation of another person's ideas, words, or statistics as your own original work. The rules and regulations for quoting and citing material in college-level work can be complicated, but in all cases, it is the students' responsibility to understand the citation methods appropriate to the discipline. Sometimes students make mistakes that technically result in plagiarism. When this happens, the College recognizes that it occurred unintentionally. However, intentional plagiarism is a more serious kind of plagiarism that involves a deliberate lie and an effort to cheat. Intentional plagiarism is a flagrant attempt to deceive the instructor of an assignment by presenting a whole assignment or parts of an assignment that were written by someone else as if it were the student's original work. Examples of intentional plagiarism include but are not limited to:

- Taking passages from articles or books and including them in your paper without providing proper citations.
- Taking original ideas from sources and including them in your paper as if they were your own conclusions.
- Cutting and pasting material from the Internet into your paper without citing your sources.
- Letting someone else (a friend, classmate, parent, etc.) write parts of your paper for you.
- Buying a paper from a commercial source and submitting it as your own, or taking a

paper from a classmate, friend, or anyone else and submitting it as if you wrote it.

- Submitting drawings, musical compositions, computer files or any other kinds of material created originally by someone else and claiming or implying that you created it yourself.

NON-ACADEMIC MISCONDUCT

Alcoholic beverages:

The use and/or possession of alcoholic beverages, or being under the influence of alcoholic beverages on College owned or controlled property;

Attempts of aiding and abetting the commission of offenses:

Any attempt to commit any of the prohibited offenses or the aiding and abetting of the commission of any prohibited offenses (an "attempt" to commit an offense is defined as the intention to commit an offense coupled with the taking of some action toward its commission);

Dangerous conduct:

Any conduct which constitutes a serious danger or physical or immediate threat to any person's health, safety, or personal well-being, including leaving a child unattended on campus;

Disorderly conduct or language:

Any individual or group behavior or language which is, obscene, sexually explicit, violent, excessively noisy, or which unreasonably disturbs other groups or individuals;

Drugs:

The unlawful possession or use of any drug or controlled substance, including any stimulant, depressant, narcotic, hallucinogenic drug or substance, marijuana, or sale or distribution, or being under the influence of any such drug or controlled substance;

Explosives, fireworks, and flammable materials:

The unauthorized possession, ignition, or detonation of any object or article, which would cause damage by fire or other means to persons or property;

Failure to cooperate with College officials:

Failure to comply with directions of College

officials acting in the performance of their duties;

Filing False Charges:

When a student makes charges of a violation of College policy, should the ensuing investigation determine that such charges are not bona fide and were not made in good faith or that the student knowingly provided false testimony;

Financial misconduct:

Any conduct, including but not limited to, knowingly passing forms of payment such as a worthless check, debit, credit card, or money order in payment to the College community;

Firearms and other dangerous weapons:

Any unauthorized or illegal possession or use of firearms or dangerous weapons of any kind are prohibited. Firearms or any other dangerous weapons of any kind are not permitted at any time on campus except as allowed by NC House Bill 937/Session Law 2013-N.C.S. 14-269.2(k);

Gambling:

Gambling in any form.

Harassment:

Any act of harassment by an individual or group against a student, college employee, campus group, visitor, or guest. Harassment will include, but not be limited to, threats of physical abuse, unwanted and/or inappropriate touching, unwanted and/or inappropriate invasion of one's personal space, or inappropriate suggestions of a sexual nature, or actions that materially disrupt the performance of duties and/or the learning process.

Hazing:

Any intentional or reckless act on campus or off-campus at College-sponsored events committed by students acting alone or with others. Hazing is defined as actions taken and situations created in connection with initiation into or affiliation with any College-sponsored organization. Hazing involves any action directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety.

Internet Misconduct:

Any activity that violates the [WCC Acceptable Use Policy for Students](#) of the College.

Misconduct in any instructional setting (traditional or distance education):

Misconduct in any classroom, laboratory, clinical, co-op, or practical setting includes, but is not limited to, behavior that materially disrupts instruction and/or the learning process. A violation of the Acceptable Use Policy for Students will also constitute an offense.

Misuse of documents or identification cards:

Any forgery, alteration of, or unauthorized use of College documents, forms, records, or identification cards including necessary information in connection with a student's admission, enrollment, financial transactions, or status in the College;

Obstruction of or interference with College activities or facilities:

Any intentional interference with or obstruction of any College activity, program, event, or facilities, including the following:

- Any unauthorized occupancy of College, College controlled facilities, or blockage of access to or from such facilities.
- Interference with the right of way of any College member or other authorized person to gain access to any College or College controlled activity, program, event, or facilities.
- Any obstruction or delay of a campus security officer, fire/rescue service, or any College official in the performance of his/her duty.
- Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the College, including but not limited to: fire alarms, fire equipment, elevators, telephones, College keys, library materials, and or safety devices; and any such act against a member of the College community or a guest of the College.

Off-campus facilities:

Students enrolled in any class, laboratory, clinical, co-op, or practical setting at any off-campus location must adhere to the rules and regulations established by the College and the authority governing the use of the facilities;

Theft:

Any act of misuse, act of theft or unauthorized possession or sale of College property, or any such act against a member of the College community or a guest of the College;

Unacceptable conduct in hearings:

Any conduct at any College hearing that materially disrupts the performance of duties or proceedings, or providing false testimony or other evidence at any hearing;

Violations of general rules and regulations:

Any violation of the general rules and regulations of the College as published in an official College publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

Violations of state or federal laws:

Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

NOTE: Federal Title IX laws prohibit sexual discrimination, sexual harassment, and/or sexual violence. Investigation into Title IX reports, accusations, or charges will be coordinated by the Title IX Coordinator, using a separate and distinct Title IX process. (See [Title IX and Sexual Harassment](#)).

DISCIPLINARY AND DUE PROCESS PROCEDURES

Though most disciplinary charges result from inappropriate classroom conduct or actions, charges may also result from inappropriate conduct or actions reported by security officers, college staff, and/or students, guests, and visitors. When such reports are made to the Vice President of Student Development, the appropriate individual will investigate the charges and initiate the following administrative procedures:

1. The Vice President of Student Development will determine whether the charges, if proven, are a violation of College rules and regulations.
2. The Vice President of Student Development will promptly give the student oral or written notice of the specific misconduct of which they are accused, the appropriate disciplinary sanctions, and will request a conference with the student, such to occur within ten (10) calendar days of the notice. At this conference, the student will be given the opportunity to present their side of the story, and any evidence will be duly considered. Failure of the student to meet with the Vice President of Student Development will not prevent the process from moving forward.
3. If the student admits, or fails to deny, the misconduct of which they are accused, there is no need for further due process, and appropriate disciplinary sanctions may be imposed.
4. If the student denies the misconduct of which they are accused, further investigation into the matter may be needed.
5. If the student's conduct endangers persons or property, threatens the order of the campus, or materially disrupts performance of duties and/or the learning process, immediate sanctions to remove the student from classes and the college may be imposed.
6. Unless the student adequately refutes the misconduct of which they are accused, or unless the evidence collected fails to show a clear violation, appropriate disciplinary sanction may then be imposed.
7. The student will be notified in writing by certified/return receipt mail to the address of record last specified in the student's permanent file. This letter will clearly state the conduct of which they are accused, the factual basis for the charges, the appropriate disciplinary sanction imposed, the right of the student to appeal the decision, and the procedures to be

followed to move that process forward. When disclosure of the factual basis of the charges is thought to pose a threat of reprisals against the witnesses, such may be withheld.

DISCIPLINARY SANCTIONS

Disciplinary measures will be imposed for conduct, which adversely affects the College's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or endangers persons or property on the College campus or College controlled property. All City of Wilson police officers and Wilson Community College police officers have been given the authority to patrol facilities and control access. Failure to leave after being instructed to do so can result in those individuals being charged with trespassing.

Upon determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the Vice President of Student Development may impose the following disciplinary sanctions either singly or in combination. Some sanctions must adhere to additional state, federal, or organizational and accrediting agency guidelines and regulations. Immediate sanctions, up to and including expulsion, may be necessary in some cases to guarantee the safety and integrity of the campus. The burden of proof is preponderance of the evidence.

Pursuant to state law, any college suspending or expelling a student for non-academic disciplinary purposes will record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, each college will, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. Boards of trustees may adopt policies refusing admission to any applicant during any period of time that the student is suspended or expelled

from any other educational entity. Authority 1D SBCCC 400.2(d).

PENALTIES FOR ACADEMIC DISHONESTY

Any student found by a faculty member to have committed academic dishonesty may be subject to the following penalties:

1. Warning - A written notice to the student that he/she has violated the academic dishonesty policy.
2. Grade Adjustment - Student may receive a lower score on a test or assignment and/or receive a failing grade, which could result in a "0" for that assignment.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
4. Course Failure - Student will receive a failing grade for the course where academic dishonesty has occurred and will be administratively withdrawn.

All cases of academic dishonesty must be recorded on the Report of Academic Dishonesty Form and submitted to the appropriate dean. The Vice President of Student Development maintains a record of all academic dishonesty reports. If a student has repeated offenses, the Vice President of Student Development may impose a disciplinary sanction of probation, suspension, or expulsion. Students who dispute the accuracy or fairness of a penalty imposed for academic dishonesty may appeal the penalty by following the due process for appeals.

PENALTIES FOR NON-ACADEMIC MISCONDUCT

Instructors have the authority and the primary responsibility for control over classroom behavior and academic integrity and can order the temporary removal of any student engaged in disruptive conduct or any other conduct that violates the general rules of the College. Such short-term suspensions assume that the instructor witnesses or has first-hand knowledge of the conduct warranting disciplinary action and that the student is given the opportunity to be heard. Such rudimentary due process is generally conducted face-to-face with the student, and any notice of

charges or disciplinary sanction may be in written or oral form.

1. The instructor may invoke a warning to the student.
2. The instructor may invoke a judgment against a student by revoking the student's privilege of further participation in that day's class, lab, clinical activities, or field/shop work.
3. The instructor or coordinator may suspend a student from participation in class for a longer period of time:
 - Curriculum and Short-Term Training - Not to exceed three consecutive class meetings or three consecutive hours of instruction, whichever is fewer.
 - College and Career Readiness - Not to exceed three consecutive days.
4. If extended or permanent suspension or further disciplinary action is deemed appropriate and necessary, the curriculum instructor or short-term training coordinator will make that recommendation to the Dean or short-term training dean. After an investigation to establish the facts, the dean may make a recommendation for extended suspension or further disciplinary action to the Vice President of Student Development
5. The Vice President of Student Development, in consultation with the Dean or director, will determine if extended suspension or more serious disciplinary action is appropriate and necessary.

Warning:

The appropriate College officials may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. Warnings may be verbal or communicated in writing.

Reprimand:

A formal reprimand is issued in writing by certified mail and may be given to any student or organization whose conduct violates any part of these regulations. The reprimand does not carry restrictions but provides the student or organization another opportunity to observe the Code of Conduct and Civility and

documents that further violations may result in more serious penalties.

Restrictions:

A restriction upon a student or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the College in any way, denial of use of facilities, privileges (including but not limited to driving, parking, and the Learning Resource Center), participation in extracurricular activities, and/or restriction of organizational privileges.

Restitution:

A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution will be limited to cost of repair or replacement.

Disciplinary Probation:

Continued enrollment of a student on probation may be conditional upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary action.

Loss of Course Credit:

Loss of course credit and a failing course grade may be imposed for proven charges of serious academic dishonesty.

Suspension:

If a student is suspended, they are separated from the College for a stated period of time with conditions of readmission to the College.

Expulsion:

Permanent removal and exclusion from the College, College controlled facilities, programs, events, and activities.

DUE PROCESS APPEALS

Where violations are more serious and extended suspension or other disciplinary sanctions are deemed appropriate, accused students must be afforded more robust due process protections. A student who disputes

the imposed sanction may request an appeal hearing before a Student Appeals Committee. The Student Appeals Committee will consider all evidence, and determine the facts associated with the appeal. The committee may uphold previous decisions, deny requests, or rescind earlier decisions. The decision of the committee is final.

Appeals must be made in writing to the Vice President of Student Development within five business days from the receipt of the notification or the attempt to deliver by certified mail. Upon receiving an appeal, a hearing date will be set, and the student will be notified by phone and/or e-mail of the hearing date, time, and location. Written confirmation of the scheduled appeal hearing will be sent by certified/return receipt mail to the student's address on record.

The student has a right to a fair hearing, and the committee chair will make a determination as to whether any member of the committee is materially connected or could have a personal bias in the case in question. Appeal hearings are not open to the public and only those persons with business before the appeals committee may attend. Appeal hearings are not considered to be legal proceedings, therefore legal counsel may be present, but cannot participate or speak on the student's behalf. The Vice President of Student Development will provide documentation to the appeals committee, outlining the alleged misconduct, identification of the offense, a summary of the evidence, and the sanction imposed.

Student Appeals Committee Representation: The Student Appeals Committee Chair will appoint committee members from a representative group of College faculty and staff with the knowledge and experience needed to make well-reasoned and impartial judgements. The structure identified below will be used for all Student Appeals Committees.

Student Appeals

- Vice President of Learning and Workforce (Chair)

- Dean or Short-Term Training Director over the student's program
- (1) Faculty Member
- (2) Staff Members

Hearing Procedures:

1. The Chair will call the hearing to order, determine that a quorum of Council members are present, and advise the student of the following:
 - a. alleged violation of which he/she is charged;
 - b. right to present a case in his/her defense;
 - c. right to present witnesses who have direct involvement or knowledge of the events;
 - d. right to question evidence presented.
2. A recorder will be appointed to prepare a summary record of the hearing and that summary record will be shared with the student, if requested.
3. The hearing will go forward as scheduled unless the student notifies the Chair and provides a justifiable reason, within a minimum of 24 hours in advance of their hearing. Failure to appear at the hearing does not prevent the appeals committee from hearing the evidence or deciding the case.
4. The Chair may reschedule a hearing as a result of inclement weather, medical necessity, or other cause sufficient to prohibit the reasonable ability of a principal participant to attend. Every effort will be made to notify all parties by phone and/or e-mail of changes to the hearing date/time in a timely manner.
5. The Chair has the authority to temporarily replace a committee member who is unable to attend or unable to serve due to a conflict of interest.
6. The charges against the student will be read, and the student will be asked to confirm that he/she is aware of the charges and has received a copy of them.
7. The Vice President of Student Development will present any relevant

evidence and reliable witnesses regarding the alleged misconduct.

8. The student will be allowed to present his/her case, including any relevant evidence and reliable witnesses regarding the alleged misconduct.
9. After hearing all the evidence presented, members of the Student Appeals Committee may question the evidence, any witness, or the student.
10. The hearing will then be closed with an explanation of a general timetable for rendering a decision.
11. The Student Appeals Committee will confer in private, with only members in attendance.
12. The committee will reach a decision by majority vote.
13. The student will be notified of the decision in writing by certified/return receipt mail to the address of record last listed in the student's permanent file.
14. Any student cleared of charges after this appeal will be afforded the opportunity to make up any coursework missed as a result of suspension.

DISCRIMINATION AND HARASSMENT POLICY

Wilson Community College does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, age, disability, familial status, veteran status, genetic information, or citizenship in matters of admission, employment, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics, is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual's academic work or work performance, or creating what a reasonable person would perceive as an intimidating, hostile, or offensive environment.

Any student who feels that he or she has experienced or witnessed discrimination or

harassment, other than discrimination or harassment based on sex/gender, should contact the Vice President of Student Development. Discrimination or harassment based on sex/gender should be reported to the Title IX Coordinator. (See [Title IX and Sexual Harassment](#)).

DRUG FREE CAMPUS AND ALCOHOL POLICY

In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Campuses Act, this policy prohibits the unlawful use, possession, manufacture, and/or distribution of any controlled substance on the campuses of Wilson Community College. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Such drugs include, but are not limited to heroin, marijuana, cocaine, PCP, and GHB. They also include legal drugs, which are not prescribed by a licensed health care provider. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs are also considered a violation of this policy. The unlawful consumption or possession of alcohol as defined in N.C.G.S. 18B-101, is prohibited on the campuses of Wilson Community College. The Board of Trustees of Wilson Community College has authorized exceptions for the use of alcohol on WCC campuses for the following purposes:

- Training and Instructional Purposes
- Laboratory Experiments
- Special events where alcohol is served in conjunction with federal, state/local laws, and the North Carolina ABC Commission as outlined in the College's procedures for Use of Alcohol for Special Events. Alcohol may only be served in the Eagles Center, defined as: G-235, G-237, Kitchen, and Main Lobby.

Any individual found to be in violation of this policy on College property or at a College-sponsored activity will be subject to sanctions ranging from written warnings, mandatory

counseling and/or rehabilitation, up to and including termination of employment or expulsion. Appropriate sanctions will be determined by the College administration on a case-by-case basis. Any infraction, which is also a violation of federal, state, or local law, will be reported to law enforcement authorities.

When the College determines that the continued presence of any person charged with violating this policy would constitute a clear and immediate threat to the health and safety of the individual and/or other members of the College community, they may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings.

Each employee and student is required to inform the College in writing within five days after he or she is convicted of violating any federal, state, or local drug or alcoholic beverage control statute where such violation occurred on College property or at a College-sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence, or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

The College maintains information on its drug-free awareness program in the office of the Executive Director of Human Resources and the office of the Vice President of Student Development. This information includes the health risks associated with the use of illicit drugs and the abuse of alcohol, which can include, but are not limited to, sleep disorders, gastrointestinal problems, cardiovascular disease, respiratory problems, and death. The use of illicit drugs and abuse of alcohol can also be a danger in the workplace or academic environment creating problems of tardiness, absenteeism, and poor performance.

The College does not have a program of drug counseling, rehabilitation, or an employee assistance program. However, people experiencing problems with illicit drug use or alcohol abuse are encouraged to voluntarily seek counseling or treatment programs.

Student Development Counselors are available to assist with finding outside treatment options.

ELECTRONIC DEVICES POLICY

College faculty and staff have the right to determine whether the use of electronic devices is appropriate for the classroom or learning environment. Electronic devices include, but are not limited to: cell phones, laptops, tablets, music players, cameras, electronic readers, and electronic gaming devices.

The use of electronic devices is generally prohibited during testing situations, unless otherwise directed by the instructor. The use of such devices during testing may be considered a violation of the student code of conduct and could result in disciplinary action. Exceptions may be made when the use of an electronic device is required for an accommodation through Accessibility Services.

Electronic devices may not be used in any manner that disrupts educational activities or the business functions of the College. Cell phones, cameras, or other devices should not be used to photograph or record others without their consent. The College is not responsible for cell phones or other electronic devices that are lost, damaged, or stolen on the campus or in facilities maintained by the College.

ELECTRONIC SIGNATURE POLICY

Wilson Community College (WCC) recognizes an electronic signature as a valid signature for faculty, staff, students, and the Board of Trustees.

An electronic signature is defined as any electronic process signifying an approval to terms and/or ensuring the integrity of documents presented in electronic format. An electronic signature is a valid signature for faculty, staff, students, and the Board of Trustees if the communication occurs through a Wilson Community College email account.

Electronic signatures from accounts not issued by the College will not be accepted.

Students use electronic signatures for processes, including, but not limited to,

registering, checking financial aid awards, paying student bills, obtaining unofficial transcripts, updating contact information, logging into campus computers, completing forms, submitting class work, testing, etc.

Faculty and staff use electronic signatures for processes including, but not limited to, submitting grades and attendance, accessing campus computers, accessing course management systems, viewing payroll data, accessing protected data through administrative computing systems and other applications supported by the college, etc.

The Board of Trustees uses electronic signatures for processes including, but not limited to, authorizing and/or approving actions of the College, its officers, and employees.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

EMERGENCY CALLS AND MESSAGES

Only in an emergency situation will a class be interrupted to contact a student. Disclosure of the nature of the emergency will be required, along with the identity and contact information of the individual seeking to deliver the message.

For curriculum students, requests must be submitted to the Vice President of Student Development or designee. Such requests for short-term training students must go through the Dean over that specific course or designee. The appropriate dean will determine if class interruption is warranted

- Phone messages will not be relayed to students unless the appropriate staff members have determined that an interruption to class is warranted based on the nature of the emergency message. If the message constitutes an emergency, an appropriate staff member will contact the student.
- Individuals seeking to deliver emergency messages in person should be referred to the appropriate Vice President/designee or Campus Security.
- **Under no circumstances will individuals who call or come on campus be told**

where a student is located or be provided information of a personal nature.

FREE SPEECH AND PUBLIC ASSEMBLY

The College will protect the rights of freedom of speech, petition, and peaceful assembly. However, it is the responsibility of the College to provide a suitable environment for students, employees, and visitors to learn, study, work, and perform other activities without material or substantial disruptions.

Individuals or groups wishing to exercise their free speech should contact the Vice President of Student Development for a Free Speech Notification Form. The completed form should be submitted to the Vice President of Student Development/designee, at least three (3) business days, but no more than 30 days, prior to the event.

The notification must include the name of the person or organization; the purpose of the event; date and time of the event; list of planned activities; and the anticipated number of participants in attendance. Disclosure of this information is required to permit proper planning. The Vice President of Student Development will confirm in writing, by e-mail or postal mail, the date(s), time(s), and location(s) for the event. For more information about free speech and public assembly on campus, contact the Vice President of Student Development in Building F, or at (252) 246-1275.

LITERATURE DISTRIBUTION AND INFORMATION POSTING

Individuals and/or groups who have provided appropriate notification may distribute pamphlets, booklets, brochures, and other forms of printed material for informational (not commercial) purposes, in accordance with the College's established procedures for free speech and public assembly on campus.

Information related to College events may be posted in designated areas on campus. Individuals or organizations not affiliated with the College must notify the administration prior to posting information. Information may not be posted that is in violation of College policies or local, state, or federal law.

The College may restrict expression that violates the law, falsely defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades substantial privacy or confidentiality, or materially or substantially disrupts the normal operation of the College. Questions about the display and distribution of information or materials should be directed to the Vice President of Student Development.

GRIEVANCE POLICIES

Instructional Grievances:

If a student has concerns regarding classroom management, policies, conduct, instructional methods, or effectiveness, or fairness of evaluation, the student is expected to first attempt to resolve their concerns with the instructor, within 10 instructional days of the concern. If the student's concerns are not resolved with the instructor, the student may file a formal grievance within ten instructional days of the instructor's response, to the Dean for curriculum classes, or the Dean over the short-term training classes.

The formal grievance must be submitted in writing and must include:

- A full explanation of the student's grievance;
- A substantive summary of the factual basis on which the grievance is based;
- Any documentation or evidence that supports the grievance; and
- A description and evidence of the attempt to resolve the concern/grievance with the instructor.

The student may consult and request assistance in preparing a written grievance from their Faculty Advisor, Success Advisor, or the Vice President of Student Development. The College will not review anonymous grievances. Written grievances may be sent by e-mail from a WCC e-mail account or by postal mail to the appropriate dean.

The Dean or Dean of the short-term training class will conduct a formal investigation, establish and consider all the facts, render a decision as to the validity of the claimed grievance, and take appropriate action to address the student's grievance. The student will be notified of the decision by

certified/return receipt mail to the student's address of record.

The student may appeal the decision of the dean within 10 instructional days of the dean's decision by submitting a written grievance to the Vice President of Learning and Workforce. The written appeal must include the information described above. The Vice President of Learning and Workforce will conduct the final review and render a decision. The student will be notified by certified/return receipt mail to the student's address of record, last listed in the student's permanent file. The decision of the Vice President of Learning and Workforce is final.

General Grievances:

If a student has concerns regarding non-academic College policies and procedures, or their experience at the College, that are not specifically covered by another complaint/appeals process, the student should direct those concerns to the Vice President of Student Development. If the student's concerns cannot be resolved informally, the student may file a formal grievance with the Vice President of Student Development.

The formal written grievance must be submitted in writing and must include the following:

- A full explanation of the student's grievance;
- A substantive summary of the factual basis on which the grievance is based;
- Any documentation or evidence that supports the grievance; and
- A description and evidence of the attempt to resolve the concern/grievance.

The student may request assistance in preparing a written grievance from their Faculty or Success advisor. The College will not review anonymous grievances. Written grievances may be sent by e-mail from a WCC account or by postal mail to the Vice President of Student Development.

The Vice President of Student Development will conduct a formal investigation, establish and consider all the facts, render a decision as to the validity of the claimed grievance, and take appropriate action to address the

student's grievance. The student will be notified of the outcome by certified/return receipt mail, to the student's address of record.

INCLEMENT WEATHER POLICY

When driving conditions are declared hazardous by state/local officials and citizens are urged to drive only in emergencies, the College will be closed and will remain closed until conditions improve. Classes may be cancelled or suspended as deemed necessary by the College Administration.

When the College is closed, notifications will be provided through the following methods:

- College website
- E-mail/text messages (College emergency notification system)
- Local news outlets
- Social media channels

If the College opens at a time different from normal operating hours, students should report to the classes that would be in progress at that time. If the College closes early, classes in progress will end at the designated closing time, and classes after that time will be cancelled. When classes are cancelled due to the closing of the College, arrangements will be made to make up missed instructional hours to ensure that students receive the full hours of instructional time that is required for each course.

INTELLECTUAL PROPERTY POLICY

The College encourages an environment in which scholarship and innovation can flourish. It encourages the development, writing, invention, and production of intellectual property supportive of its mission. Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, inventions, etc., are "intellectual property."

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without college support, which includes the use of his/her time, utilizing his/her own resources. Unless otherwise provided in a

rights agreement, the college owns all rights to a copyrightable or patentable work created by an employee with college support. Students may not use college equipment or resources for works for hire. Both students and the college retain portfolio rights to the works that may result from student assignments.

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

Ownership resides with the employee or student if the following criteria are met:

- The work is the result of individual initiative, not requested by the college.
- The work is not the product of a specific contract or assignment made as a result of employment with the college.
- The work is not prepared within the scope of the individual's college job duties.
- The work involves insignificant use of college facilities, time and/or resources and is not derivative of any other college-owned copyright.

Ownership resides with the College if the above criteria are not met and/or if the following criteria apply:

- The work is prepared within the scope of an employee's job duties.
- The work is the product of a specific contract or assignment made in the course of the employee's employment with the College.
- The development of the work involved significant facilities, time, and/or other resources of the College, including, but not limited to, released time, grant funds, college personnel, salary supplement, leave without pay, equipment, or other materials or financial assistance, or is derivative of any other College-owned copyright.

Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment or as part of a pro-bono commission approved as a student project by an instructor. A pro-bono commission is work that an instructor may approve for students to undertake as a skill-

building opportunity. Students may receive token payments provided by the person or group that commissions such work.

The College and faculty or staff, as well as the College and the student, may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support. When it can be foreseen that commercially valuable property will be created, the College and faculty or staff, or the College and the student, should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that the college will have a perpetual license to use the work without compensation to the employee or student for such use.

If an employee is granted full or partial leave with pay (i.e., release time or educational leave) to write, develop, produce, or invent intellectual property, the employee and the College will share in any financial gain, and the College's share will be negotiated prior to the time the leave is taken.

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

LOST AND FOUND

Inquiries regarding lost and/or found items should be directed to the campus switchboard located in Building B. Lost and/or found items may be disposed of after 45 days.

MARKETING RELEASE STATEMENT

By completing and submitting an Application for Admission, a student authorizes Wilson Community College to use his or her photo/video/voice or written statement for marketing purposes, through print, electronic, or social media, unless otherwise stated at the time of image collection.

PARKING REGULATIONS

Students are not required to register vehicles. The Security/Parking fee for curriculum students is \$15.00 per semester. The fee applies to curriculum and short-term training

students taking a class on-campus or via distance education that is 16 hours or longer.

Student/Visitor parking spaces are marked with white lines. Yellow lines indicate faculty/staff parking. Stopping, standing, or parking any vehicle in such a manner or under such conditions to block the movement of vehicular traffic is prohibited.

Gravel parking lots are unmarked and open to faculty, staff, students, and visitors. Parking spaces designated "Handicapped" are reserved for those persons having impaired mobility and require a valid permit.

All bicycles must be parked in a bike rack provided by the College. No bicycles should be left unattended at any other place on campus.

ENFORCEMENT

Motor vehicles may be towed, booted, or impounded at the owner or permit holder's expense, under the following conditions:

- If the motor vehicle is parked within 10 feet of a fire hydrant.
- If a motor vehicle is parked in such a manner as to block a driveway, block a service entrance, create a hazard to public safety, or impede construction and/or maintenance requirements.
- If an improper state license is displayed on a motor vehicle.
- If a motor vehicle is parked in an area where NO PARKING signs are erected.
- If illegally parked in a handicapped parking space.

Individuals who do not comply with traffic, parking, and other regulations are subject to the following fines and penalties:

Parking outside permitted areas	\$5.00
Occupying more than one parking space	\$5.00
Failure to stop at STOP sign	\$5.00
Careless or reckless driving	\$5.00
Exceeding posted speed limits	\$5.00
Littering, depositing refuse, or discharging trash	\$5.00
Damage to gates, barricades, and other traffic control devices - full cost of repair or replacement - plus fine	\$5.00

NOTE: Cars parked in a handicap space are subject to a City of Wilson fine.

Responsibility:

The person to whom a motor vehicle is registered shall be responsible for all parking violations of the vehicle.

Fines are due immediately and are payable by mail or in person to the Business Office (cashier's window) between 8:00 a.m. and 4:00 p.m. Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Fridays during the fall and spring semesters. Please call (252) 291-1195 for summer hours.

Registration for subsequent semesters and graduation will not be permitted until all fines are paid/settled. Grades will not be available to view in Student Planning or Web Advisor if fines are due.

Disposition of Funds:

Funds which accrue from Security/Parking fees shall be used for security, staffing and enforcement, equipment, construction, and maintenance of parking facilities, and for such other purposes as deemed necessary in the sole discretion of the President. Violation fees are given to the local public school system as required by state legislation.

SOLICITATION OF BUSINESS

Individuals, organizations, and groups affiliated with the College may solicit, accept, or collect donations or contributions for not-for-profit activities only.

Unaffiliated individuals, organizations, and groups may not solicit, accept, or collect donations or contributions on property which is owned, leased, or operated under the jurisdiction of the College.

Students or employees seeking to solicit donations and contributions or provide goods/services for the purposes of fundraising must follow established College procedures. For more information pertaining to solicitation and fundraising, contact the Vice President of Student Development at (252) 246-1275, in Building F; OR the Executive Director of Human Resources at (252) 246-1263, in Building C.

STUDENT ACCIDENTS AND ACCIDENT INSURANCE

All accidents should be reported immediately to the instructor in charge of the instructional period. If accidents occur outside of instructional time, the Vice President of Student Development should be notified immediately.

All curriculum students are covered by student accident insurance while on campus, or when traveling directly to and from campus by the most direct route. Student fees pay for this secondary coverage. Student accident insurance is also required for some short-term training courses and is optional for all other short-term training students (See [Short-Term Training Fees](#)). Accident insurance forms are available in Student Development, Building F.

STUDENT CLUBS AND ORGANIZATIONS

Student Government Association (SGA):

SGA is one of the most active student organizations on campus. Funded by student activity fees, the SGA works to develop student leadership, to promote high morale within the student body, and to provide opportunities for students to work together and with faculty and staff to provide activities for students and the campus community. The SGA President serves as an ex officio (non-voting) member of the College Board of Trustees. For more information, contact Robert Melton at (252) 246-1343, rmelton@wilsoncc.edu.

Association of Nursing Students:

Membership in the Association is composed of Associate Degree Nursing students and pre-nursing students. The purpose of the club is to enhance the nursing education experience and to provide opportunities for students to involve themselves in campus health and wellness initiatives. For information, contact Dr. Miranda Yelverton: (252) 246-1333 or healthsciences@wilsoncc.edu.

PHI Theta Kappa National Honor Society (PTK):

PTK is the national honor society for two-year colleges, and the College is proud to have a local chapter. Students enrolled in associate degree programs with a minimum of 15 hours and a minimum 3.5 cumulative GPA may be invited to join after receiving the recommendation of the faculty. For more

information, contact Jill Murphy: (252)-246-1370, jmurphy@wilsoncc.edu.

National Technical Honor Society (NTHS):

The NTHS recognizes academic achievement and personal excellence among Career and Technical Education (CTE) degree and diploma students. Eligibility requirements include a 3.0 cumulative GPA or higher and recommendation of the faculty. For more information, contact Melissa Vandemark at (252) 246-1210, mvandemark@wilsoncc.edu.

Music and Performing Arts Club (MPAC):

The Music and Performing Arts Club encourages students to explore and express their talents through music, art, and drama. Join us as we discuss the latest trends in music and performing arts, as we rehearse programs, and jump into impromptu performances around campus and in the community. For more information, contact Sandy Pittman (252) 246-1266, spittman@wilsoncc.edu.

Psychology Club

The Psychology Club is designed for students who either have a general interest in psychology or would like to transfer to a four-year school to major in psychology. Students are encouraged to explore the field of psychology through field trips, discussions, and educational resources. For information, contact Dr. Sheril Roberts at (252) 246-1309, sroberts@wilsoncc.edu.

STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

Students participate in the governance of the College through participation on College Standing Committees, SGA, and ex officio (non-voting) membership of the SGA President on the Board of Trustees. For more information about participating in College governance, contact Robert Melton: (252) 246-1343, rmelton@wilsoncc.edu.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student-centered institution, Wilson Community College is committed to providing educational opportunities to all eligible persons in Wilson County and the surrounding area. The College is also committed to ensuring a safe, secure, supportive academic environment in which students can learn and

employees can work. This is best accomplished in an environment that fosters individual responsibility and concern for others.

The College is a caring community where the well-being of each member is supported and service to others is encouraged. It is an open community where freedom of expression is protected and civility is expected. All members of the College community and visitors to campus have the right to be treated with respect and dignity. The College expects no less from everyone on our campus. These expectations stem from, and are enforced by government statutes, College policies, and an institutional emphasis on academic integrity and honesty.

All students of the College have specific rights and responsibilities that are afforded to them through the policies and procedures of the College. These are specifically identified in the Code of Conduct and Due Process Procedures, and other policies in the catalog. They are also found on the College website under Consumer Information, Student Rights and Responsibilities. Students who believe their student rights have been violated may file a formal written complaint with the College by completing and submitting the Student Complaint Form found on the College website or contacting the Vice President of Student Development.

TITLE IX & SEXUAL HARASSMENT

Title IX of the Educational Amendments of 1972 protects individuals from discrimination based on sex in any educational program or activity operated by the College. Sexual harassment, which includes sexual violence, is a form of sex discrimination prohibited by Title IX. The College has designated a Title IX Coordinator to direct the College's compliance efforts and respond to inquiries concerning Title IX. A person may file a complaint regarding an alleged violation of Title IX by contacting the following persons:

- Cindy Allen, Executive Director of Human Resources/TIX Coordinator
PO Box 4305, Wilson, NC 27893
Office: C-106
Phone: (252) 246-1263
E-mail: callen@wilsoncc.edu

OR in Ms. Allen's absence:

- Angela Herring, Dean of Teaching & Learning/Deputy Title IX Coordinator
PO Box 4305, Wilson, NC 27893
Office: D-100f
Phone: (252) 246-1363
E-mail: amherring@wilsoncc.edu

Please see the College Title IX/Campus Safe Act policy and procedure on the College website, including the full range of reporting options and a complete description of the College's implementation, investigation, and adjudication process.

A copy of the College Title IX policy and procedure is also available in the offices of the Executive Director of Human Resources (C-106), Vice President of Student Development (F-100).

Additionally, persons may file a complaint with the Office of Civil Rights of the US Department of Education at:

<https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>

The College will also assist with connecting victims with community resources, including:

- NC Victim Assistance Network
Wilson Crisis Center (252) 237-5156
- NC Coalition Against Sexual Assault
Wesley Shelter (252) 291-2344

In compliance with federal and state statutes, Wilson Community College is committed to maintaining and ensuring a work and study environment free of sexual discrimination, sexual harassment, and sexual violence. The College has the ability to address such allegations, conduct investigations, and provide prompt and effective remedial actions in a non-criminal context. The College's process is separate and apart from law enforcement and/or the judicial system. If a College official has enough reason to believe a crime has been committed, he or she may be obligated to report the allegation to the police if they have not yet been contacted. Student safety is the College's primary concern and retaliation in any way against any individual who reports such conduct is strictly forbidden. Reporting a crime to law enforcement with jurisdiction is always an option.

Sexual harassment is defined as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications. No official, employee, or student shall exhibit coercion, restraint, or reprisal against anyone complaining of alleged sexual harassment and no personnel or academic decisions shall be made on the basis of the granting or denial of sexual favors. For a complete copy of the College's sexual harassment policy, contact the Human Resources Office and/or the Vice President of Student Development.

Anyone who feels they have experienced sexual discrimination, sexual harassment, or sexual violence in violation of this policy may file a grievance with the Title IX Coordinator, Title IX Deputy Coordinator, or, in his or her absence, any senior College administrator who will report all allegations to the appropriate person(s). An individual may also contact the Wilson Community College Police Department. Violation of this policy shall constitute possible disciplinary action up to and including dismissal of employment and or expulsion from the College.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, the United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense.

TOBACCO USE POLICY

Tobacco use, including e-cigarettes and similar devices, is not permitted in any building on the Wilson Community College campus or in any building under the control of the College. Tobacco use is prohibited anywhere on campus except in a personal vehicle or in the designated shelters. Tobacco use is also prohibited in any College-owned vehicle or any state motor fleet vehicle maintained by the College.

PROGRAMS OF STUDY

ASSOCIATE IN ARTS DEGREE (A10100)

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA). The CAA and ICAA enable North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities, to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The AA degree requires completion of 45 semester hours of credit in General Education and 15 semester hours of credit in Other Required Hours. The General Education hours are divided into two components: the Universal General Education Transfer Component (UGETC) and the Additional General Education Hours, which are chosen based on the student's intended major at the transfer institution. The Other Required Hours are selected from general education electives. New Comprehensive Articulation Agreement standards will allow the College to accept no more than 14 SHC of UGETC and Additional General Education credits from outside the NC Community College System and/or the UNC System.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
**Additional General Education Elective 1	2/3	0/3	3/4
ENG 111 Writing and Inquiry	3	0	3
**Communications/Humanities/Fine Arts 1	3	0	3
**Social/Behavioral Science 1	3	0	3
Total	11/12	2/5	13/14
SPRING SEMESTER			
ENG 112 Writing/Research in the Disc	3	0	3
**Additional General Education Elective 2	3	0	3
**Math	2/3	2	3/4
**Other Required Hours or unused UGETC	3	0	3
Total	11/12	2	12/13
SUMMER SEMESTER			
**Communications/Humanities/Fine Arts 2	3	0	3
**Social/Behavioral Science 2	3	0	3
Total	6	0	6
FALL SEMESTER			
**Additional General Education Elective 3	3	0	3
**Additional General Education Elective 4	3	0	3
**Communications/Humanities/Fine Arts 3	3	0	3
**Natural Science	3	2/3	4
**Other Required Hours or unused UGETC	3	0	3
Total	15	2/3	16
SPRING SEMESTER			
**Additional General Education Elective 5	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC (if hours not met)	0/3	0/3	1/4
**Social/Behavioral Science 3	3	0	3
Total	12/15	0/3	13/16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

***See page 116 for a list of accepted courses.*

**Universal General Education Transfer Component Courses cannot be substituted.*

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

**Additional General Education and Other Required Hours should be selected based on intended major at transfer institution.*

ASSOCIATE IN ARTS FAST TRACK DEGREE (A10100FT)

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

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA). The CAA and ICAA enable North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities, to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The AA degree requires completion of 45 semester hours of credit in General Education and 15 semester hours of credit in Other Required Hours. The General Education hours are divided into two components: the Universal General Education Transfer Component (UGETC) and the Additional General Education Hours, which are chosen based on the student's intended major at the transfer institution. The Other Required Hours are selected from general education electives. New Comprehensive Articulation Agreement standards will allow the College to accept no more than 14 SHC of UGETC and Additional General Education credits from outside the NC Community College System and/or the UNC System.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER 1st 8-weeks			
ACA 122 Transfer & Career Success	0	2	1
ENG 111 Writing and Inquiry	3	0	3
**Additional General Education Elective 1	3	0	3
**Math	2/3	2	3/4
**Social/Behavioral Science 1	3	0	3
Total	11/12	4	13/14
FALL SEMESTER 2nd 8-weeks			
ENG 112 Writing/Research in the Disc	3	0	3
**Additional General Education Elective 2	3	0	3
**Communications/Humanities/Fine Arts 1	3	0	3
**Social/Behavioral Science 2	3	0	3
Total	12	0	12
SPRING SEMESTER 1st 8-weeks			
**Additional General Education Elective 3	2/3	0/3	3/4
**Additional General Education Elective 4	3	0	3
**Natural Science	3	2/3	4
**Other Required Hours or unused UGETC	3	0	3
Total	11/12	2/6	13/14
SPRING SEMESTER 2nd 8-weeks			
**Communications/Humanities/Fine Arts 2	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Social/Behavioral Science 3	3	0	3
Total	15	0	15
SUMMER SEMESTER			
**Additional General Education Elective 5	2/3	0/3	3/4
**Communications/Humanities/Fine Arts 3	3	0	3
**Other Required Hours or unused UGETC	0/3	0/3	1/4
Total	5/9	0/6	7/11
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

**See page 116 for a list of accepted courses.

*Universal General Education Transfer Component Courses cannot be substituted.

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

*Additional General Education and Other Required Hours should be selected based on intended major at transfer institution.

ASSOCIATE IN ARTS DEGREE (A10100 & A10100FT) REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH Choose <i>one</i> course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**COMMUNICATIONS AND HUMANITIES/FINE ARTS Select <i>three</i> courses from at least <i>two</i> different disciplines.			
ART 111 Art Appreciation	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**SOCIAL/BEHAVIORAL SCIENCES Select <i>three</i> courses, from at least <i>two</i> different disciplines.			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
**NATURAL SCIENCES Select <i>one</i> course, or course/lab, from the following:			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
**ADDITIONAL GENERAL EDUCATION Select an additional <i>13-14 SHC</i> from the following courses classified as general education or from any of the unused courses above:			
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
BIO 112 General Biology II	3	3	4
BIO 140/140A Environmental Biology/Lab	3	3	4
CHM 131/131A Introduction to Chemistry/Lab	3	3	4
CHM 132 Organic and Biochemistry	3	3	4
CHM 152 General Chemistry II	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus II	3	2	4
PHI 210 History of Philosophy	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
**OTHER REQUIRED HOURS ACA 122 (1)-Required; Select an additional 14 SHC from the following courses or from any of the unused courses above:			
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 113 Art Methods and Materials	0	6	3
ASL 181 ASL Lab 1	0	2	1
ASL 182 ASL Lab 2	0	2	1
ASL 281 ASL Lab 3	0	2	1
BIO 155 Nutrition	3	0	3
BIO 163 Basic Anatomy & Physiology	4	2	5
BIO 168 Anatomy and Physiology I	3	3	4
BIO 169 Anatomy and Physiology II	3	3	4
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
CTS 115 Info. Systems Business Concepts	3	0	3
EDU 131 Child, Family, and Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 250 Teacher Licensure Preparation	3	0	3
HEA 110 Personal Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 221 African American History	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 121 Music Theory I	3	0	3
MUS 122 Music Theory II	3	0	3
MUS 125 Aural Skills I	0	2	1
MUS 126 Aural Skills II	0	2	1
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 151 Class Music I	0	2	1
MUS 152 Class Music II	0	2	1
MUS 161 Applied Music I	1	2	2
MUS 162 Applied Music II	1	2	2
MUS 231 Chorus III	0	2	1
MUS 232 Chorus IV	0	2	1
MUS 271 Music History I	3	0	3
PED 110 Fit and Well for Life	1	2	2
PED 120 Walking for Fitness	0	3	1
PED 121 Walk, Jog, Run	0	3	1
PED 122 Yoga I	0	2	1

Course Number & Name	Class Hours	Lab Hours	Credit Hours
PED 123 Yoga II	0	2	1
SPA 141 Culture and Civilization	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 181 Spanish Lab 1	0	2	1
SPA 182 Spanish Lab 2	0	2	1
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3
SPA 281 Spanish Lab 3	0	2	1
SPA 282 Spanish Lab 4	0	2	1

ASSOCIATE IN ARTS IN TEACHER PREPARATION (A1010T)

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

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

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

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
EDU 187 Teaching and Learning for All	3	3	4
ENG 111 Writing and Inquiry	3	0	3
**Additional General Education Elective 1	2/3	0/3	3/4
**Social/Behavioral Science 1	3	0	3
Total	11/12	5/8	14/15
SPRING SEMESTER			
EDU 216 Foundations of Education	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
**Additional General Education Elective 2	3	0	3
**Math	2/3	2	3/4
Total	11/12	2	12/13
SUMMER SEMESTER			
**Communications/Humanities/Fine Arts 1	3	0	3
**Social/Behavioral Science 2	3	0	3
Total	6	0	6
FALL SEMESTER			
EDU 279 Literacy Development & Instruction	3	3	4
SOC 225 Social Diversity	3	0	3
**Communications/Humanities/Fine Arts 2	3	0	3
**Natural Science	3	2/3	4
Total	12	5/6	14
SPRING SEMESTER			
EDU 250 Teacher Licensure Preparation	3	0	3
**Additional General Education Elective 3	2/3	0/3	3/4
**Additional General Education Elective 4	3	0	3
**Additional General Education Elective 5 (if hours not met)	3	0	3
**Communications/Humanities/Fine Arts 3	3	0	3
Total	14/15	0/3	15/16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			61 (minimum)

ASSOCIATE IN ARTS IN TEACHER PREPARATION DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH Choose <i>one</i> from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**COMMUNICATIONS AND HUMANITIES/FINE ARTS Select <i>three</i> courses from at least <i>two</i> different disciplines.			
ART 111 Art Appreciation	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**SOCIAL/BEHAVIORAL SCIENCES Select <i>two</i> courses from at least <i>two</i> different disciplines.			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
**NATURAL SCIENCES Select <i>one</i> course, or course/lab, from the following:			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
**ADDITIONAL GENERAL EDUCATION <i>SOC 225 (3)-Required</i>; Select an additional <i>14-15 SHC</i> from the following courses classified as general education or from any of the unused courses above:			
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
BIO 112 General Biology II	3	3	4
BIO 140/140A Environmental Biology/Lab	3	3	4
CHM 131/131A Introduction to Chemistry/Lab	3	3	4
CHM 132 Organic and Biochemistry	3	3	4
CHM 152 General Chemistry II	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
ENG 131 Introduction to Literature	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus II	3	2	4
PHI 210 History of Philosophy	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 213 Sociology of the Family	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3

*Universal General Education Transfer Component Courses cannot be substituted.

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

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

ASSOCIATE IN GENERAL EDUCATION NURSING (A1030N)

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
BIO 168 Anatomy & Physiology I	3	3	4
ENG 111 Writing and Inquiry	3	0	3
**Math Elective	2/3	2	3/4
Total	8/9	7	11/12
SPRING SEMESTER			
BIO 169 Anatomy & Physiology II	3	3	4
MAT 152 Statistical Methods I	3	2	4
**English Composition Elective	3	0	3
**Humanities/Fine Arts 1	3	0	3
Total	12	5	14
SUMMER SEMESTER			
**Biology Elective	2/3	2/3	3/4
PSY 150 General Psychology	3	0	3
Total	5/6	2/3	6/7
FALL SEMESTER			
**Chemistry Elective	3	3	4
**Humanities/Fine Arts 2	3	0	3
SOC 210 Introduction to Sociology	3	0	3
PSY 241 Developmental Psychology	3	0	3
Total	12	3	13
SPRING SEMESTER			
**History Elective	3	0	3
**Literature Elective	3	0	3
**Sociology Elective	3	0	3
**Social/Behavioral Science/Elective 1	3	0	3
**Social/Behavioral Science/Elective 2	1/4	0/2	2/5
Total	13/16	0/2	14/17
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

ASSOCIATE IN GENERAL EDUCATION NURSING DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**BIOLOGY ELECTIVE Select <i>one</i> course from the following:			
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
**CHEMISTRY ELECTIVE Select <i>4 SHC</i> from the following:			
CHM 131/131A Intro to Chemistry/Lab	3	3	4
CHM 151 General Chemistry I	3	3	4
**ENGLISH COMPOSITION ELECTIVE Select <i>one</i> course from the following:			

Course Number & Name	Class Hours	Lab Hours	Credit Hours
ENG 112 Writing/Research in the Disc	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 171 Precalculus Algebra	3	2	4
**HISTORY ELECTIVE Select <i>one</i> course from the following:			
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
**HUMANITIES/FINE ARTS Select <i>two</i> courses from the following:			
ART 111 Art Appreciation	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**LITERATURE ELECTIVE Select <i>one</i> course from the following:			
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE/ELECTIVES Dependent on selection of mathematics and natural science, select an additional 6-7 SHC from the following courses:			
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 113 Art Methods and Materials	0	6	3
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 181 ASL Lab 1	0	2	1
ASL 182 ASL Lab 2	0	2	1
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
ASL 281 ASL Lab 3	0	2	1
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
BIO 112 General Biology II	3	3	4
BIO 140/140A Environmental Biology/Lab	3	3	4
BIO 155 Nutrition	3	0	3
BIO 163 Basic Anatomy & Physiology	4	2	5
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CHM 132 Organic and Biochemistry	3	3	4
CHM 152 General Chemistry II	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
CTS 115 Info. Systems Business Concepts	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
EDU 131 Child, Family, and Community	3	0	3
EDU 144 Child Development I	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
EDU 145 Child Development II	3	0	3
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 250 Teacher Licensure Preparation	3	0	3
ENG 131 Introduction to Literature	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HEA 110 Personal Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 221 African American History	3	0	3
MAT 152 Statistical Methods I	3	2	4
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus II	3	2	4
MUS 111 Fundamentals of Music	3	0	3
MUS 121 Music Theory I	3	0	3
MUS 122 Music Theory II	3	0	3
MUS 125 Aural Skills I	0	2	1
MUS 126 Aural Skills II	0	2	1
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 151 Class Music I	0	2	1
MUS 152 Class Music II	0	2	1
MUS 161 Applied Music I	1	2	2
MUS 162 Applied Music II	1	2	2
MUS 231 Chorus III	0	2	1
MUS 232 Chorus IV	0	2	1
MUS 271 Music History I	3	0	3
PED 110 Fit and Well for Life	1	2	2
PED 120 Walking for Fitness	0	3	1
PED 121 Walk, Jog, Run	0	3	1
PED 122 Yoga I	0	2	1
PED 123 Yoga II	0	2	1
PHI 210 History of Philosophy	3	0	3
PHY 110/110A Conceptual Physics/Lab	3	2	4
POL 120 American Government	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 141 Culture and Civilization	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 181 Spanish Lab 1	0	2	1
SPA 182 Spanish Lab 2	0	2	1
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3
SPA 281 Spanish Lab 3	0	2	1
SPA 282 Spanish Lab 4	0	2	1

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**SOCIOLOGY ELECTIVE Select <i>one</i> course from the following:			
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3

**Universal General Education Transfer Component Courses cannot be substituted.*

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

ASSOCIATE IN SCIENCE DEGREE (A10400)

The Associate in Science (A.S.) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the student will have the opportunities for the achievement of competencies in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA). The CAA and ICAA enable North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The A.S. degree requires completion of 45 semester hours of credit in General Education and 15 semester hours of credit in Other Required Hours. The General Education hours are divided into two components: the Universal General Education Transfer Component (UGETC) and the Additional General Education Hours, which are chosen based on the student's intended major at the transfer institution. The Other Required Hours are selected from general education electives. New Comprehensive Articulation Agreement standards will allow the College to accept no more than 14 SHC of UGETC and additional General Education hour credits from outside the NC Community College System and/or the UNC system.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
**Additional General Education Elective 1	2/3	0/3	3/4
ENG 111 Writing and Inquiry	3	0	3
**Math 1	3	2	4
**Social/Behavioral Science 1	3	0	3
Total	11/12	4/7	14/15
SPRING SEMESTER			
ENG 112 Writing/Research in the Disc	3	0	3
**Communications/Humanities/Fine Arts 1	3	0	3
**Math 2	3	2	4
**Other Required Hours or unused UGETC	3	0	3
Total	12	2	13
SUMMER SEMESTER			
**Communications/Humanities/Fine Arts 2	3	0	3
**Social/Behavioral Science 2	3	0	3
Total	6	0	6
FALL SEMESTER			
**Additional General Education Elective 2	2/3	0/3	3/4
**Additional General Education Elective 3	3	0	3
**Additional General Education Elective 4	3	0	3
**Natural Science 1	3	2/3	4
Total	11/12	2/6	13/14
SPRING SEMESTER			
**Natural Science 2	3	2/3	4
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC (if hours not met)	0/3	0/3	1/4
Total	12/15	2/6	14/17
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

***See page 127 for a list of accepted courses. *Universal General Education Transfer Component Courses cannot be substituted.*

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

**Additional General Education and Other Required Hours should be selected based on intended major at transfer institution.*

ASSOCIATE IN SCIENCE FAST TRACK DEGREE (A10400FT)

The Associate in Science (A.S.) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the student will have the opportunities for the achievement of competencies in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA). The CAA and ICAA enable North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

The A.S. degree requires completion of 45 semester hours of credit in General Education and 15 semester hours of credit in Other Required Hours. The General Education hours are divided into two components: the Universal General Education Transfer Component (UGETC) and the Additional General Education Hours, which are chosen based on the student's intended major at the transfer institution. The Other Required Hours are selected from general education electives. New Comprehensive Articulation Agreement standards will allow the College to accept no more than 14 SHC of UGETC and additional General Education hour credits from outside the NC Community College System and/or the UNC system.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER 1st 8-weeks			
ACA 122 Transfer & Career Success	0	2	1
ENG 111 Writing and Inquiry	3	0	3
**Additional General Education Elective 1	3	0	3
**Math 1	3	2	4
**Social/Behavioral Science 1	3	0	3
Total	12	4	14
FALL SEMESTER 2nd 8-weeks			
ENG 112 Writing/Research in the Disc	3	0	3
**Communications/Humanities/Fine Arts 1	3	0	3
**Math 2	3	2	4
**Social/Behavioral Science 2	3	0	3
Total	12	2	13
SPRING SEMESTER 1st 8-weeks			
**Additional General Education Elective 2	2/3	0/3	3/4
**Additional General Education Elective 3	3	0	3
**Natural Science 1	3	3	4
**Other Required Hours or unused UGETC	3	0	3
Total	11/12	3/6	13/14
SPRING SEMESTER 2nd 8-weeks			
**Natural Science 2	3	2/3	4
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
**Other Required Hours or unused UGETC	3	0	3
Total	9/12	2/3	13
SUMMER SEMESTER			
**Additional General Education Elective 4	2/3	0/3	3/4
**Communications/Humanities/Fine Arts 2	3	0	3
**Other Required Hours or unused UGETC	0/3	0/3	1/4
Total	5/9	0/6	7/11
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

***See page 127 for a list of accepted courses.*

**Universal General Education Transfer Component Courses cannot be substituted.*

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

**Additional General Education and Other Required Hours should be selected based on intended major at transfer institution.*

ASSOCIATE IN SCIENCE DEGREE (A10400 & A10400FT) REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Choose two courses from the following:			
MAT 171 Precalculus Algebra	3	2	4
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
**COMMUNICATIONS AND HUMANITIES/FINE ARTS Select two courses from at least two different disciplines.			
ART 111 Art Appreciation	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**SOCIAL/BEHAVIORAL SCIENCES Select two courses from at least two different disciplines.			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
**NATURAL SCIENCES Select one group from the following:			
BIO 110 Principles of Biology and	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
BIO 111 General Biology I and	3	3	4
BIO 112 General Biology II	3	3	4
CHM 151 General Chemistry I and	3	3	4
CHM 152 General Chemistry II	3	3	4
**ADDITIONAL GENERAL EDUCATION Select an additional 11 SHC from the following courses classified as general education or from any of the unused courses above:			
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
BIO 140/140A Environmental Biology/Lab	3	3	4
CHM 131/131A Introduction to Chemistry/Lab	3	3	4
CHM 132 Organic and Biochemistry	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 273 Calculus II	3	2	4
PHI 210 History of Philosophy	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
**OTHER REQUIRED HOURS ACA 122 (1)-Required; Select an additional 14 SHC from the following courses or from any of the unused courses above:			
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 113 Art Methods and Materials	0	6	3
ASL 181 ASL Lab 1	0	2	1
ASL 182 ASL Lab 2	0	2	1
ASL 281 ASL Lab 3	0	2	1
BIO 155 Nutrition	3	0	3
BIO 163 Basic Anatomy & Physiology	4	2	5
BIO 168 Anatomy and Physiology I	3	3	4
BIO 169 Anatomy and Physiology II	3	3	4
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
CTS 115 Info. Systems Business Concepts	3	0	3
EDU 131 Child, Family, and Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 250 Teacher Licensure Preparation	3	0	3
HEA 110 Personal Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 221 African American History	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 121 Music Theory I	3	0	3
MUS 122 Music Theory II	3	0	3
MUS 125 Aural Skills I	0	2	1
MUS 126 Aural Skills II	0	2	1
MUS 131 Chorus I	0	2	1
MUS 132 Chorus II	0	2	1
MUS 151 Class Music I	0	2	1
MUS 152 Class Music II	0	2	1
MUS 161 Applied Music I	1	2	2
MUS 162 Applied Music II	1	2	2
MUS 231 Chorus III	0	2	1
MUS 232 Chorus IV	0	2	1
MUS 271 Music History I	3	0	3
PED 110 Fit and Well for Life	1	2	2
PED 120 Walking for Fitness	0	3	1
PED 121 Walk, Jog, Run	0	3	1
PED 122 Yoga I	0	2	1
PED 123 Yoga II	0	2	1

Course Number & Name	Class Hours	Lab Hours	Credit Hours
SPA 141 Culture and Civilization	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 181 Spanish Lab 1	0	2	1
SPA 182 Spanish Lab 2	0	2	1
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3
SPA 281 Spanish Lab 3	0	2	1
SPA 282 Spanish Lab 4	0	2	1

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A1040T)

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

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

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

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
EDU 187 Teaching and Learning for All	3	3	4
ENG 111 Writing and Inquiry	3	0	3
**Additional General Education Elective 1	2/3	0/3	3/4
**Social/Behavioral Science	3	0	3
Total	11/12	5/8	14/15
SPRING SEMESTER			
EDU 216 Foundations of Education	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
**Additional General Education Elective 2	3	0	3
**Math 1	3	2	4
Total	12	2	13
SUMMER SEMESTER			
**Communications/Humanities/Fine Arts 1	3	0	3
**Math 2	3	2	4
Total	6	2	7
FALL SEMESTER			
EDU 279 Literacy Development & Instruction	3	3	4
SOC 225 Social Diversity	3	0	3
**Communications/Humanities/Fine Arts 2	3	0	3
**Natural Science 1	3	3	4
Total	12	6	14
SPRING SEMESTER			
EDU 250 Teacher Licensure Preparation	3	0	3
**Additional General Education Elective 3	2/3	0/3	3/4
**Additional General Education Elective 4	3	0	3
**Natural Science 2	3	2/3	4
Total	11/12	2/6	13/14
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			61 (minimum)

**Universal General Education Transfer Component Courses cannot be substituted.*

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

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

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH Select <i>two</i> courses from the following:			
MAT 171 Precalculus Algebra	3	2	4
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 271 Calculus I	3	2	4
MAT 272 Calculus II	3	2	4
**COMMUNICATIONS AND HUMANITIES/FINE ARTS Select <i>two</i> courses from at least <i>two</i> different disciplines.			
ART 111 Art Appreciation	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
**COMMUNICATIONS AND HUMANITIES/FINE ARTS CONTINUED (<i>Two</i> courses, from at least <i>two</i> different disciplines.)			
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**SOCIAL/BEHAVIORAL SCIENCES Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
**NATURAL SCIENCES Select <i>one</i> group from the following:			
BIO 110 Principles of Biology and	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
BIO 111 General Biology I and	3	3	4
BIO 112 General Biology II	3	3	4
CHM 151 General Chemistry I and	3	3	4
CHM 152 General Chemistry II	3	3	4
**ADDITIONAL GENERAL EDUCATION <i>SOC 225 (3)-Required</i>; Select an additional <i>11-12 SHC</i> from the following courses classified as general education or from any of the unused courses above:			
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
BIO 140/140A Environmental Biology/Lab	3	3	4
CHM 131/131A Introduction to Chemistry/Lab	3	3	4
CHM 132 Organic and Biochemistry	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
COM 110 Introduction to Communication	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
ENG 131 Introduction to Literature	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HUM 115 Critical Thinking	3	0	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 273 Calculus II	3	2	4
PHI 210 History of Philosophy	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 213 Sociology of the Family	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3

ASSOCIATE IN FINE ARTS IN MUSIC DEGREE (A10700)

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of 60-61 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

COURSE & HOUR REQUIREMENTS

Universal General Education Transfer Component (UGETC) – All UGETC courses will transfer for equivalency credit.

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 122 Transfer & Career Success	0	2	1
ENG 111 Writing and Inquiry	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music ⁽¹⁾	3	0	3
MUS 131 Chorus I	0	2	1
MUS 151 Class Music I	0	2	1
**Math	2/3	2	3/4
Total	11/12	8	15/16
SPRING SEMESTER			
ENG 112 Writing/Research in the Disc	3	0	3
MUS 121 Music Theory I	3	0	3
MUS 125 Aural Skills I	0	2	1
MUS 152 Class Music II	0	2	1
MUS 132 Chorus II	0	2	1
**Other Required Hours 1	3	0	3
Total	9	6	12
SUMMER SEMESTER			
**Other Required Hours 2	3	0	3
**Social/Behavioral Science 1	3	0	3
Total	6	0	6
FALL SEMESTER			
MUS 122 Music Theory II	3	0	3
MUS 126 Aural Skills II	0	2	1
MUS 161 Applied Music I	1	2	2
MUS 231 Chorus III	0	2	1
**Natural Science	3	2/3	4
**Other Required Hours 3	3	0	3
Total	10	8/9	14
SPRING SEMESTER			
MUS 112 Introduction to Jazz	3	0	3
MUS 162 Applied Music II	1	2	2
MUS 232 Chorus IV	0	2	1
MUS 271 Music History I ⁽¹⁾	3	0	3
**Other Required Hours 4	1/3	0/2	2/3
**Social/Behavioral Science 2	3	0	3
Total	11/13	4/6	14/15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			60 (minimum)

ASSOCIATE IN FINE ARTS IN MUSIC DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Choose <i>one</i> course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
MAT 271 Calculus I	3	2	4
**SOCIAL/BEHAVIORAL SCIENCES Select <i>two</i> courses from at least <i>two</i> different disciplines.			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
**NATURAL SCIENCES Select <i>one</i> course, or course/lab, from the following:			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
CHM 151 General Chemistry I	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
**OTHER REQUIRED HOURS Select <i>10 SHC</i> from the following:			
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 181 ASL Lab 1	0	2	1
ASL 182 ASL Lab 2	0	2	1
ASL 211 Intermediate ASL I	3	0	3
ASL 212 Intermediate ASL II	3	0	3
ASL 281 ASL Lab 3	0	2	1
BIO 112 General Biology II	3	3	4
BIO 140/140A Environmental Biology/Lab	3	3	4
BIO 155 Nutrition	3	0	3
BIO 163 Basic Anatomy & Physiology	4	2	5
BIO 168 Anatomy and Physiology I	3	3	4
BIO 169 Anatomy and Physiology II	3	3	4
BIO 175 General Microbiology	2	2	3
BIO 275 Microbiology	3	3	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
CHM 131/131A Intro to Chemistry/Lab	3	3	4
CHM 132 Organic and Biochemistry	3	3	4
CHM 152 General Chemistry II	3	3	4
CIS 110 Introduction to Computers	2	2	3
CIS 115 Intro to Programming & Logic	2	3	3
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforcement Operations	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
CTS 115 Info. Systems Business Concepts	3	0	3
EDU 131 Child, Family, and Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 145 Child Development II	3	0	3
EDU 216 Foundations of Education	3	0	3
EDU 221 Children with Exceptionalities	3	0	3
EDU 250 Teacher Licensure Preparation	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HEA 110 Personal Health & Wellness	3	0	3
HEA 112 First Aid & CPR	1	2	2
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 221 African American History	3	0	3
HUM 115 Critical Thinking	3	0	3
MAT 172 Precalculus Trigonometry	3	2	4
MAT 263 Brief Calculus	3	2	4
MAT 272 Calculus II	3	2	4
MAT 273 Calculus II	3	2	4
PED 110 Fit and Well for Life	1	2	2
PED 120 Walking for Fitness	0	3	1
PED 121 Walk, Jog, Run	0	3	1
PED 122 Yoga I	0	2	1
PED 123 Yoga II	0	2	1
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
REL 110 World Religions	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 141 Culture and Civilization	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 181 Spanish Lab 1	0	2	1
SPA 182 Spanish Lab 2	0	2	1
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
SPA 221 Spanish Conversation	3	0	3
SPA 231 Reading and Composition	3	0	3
SPA 281 Spanish Lab 3	0	2	1
SPA 282 Spanish Lab 4	0	2	1

⁽¹⁾ MUS 111, MUS 141, MUS 271, and MUS 272 are required Other Required Hours courses.

*Universal General Education Transfer Component Courses cannot be substituted.

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

ACCOUNTING AND FINANCE DEGREE (A25800)

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

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

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

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting	3	2	4
ACC 129 Individual Income Taxes	2	2	3
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Total	10/11	6/8	14
SPRING SEMESTER			
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 149 Intro to ACC Spreadsheets	1	3	2
ACC 150 Accounting Software Applications	1	3	2
BUS 125 Personal Finance	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
Total	11	8	14
SUMMER SEMESTER			
**English/Communication Elective	3	0	3
**Math Elective	2/3	2	3/4
**Social/Behavioral Science Elective	3	0	3
Total	8/9	2	9/10
FALL SEMESTER			
ACC 140 Payroll Accounting	1	3	2
ACC 215 Ethics in Accounting	3	0	3
ACC 220 Intermediate Accounting I	3	2	4
BUS 225 Business Finance	2	2	3
ECO 251 Principles of Microeconomics	3	0	3
Total	12	7	15
SPRING SEMESTER			
ACC 227 Practices in Accounting	3	0	3
ACC 268 Info Systems & Internal Ctrl's	3	0	3
**Humanities/Fine Arts Elective	3	0	3
***Major Electives	6	0	6
Total	15	0	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.

ACCOUNTING & FINANCE DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select six (6) SHC from the following:</i>			
ACC 130 Business Income Taxes	2	2	3
ACC 210 Enterprise Risk Management ⁽²⁾	3	0	3
ACC 267 Fraud Examination ⁽¹⁾	3	0	3
ACC 269 Auditing & Assurance Services ⁽¹⁾	3	0	3
BAF 143 Financial Planning ⁽²⁾	3	0	3
BUS 147 Business Insurance	3	0	3
WBL 110 World of Work	1	0	1
WBL 111 Work-Based Learning I	0	10	1
WBL 112 Work-Based Learning I	0	20	2

⁽¹⁾ If students are interested in Auditing, consider taking Major Electives from the following group: ACC 267, ACC 269.

⁽²⁾ If students are interested in Financial Services, consider taking Major Electives from the following group: ACC 210, BAF 143.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

ACCOUNTING AND FINANCE DIPLOMA (D25800)

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

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

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

Diploma graduates will have the skills necessary for entry-level accounting positions.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting	3	2	4
ACC 129 Individual Income Taxes	2	2	3
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Total	10/11	6/8	14
SPRING SEMESTER			
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 149 Intro to ACC Spreadsheets	1	3	2
ACC 150 Accounting Software Applications	1	3	2
BUS 125 Personal Finance	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
Total	11	8	14
SUMMER SEMESTER			
**Humanities/Fine Arts Elective	3	0	3
Total	3	0	3
FALL SEMESTER			
ACC 140 Payroll Accounting	1	3	2
ACC 215 Ethics in Accounting	3	0	3
Total	4	3	5
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			36

*This course is a component of the general education requirements needed for graduation.

ACCOUNTING & FINANCE DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

ACCOUNTING TRANSFER CERTIFICATE (C25800A)

The Accounting Transfer Certificate provides students with the core accounting and business courses. Credits earned in this program may be transferred to the Accounting and Finance Diploma, Accounting and Finance Degree, and/or Associate in Arts/Science Degree.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ECO 251 Principles of Microeconomics	3	0	3
BUS 115 Business Law I	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	4	14

INCOME TAX CERTIFICATE (C25800B)

The Income Tax Certificate provides students with the skills needed to obtain jobs requiring knowledge of basic accounting and income tax. Credits earned in this program may be transferred to the Accounting and Finance Diploma and/or Accounting and Finance Degree.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 129 Individual Income Taxes	2	2	3
ACC 130 Business Income Taxes	2	2	3
ACC 215 Ethics in Accounting	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	13	8	17

ACCOUNTING SPREADSHEET CERTIFICATE (C25800C)

The Accounting Spreadsheet Certificate provides students with the skills needed to obtain jobs requiring knowledge of basic accounting and spreadsheets. Credits earned in this program may be transferred to the Accounting and Finance Diploma and/or Accounting and Finance Degree.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 149 Intro to ACC Spreadsheets	1	3	2
CIS 110 Introduction to Computers	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	9	13

ACCOUNTING PAYROLL/QUICKBOOKS CERTIFICATE (C25800D)

The Accounting Payroll/QuickBooks Certificate provides students with the skills needed to obtain jobs requiring knowledge of basic accounting, payroll, and QuickBooks. Credits earned in this program may be transferred to the Accounting and Finance Diploma and/or Accounting and Finance Degree.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 121 Principles of Managerial Accounting	3	2	4
ACC 140 Payroll Accounting	1	3	2
ACC 150 Accounting Software Applications	1	3	2
CIS 110 Introduction to Computers	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	10	12	15

AGRIBUSINESS TECHNOLOGY DEGREE (A15100)

This program prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Coursework includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
AGR 110 Agricultural Economics	3	0	3
AGR 170 Soil Science	2	2	3
AGR 212 Farm Business Management	3	0	3
ANS 110 Animal Science	3	0	3
ENG 111 Writing and Inquiry	3	0	3
Total	14/15	2/4	16
SPRING SEMESTER			
AGR 139 Intro to Sustainable Ag	3	0	3
AGR 140 Agricultural Chemicals	2	2	3
AGR 261 Agronomy	2	2	3
BIO 140 Environmental Biology	3	0	3
BIO 140A Environmental Biology Lab	0	3	1
**Math Elective	2/3	2	3/4
Total	12/13	9	16/17
SUMMER SEMESTER			
**English/Communication Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	6	0	6
FALL SEMESTER			
AGR 111 Basic Farm Maintenance	1	3	2
AGR 213 Ag Law & Finance	3	0	3
AGR 220 Ag Mechanization	2	2	3
AGR 221 Farm Structures	2	2	3
**Humanities/Fine Arts Elective	3	0	3
Total	11	7	14
SPRING SEMESTER			
AGR 214 Agricultural Marketing	3	0	3
AGR 262 Weed ID & Control	2	3	3
HOR 134 Greenhouse Operations	2	2	3
ANS 160 Animal Waste Management	3	0	3
WBL 111 Work-Based Learning I	0	10	1
Total	10	15	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			65/66

AGRIBUSINESS TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Math Measurement & Literacy	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

AIR CONDITIONING HEATING AND REFRIGERATION TECHNOLOGY DEGREE (A35100)

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 startup, 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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
AHR 110 Intro to Refrigeration	2	6	5
AHR 111 HVACR Electricity OR ELC 111 Intro to Electricity	2	2	3
ELC 125 Diagrams and Schematics	1	2	2
**English/Communication Elective	3	0	3
Total	8/9	10/12	14
SPRING SEMESTER			
AHR 112 Heating Technology	2	4	4
AHR 113 Comfort Cooling	2	4	4
AHR 125 HVACR Electronics	2	2	3
AHR 160 Refrigerant Certification	1	0	1
**Math	2/3	2	3/4
Total	9/10	12	15/16
SUMMER SEMESTER			
AHR 114 Heat Pump Technology	2	4	4
AHR 115 Refrigeration Systems	2	4	4
AHR 213 HVACR Building Code	1	2	2
AHR 263 Energy Management	1	3	2
***Major Elective	1/0	0/10	1
Total	6/7	13/23	13
FALL SEMESTER			
AHR 211 Residential System Design	2	2	3
AHR 212 Advanced Comfort Systems	2	6	4
AHR 240 Hydronic Heating	1	3	2
CIS 110 Introduction to Computers OR CIS 113 Computer Basics	0/2	2	1/3
*ENG 111 Writing and Inquiry	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	11/13	13	16/18
SPRING SEMESTER			
AHR 130 HVAC Controls	2	2	3
AHR 133 HVAC Servicing	2	6	4
AHR 151 HVAC Duct Systems I	1	3	2
AHR 235 Refrigeration Design	2	2	3
**Humanities/Fine Arts Elective	3	0	3
Total	10	13	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			73/76

*This course is a component of the general education requirements needed for graduation.

AIR CONDITIONING HEATING AND REFRIGERATION TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Math Measurement & Literacy	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVE Select <i>one (1) SHC</i> from the following:			
AHR 180 HVACR Customer Relations	1	0	1
WBL 111 Work-Based Learning I	0	10	1

AIR CONDITIONING HEATING AND REFRIGERATION TECHNOLOGY DIPLOMA (D35100)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
AHR 110 Intro to Refrigeration	2	6	5
AHR 111 HVACR Electricity OR ELC 111 Intro to Electricity	2	2	3
ELC 125 Diagrams and Schematics	1	2	2
**Communication Elective	3	0	3
Total	8/9	10/12	14
SPRING SEMESTER			
AHR 112 Heating Technology	2	4	4
AHR 113 Comfort Cooling	2	4	4
AHR 125 HVACR Electronics	2	2	3
AHR 160 Refrigerant Certification	1	0	1
**Math	2/3	2	3/4
Total	9/10	12	15/16
SUMMER SEMESTER			
AHR 114 Heat Pump Technology	2	4	4
AHR 115 Refrigeration Systems	2	4	4
AHR 213 HVACR Building Code	1	2	2
AHR 263 Energy Management	1	3	2
***Major Elective	1/0	0/10	1
Total	5/6	12/22	13
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			42/43

*This course is a component of the general education requirements needed for graduation.

AIR CONDITIONING HEATING AND REFRIGERATION TECHNOLOGY DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 110 Math Measurement & Literacy	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
***MAJOR ELECTIVE Select <i>one (1) SHC</i> from the following:			
AHR 180 HVACR Customer Relations	1	0	1
WBL 111 Work-Based Learning I	0	10	1

BASIC HVAC CERTIFICATE (C35100)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
AHR 110 Intro to Refrigeration	2	6	5
AHR 112 Heating Technology	2	4	4
AHR 113 Comfort Cooling	2	4	4
AHR 160 Refrigerant Certification	1	0	1
AHR 111 HVACR Electricity OR ELC 111 Intro to Electricity	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	16	17

ADVANCED HVAC CERTIFICATE (C35100A)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
AHR 114 Heat Pump Technology	2	4	4
AHR 125 HVACR Electronics	2	2	3
AHR 212 Advanced Comfort Systems	2	6	4
ELC 125 Diagrams and Schematics	1	2	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	7	14	13

HVAC SYSTEM INSTALLATION CERTIFICATE (C35100B)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
AHR 113 Comfort Cooling	2	4	4
AHR 151 HVAC Duct Systems I	1	3	2
AHR 160 Refrigerant Certification	1	0	1
AHR 213 HVACR Building Code	1	2	2
AHR 111 HVACR Electricity OR ELC 111 Intro to Electricity	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	7	11	12

HVAC COMFORT ADVISOR CERTIFICATE (C35100C)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
AHR 151 HVAC Duct Systems I	1	3	2
AHR 160 Refrigerant Certification	1	0	1
AHR 180 HVACR Customer Relations	1	0	1
AHR 211 Residential System Design	2	2	3
AHR 213 HVACR Building Code	1	2	2
<i>Select one of the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
PSY 150 General Psychology	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	7	12

NOTE: Students are required to complete C35100 before being eligible for this certificate. C35100 contains all prerequisites for the courses required in this certificate.

APPLIED ENGINEERING TECHNOLOGY DEGREE (A40130)

The Applied Engineering Technology curriculum prepares individuals to use basic engineering principles and technical skills to solve technical problems in various types of industry. Course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CIS 110 Introduction to Computers	2	2	3
DFT 119 Basic CAD	1	2	2
ELC 111 Intro to Electricity	2	2	3
ELC 125 Diagrams and Schematics	1	2	2
ISC 112 Industrial Safety	2	0	2
Total	8/9	8/10	13
SPRING SEMESTER			
ELC 117 Motors and Controls	2	6	4
ELC 131 Circuit Analysis I	3	3	4
*ENG 111 Writing and Inquiry	3	0	3
**Math	2/3	2	3/4
Total	10/11	11	14/15
SUMMER SEMESTER			
ATR 112 Intro to Automation	2	3	3
ELC 128 Intro to PLC	2	3	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	10	6	12
FALL SEMESTER			
ELC 213 Instrumentation	3	2	4
ELC 228 PLC Applications	2	6	4
HYD 110 Hyd./Pneumatics I	2	3	3
***Major Elective	-	-	2/3
Total	7	11	13/14
SPRING SEMESTER			
DFT 154 Intro to Solid Modeling	2	3	3
ELC 229 Applications Project	1	3	2
**English/Communication Elective	3	0	3
MEC 130 Mechanisms	2	2	3
***Major Elective	-	-	2/3
Total	8	8	13/14
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			65/68

*This course is a component of the general education requirements needed for graduation.

APPLIED ENGINEERING TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVE Select <i>4-8 SHC</i> from the following:			
ATR 219 Automation Troubleshooting	1	3	2
DFT 152 CAD II	2	3	3
ISC 132 Manufacturing Quality Control	2	3	3
ISC 220 Lean Manufacturing	2	2	3
MAC 118 Machine Shop Basic	1	3	2
MAC 121 Intro to CNC	2	0	2
MAC 131 Blueprint Reading/Mach I	1	2	2
TDP 110 Introduction to 3D Printing	2	3	3
WLD 110 Cutting Processes	1	3	2

APPLIED ENGINEERING TECHNOLOGY CERTIFICATE (C40130)

This certificate prepares individuals to work as entry level maintenance technicians.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ELC 117 Motors and Controls	2	6	4
ELC 128 Intro to PLC	2	3	3
HYD 110 Hyd./Pneumatics I	2	3	3
ISC 112 Industrial Safety	2	0	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	12	12

APPLIED ENGINEERING TECHNOLOGY DRAFTING CERTIFICATE (C40130A)

This certificate prepares individuals to work as entry level maintenance technicians.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
DFT 119 Basic CAD	1	2	2
DFT 152 CAD II	2	3	3
DFT 154 Intro to Solid Modeling	2	3	3
MAC 131 Blueprint Reading /Mach I	1	2	2
TDP 110 Introduction to 3D Printing	2	3	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	13	13

ARTIFICIAL INTELLIGENCE DEGREE (A25710)

The Artificial Intelligence (AI) curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the AI profession.

Course work includes various subject areas related to AI fundamentals, machine learning, deep learning theory, and hands-on training in multiple AI domains for the purpose of creating and implementing artificial intelligence across a broad range of applications.

Graduates may qualify for entry-level AI positions such as AI engineer, AI project manager, AI researcher, AI consultant, AI architect, conversational AI specialist, AI automation engineer, AI software engineer, and machine learning specialist.

Wilson Community College is authorized to offer select courses leading to an Associate in Applied Science Degree in Artificial Intelligence through a cooperative agreement with Wayne Community College. Wayne Community College will award the Associate in Applied Science Degree in Artificial Intelligence to any student successfully completing all the stated requirements of the program.*

First Fall and First Spring Semester courses are completed at Wilson Community College. All remaining courses are completed at Wayne Community College. All required courses at Wayne Community College can be completed 100% online.

**Contact person at Wayne Community College is Jennifer Tyndall, Department Chair of Information Systems Technology (jbtyndall@waynecc.edu).*

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER (Courses taken at Wilson CC)			
ACA 111 College Student Success	1	0	1
CSC 121 Python Programming (1 st 8 weeks)	2	3	3
CSC 221 Advanced Python Programming (2 nd 8 weeks)	2	3	3
ENG 111 Writing and Inquiry	3	0	3
MAT 152 Statistical Methods I	3	2	4
Total	11	8	14
SPRING SEMESTER (Courses taken at Wilson CC)			
ENG 112 Writing/Research in the Disciplines OR ENG 114 Professional Research & Reporting	3	0	3
MAT 171 Precalculus Algebra (1 st 8 weeks)	3	2	4
MAT 263 Brief Calculus (2 nd 8 weeks)	3	2	4
**Humanities/Fine Arts Elective	3	0	3
Total	12	4	14
SUMMER SEMESTER (Courses taken at Wayne CC)			
CSC 112 Machine Learning Computation	2	3	3
CTS 285 Systems Analysis & Design	3	0	3
CSC 113 Artificial Intelligence Fundamentals	2	2	3
**Social/Behavioral Science Elective	3	0	3
Total	10	5	12
FALL SEMESTER (Courses taken at Wayne CC)			
CSC 114 Artificial Intelligence I	2	3	3
CSC 115 Machine Learning I	2	3	3
CSC 128 Chatbot Programming I	2	3	3
CSC 162 Computer Vision	2	3	3
CTS 210 Computer Ethics	3	0	3
Total	11	12	15
SPRING SEMESTER (Courses taken at Wayne CC)			
CSC 161 Deep Learning	2	3	3
CSC 214 Artificial Intelligence II	2	3	3
CSC 215 Machine Learning II	2	3	3
CSC 228 Chatbot Programming II	2	3	3
WBL 110 World of Work OR WBL 111 Work-Based Learning I	1 0	0 10	1 1
Total	9	12/22	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			68

ARTIFICIAL INTELLIGENCE DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**HUMANITIES/FINE ARTS ELECTIVE <i>Select one from the following:</i>			
ART 111 Art Appreciation	3	0	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one from the following:</i>			
ANT 210 General Anthropology	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
GEO 111 World Regional Geography	3	0	3
GEO 112 Cultural Geography	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
PSY 237 Social Psychology	3	0	3
PSY 241 Developmental Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 220 Social Problems	3	0	3
SOC 225 Social Diversity	3	0	3
SOC 230 Race and Ethnic Relations	3	0	3
SOC 240 Social Psychology	3	0	3

ASL-ENGLISH INTERPRETER PREPARATION PROGRAM DEGREE (A55300)

The American Sign Language -English (ASL-English) Interpreter Preparation Program provides students with foundational interpreting skills and a working knowledge of the profession for employment and growth.

Coursework includes American Sign Language Acquisition, ASL-English translation and interpreting skill development, Deaf community perspectives, and ethical decision making; coursework culminates in a work-based learning experience.

Graduates may seek entry level employment in educational, community settings, or human service fields and may also pursue various interpreter assessments required for North Carolina Interpreter licensure.

NOTE: For all ASL and IPP courses required prior to the last semester of the program, students must earn a grade of 'C' or better. Students must earn a grade of 'C' or better in all required ASL, IPP, and WBL courses to graduate.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ASL 111 Elementary ASL I	3	0	3
ASL 181 ASL Lab 1	0	2	1
**English/Communication Elective	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
IPP 112 Comparative Cultures	3	0	3
Total	12/13	2/4	14
SPRING SEMESTER			
ASL 112 Elementary ASL II	3	0	3
ASL 182 ASL Lab 2	0	2	1
IPP 111 Introduction to Interpretation	3	0	3
IPP 130 Analytical Skills for Interpreting	1	4	3
**Math	2/3	2	3/4
**Humanities/Fine Arts Elective	3	0	3
Total	12/13	8	16/17
SUMMER SEMESTER			
ASL 211 Intermediate ASL I	3	0	3
ASL 250 Linguistics of ASL	3	0	3
ASL 281 ASL Lab 3	0	2	1
IPP 152 ASL/English Translation	1	4	3
**Social/Behavioral Science Elective	3	0	3
Total	10	6	13
FALL SEMESTER			
ASL 212 Intermediate ASL II	3	0	3
ASL 252 ASL Classifiers (8-week course offering)	0	2	1
ASL 253 ASL Non-Manual Signals (8-week course offering)	0	2	1
IPP 153 Introduction to Discourse Analysis	1	4	3
IPP 161 Consecutive Interpreting	2	6	5
IPP 245 Foundations of Educational Interpreting	3	0	3
Total	9	14	16
SPRING SEMESTER			
ASL 221 Advanced ASL I	3	0	3
IPP 221 Simultaneous Interpret	2	6	5
IPP 224 ASL to English Interpretation	1	3	2
WBL 111 Work-Based Learning I	0	10	1
WBL 115 Work-Based Learning Seminar I	1	0	1
Total	7	19	12
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			71/72

*This course is a component of the general education requirements needed for graduation.

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

ASL-ENGLISH INTERPRETER PREPARATION PROGRAM DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

DEAF STUDIES OPTION CERTIFICATE (C55300)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ASL 111 Elementary ASL I	3	0	3
ASL 112 Elementary ASL II	3	0	3
ASL 181 ASL Lab 1	0	2	1
ASL 182 ASL Lab 2	0	2	1
ASL 211 Intermediate ASL I	3	0	3
ASL 281 ASL Lab 3	0	2	1
IPP 112 Comparative Cultures	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	6	15

NOTE: Students must earn a grade of 'C' or better on all required content area courses (ASL and IPP courses) or on any prerequisite course before taking the next level course.

NOTE: This certificate prepares students to communicate with deaf people. Students who want to become an interpreter should complete the ASL-English Interpreter Preparation Program A.A.S. degree.

ASSOCIATE DEGREE NURSING (A45110)

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.

COURSE & HOUR REQUIREMENTS

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
FALL SEMESTER				
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	0	1
BIO 168 Anatomy & Physiology I	3	3	0	4
NUR 111 Intro to Health Concepts	4	6	6	8
*PSY 150 General Psychology	3	0	0	3
Total	10/11	9/11	6	16
SPRING SEMESTER				
BIO 169 Anatomy & Physiology II	3	3	0	4
***NUR 112 Health - Illness Concepts	3	0	6	5
***NUR 114 Holistic Health Concepts	3	0	6	5
Total	9	3	12	14
SUMMER SEMESTER				
*PSY 241 Developmental Psychology	3	0	0	3
NUR 113 Family Health Concepts	3	0	6	5
Total	6	0	6	8
FALL SEMESTER				
*ENG 111 Writing and Inquiry	3	0	0	3
**Math	2/3	2	0	3/4
NUR 211 Health Care Concepts	3	0	6	5
NUR 212 Health System Concepts	3	0	6	5
Total	11/12	2	12	16/17
SPRING SEMESTER				
**English Composition Elective	3	0	0	3
**Humanities/Fine Arts Elective	3	0	0	3
NUR 213 Complex Health Concepts	4	3	15	10
Total	10	3	15	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE				70/71

***See page 155 for a list of accepted courses.*

*This course is a component of the general education requirements needed for graduation.

*****NOTE:** NUR 112 will run the first 8 weeks of the semester. NUR 114 will run the second 8 weeks of the semester. NUR 112 must be passed in order to continue to the second 8 weeks.

NOTE: Once admitted to the nursing program, all remaining courses must be taken in sequence or completed during the required term.

NOTE: If any facility prohibits the student from participating in the clinical experience, the student will be dismissed due to an inability to progress and complete the curriculum.

NOTE: Clinical hours vary each semester based upon the availability of clinical sites.

NURSING TRANSITION PROGRAM (A45110T) – LICENSED PRACTICAL NURSE TO REGISTERED NURSE

COURSE & HOUR REQUIREMENTS

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
FIRST SPRING SEMESTER				
NUR 214 Transition Nursing Concepts	3	0	3	4
Total	3	0	3	4
FIRST SUMMER SEMESTER				
*PSY 241 Developmental Psychology	3	0	0	3
NUR 113 Family Health Concepts	3	0	6	5
Total	6	0	6	8
FALL SEMESTER				
*ENG 111 Writing and Inquiry	3	0	0	3
**Math	2/3	2	0	3/4
NUR 211 Health Care Concepts	3	0	6	5
NUR 212 Health System Concepts	3	0	6	5
Total	11/12	2	12	16/17
SECOND SPRING SEMESTER				
**English Composition Elective	3	0	0	3
**Humanities/Fine Arts Elective	3	0	0	3
NUR 213 Complex Health Concepts	4	3	15	10
Total	10	3	15	16
TRANSITION CURRICULUM TOTAL				44/45

*This course is a component of the general education requirements needed for graduation.

NOTE: Once admitted to the nursing program, all remaining courses must be taken in sequence or completed during the required term.

NOTE: If any facility prohibits the student from participating in the clinical experience, the student will be dismissed due to an inability to progress and complete the curriculum.

NOTE: Clinical hours vary each semester based upon the availability of clinical sites.

ASSOCIATE DEGREE NURSING AND NURSING TRANSITION PROGRAM (A45110 & A45110T) REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**ENGLISH COMPOSITION ELECTIVE <i>Select one course from the following:</i>			
ENG 112 Writing/Research in the Disc	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**HUMANITIES/FINE ARTS ELECTIVE <i>Select one course from the following:</i>			
HUM 115 Critical Thinking	3	0	3
PHI 240 Introduction to Ethics	3	0	3

PRACTICAL NURSING DIPLOMA (D45660)

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual 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 safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

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

COURSE & HOUR REQUIREMENTS

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
FALL SEMESTER				
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	0	1
**BIO 163 Basic Anat./Physiology	4	2	0	5
NUR 101 Practical Nursing I	7	6	6	11
*PSY 150 General Psychology	3	0	0	3
Total	14/15	8/10	6	20
SPRING SEMESTER				
*ENG 111 Writing and Inquiry	3	0	0	3
NUR 102 Practical Nursing II	7	0	9	10
Total	10	0	9	13
SUMMER SEMESTER				
NUR 103 Practical Nursing III	6	0	9	9
Total	6	0	9	9
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				42

*This course is a component of the general education requirements needed for graduation.

****NOTE:** BIO 168 and BIO 169 may be substituted for this course.

NOTE: Once admitted to the nursing program, all remaining courses must be taken in sequence or completed during the required term.

NOTE: If any facility prohibits the student from participating in the clinical experience, the student will be dismissed due to an inability to progress and complete the curriculum.

NOTE: Clinical hours vary each semester based upon the availability of clinical sites.

AUTOMOTIVE SYSTEMS TECHNOLOGY DEGREE (A60160)

The Automotive Systems Technology curriculum prepares 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.

This program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Course work includes brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Graduates of this program 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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
AUT 151 Brake Systems	2	3	3
TRN 110 Intro to Transport Tech	1	2	2
TRN 120 Basic Trans Electricity	4	3	5
TRN 170 PC Skills for Trans	1	2	2
Total	8/9	10/12	13
SPRING SEMESTER			
AUT 114 Safety and Emissions	1	2	2
AUT 116 Engine Repair	2	3	3
AUT 116A Engine Repair Lab	0	4	2
AUT 141 Suspension & Steering	2	3	3
**Math	2/3	2	3/4
**Humanities/Fine Arts Elective	3	0	3
Total	10/11	14	16/17
SUMMER SEMESTER			
AUT 181 Engine Performance I	2	3	3
AUT 181A Engine Performance I Lab	0	3	1
**English/Communication Elective	3	0	3
TRN 140 Trans Climate Control	1	2	2
TRN 140A Trans Climate Control Lab	1	2	2
Total	7	10	11
FALL SEMESTER			
AUT 221 Auto Transm/Transaxles	2	3	3
AUT 221A Auto Transm/Transaxles Lab	0	4	2
*ENG 111 Writing and Inquiry	3	0	3
TRN 145 Adv. Trans Electronics	2	3	3
**Social/Behavioral Science Elective	3	0	3
Total	10	10	14
SPRING SEMESTER			
AUT 183 Engine Performance 2	2	6	4
AUT 231 Man Tran/Axles/Dr trains	2	3	3
AUT 281 Adv Engine Performance	2	2	3
TRN 130 Intro to Sustainable Trans	2	2	3
<i>Choose one of the following:</i>			
WBL 111 Work-Based Learning I	0	10	1
AUT 213 Automotive Servicing 2	1	3	2
Total	8/9	16/23	14/15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			68/70

*This course is a component of the general education requirements needed for graduation.

AUTOMOTIVE SYSTEMS TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

AUTOMOTIVE SYSTEMS TECHNOLOGY DIPLOMA (D60160)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
AUT 151 Brake Systems	2	3	3
TRN 110 Intro to Transport Tech	1	2	2
TRN 120 Basic Trans Electricity	4	3	5
TRN 170 PC Skills for Trans	1	2	2
Total	8/9	10/12	13
SPRING SEMESTER			
AUT 114 Safety and Emissions	1	2	2
AUT 116 Engine Repair	2	3	3
AUT 116A Engine Repair Lab	0	4	2
AUT 141 Suspension & Steering	2	3	3
**Math	2	2	3
**Humanities/Fine Arts Elective	3	0	3
Total	10	14	16
SUMMER SEMESTER			
AUT 181 Engine Performance I	2	3	3
AUT 181A Engine Performance I Lab	0	3	1
**Communication Elective	3	0	3
TRN 140 Trans Climate Control	1	2	2
TRN 140A Trans Climate Control Lab	1	2	2
Total	7	10	11
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			40

*This course is a component of the general education requirements needed for graduation.

AUTOMOTIVE SYSTEMS TECHNOLOGY DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
REL 110 World Religions	3	0	3

AUTOMOTIVE TECHNOLOGY CERTIFICATE (C60160A)

This certificate prepares individuals to work as entry level automotive technicians which includes preparation for the ASE exam in Engine Repair and certifications in safety and emissions.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
AUT 116 Engine Repair	2	3	3
AUT 116A Engine Repair Lab	0	4	2
AUT 114 Safety and Emissions	1	2	2
TRN 110 Intro to Transport Tech	1	2	2
TRN 120 Basic Trans Electricity	4	3	5
TRN 170 PC Skills for Tran	1	2	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	16	16

BIOTECHNOLOGY DEGREE (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

A program that focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
BIO 111 General Biology	3	3	4
BTC 181 Basic Lab Techniques	3	3	4
CHM 131 Intro to Chemistry AND CHM 131A Intro to Chemistry Lab OR CHM 151 General Chemistry I	3	3	4
CIS 110 Introduction to Computers	2	2	3
Total	11/12	11/13	16
SPRING SEMESTER			
BIO 112 General Biology II	3	3	4
BTC 281 Bioprocess Techniques	2	6	4
CHM 132 Organic and Biochemistry OR CHM 152 General Chemistry II	3	3	4
**Math Elective	2/3	2	3/4
Total	10/11	14	15/16
SUMMER SEMESTER			
BIO 175 General Microbiology OR BIO 275 Microbiology	2/3	2/3	3/4
*ENG 111 Writing and Inquiry	3	0	3
ISC 220 Lean Manufacturing	2	2	3
Total	7/8	4/5	9/10
FALL SEMESTER			
BTC 150 Bioethics	3	0	3
BTC 250 Principles of Genetics	3	0	3
BTC 285 Cell Culture	3	3	4
ISC 132 Manufacturing Quality Control	2	3	3
Total	11	6	13
SPRING SEMESTER			
BTC 288 Biotech Lab Experience OR WBL 111 Work-Based Learning I	0/0	6/10	2/1
**English/Communication Elective	3	0	3
**Humanities/Fine Arts Elective	3	0	3
ISC 278 cGMP Quality Systems	2	0	2
*Social/Behavioral Science Elective	3	0	3
Total	11	6/10	12/13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			65/68

*This course is a component of the general education requirements needed for graduation.

BIOTECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

BUILDING CONSTRUCTION TECHNOLOGY DEGREE (A35140)

The Building Construction Technology curriculum is designed to prepare students to apply technical knowledge and skills to residential and commercial building construction and remodeling. Course work includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing. Graduates should qualify for entry-level jobs in architectural, engineering, construction and trades professions as well as positions in industry and government.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
BPR 130 Print Reading - Construction	3	0	3
CST 111 Construction I	3	3	4
CST 131 OSHA/Safety/Certification	2	2	3
**Math Elective	2/3	2	3/4
Total	10/12	7/9	14/15
SPRING SEMESTER			
ARC 112 Construction Materials & Methods	3	2	4
CST 112 Construction II	3	3	4
CST 150 Building Science	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
Total	11	7	14
SUMMER SEMESTER			
CST 113 Construction III	3	3	4
PLU 111 Intro to Basic Plumbing	1	3	2
Total	4	6	6
FALL SEMESTER			
ARC 131 Building Codes	2	2	3
AHR 211 Residential System Design	2	2	3
CST 241 Planning/Estimating I	2	2	3
ELC 111 Intro to Electricity	2	2	3
**Social/Behavioral Science Elective	3	0	3
Total	11	8	15
SPRING SEMESTER			
SST 140 Green Building & Design Concepts	3	0	3
CST 221 Statics/Structures	3	3	4
**English/Communication Elective	3	0	3
SST 120 Energy Use Analysis	2	2	3
**Humanities/Fine Arts Elective	3	0	3
Total	14	5	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			65/66

*General education requirements needed for graduation.

BUILDING CONSTRUCTION TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (C35140)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ARC 112 Construction Materials & Methods	3	2	4
BPR 130 Print Reading - Construction	3	0	3
CST 111 Construction I	3	3	4
ELC 111 Intro to Electricity	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	11	7	14

BUSINESS ADMINISTRATION DEGREE (A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting I	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
CIS 110 Introduction to Computers	2	2	3
Total	11/12	4/6	14
SPRING SEMESTER			
ACC 121 Principles of Managerial Accounting	3	2	4
BUS 137 Principles of Management	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
**Math Elective	2/3	2	3/4
Total	11/12	4	13/14
SUMMER SEMESTER			
BUS 230 Small Business Management	3	0	3
**Humanities/Fine Arts Elective	3	0	3
***Major Elective	3	0	3
Total	9	0	9
FALL SEMESTER			
BUS 225 Business Finance	2	2	3
BUS 260 Business Communication	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
**English/Communication Elective	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Total	14	2	15
SPRING SEMESTER			
BUS 240 Business Ethics	3	0	3
BUS 285 Business Management Issues	2	2	3
ECO 252 Principles of Macroeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
WBL 110 World of Work	1	0	1
****Work-Based Learning Experience	0	20	2
Total	12	22	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			66/67

*This course is a component of the general education requirements needed for graduation.

BUSINESS ADMINISTRATION DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVE Select <i>one</i> course from the following:			
BUS 151 People Skills	3	0	3
BUS 253 Leadership & Management Skills	3	0	3
MKT 121 Retailing	3	0	3
BUS 261 Diversity in Mgmt	3	0	3
BUS 270 Professional Development	3	0	3
MKT 221 Consumer Behavior	3	0	3
****WORK-BASED LEARNING EXPERIENCE Select <i>two (2)</i> SHC from the following:			
WBL 111 Work-Based Learning I	0	10	1
WBL 112 Work-Based Learning I	0	20	2
WBL 121 Work-Based Learning II	0	10	1
WBL 131 Work-Based Learning III	0	10	1

BUSINESS ADMINISTRATION DIPLOMA (D25120)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ACC 120 Principles of Financial Accounting I	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Total	12/13	2/4	14
SPRING SEMESTER			
BUS 240 Business Ethics	3	0	3
BUS 137 Principles of Management	3	0	3
ENG 111 Writing and Inquiry	3	0	3
CIS 110 Introduction to Computers	2	2	3
MKT 120 Principles of Marketing	3	0	3
Total	14	2	15
SUMMER SEMESTER			
BUS 230 Small Business Management	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
***Major Elective	3	0	3
Total	9	0	9
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA	36	4	38

BUSINESS ADMINISTRATION DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
***MAJOR ELECTIVE <i>Select one course from the following:</i>			
BUS 151 People Skills	3	0	3
BUS 253 Leadership & Management Skills	3	0	3
MKT 121 Retailing	3	0	3
BUS 261 Diversity in Mgmt	3	0	3
BUS 270 Professional Development	3	0	3
MKT 221 Consumer Behavior	3	0	3

BUSINESS ADMINISTRATION TRANSFER CERTIFICATE (C25120G)

This certificate prepares individuals for both the business world and would jump start their track to a business degree from another college or university.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 115 Business Law I	3	0	3
BUS 137 Principles of Management	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	2	16

BUSINESS ANALYTICS CERTIFICATE (C25120C)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 121 Principles of Managerial Acct.	3	2	4
BUS 225 Business Finance	2	2	3
BUS 240 Business Ethics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	11	4	13

BUSINESS LEADERSHIP CERTIFICATE (C25120D)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 137 Principles of Management	3	0	3
BUS 151 People Skills OR BUS 253 Leadership & Management Skills	3	0	3
BUS 240 Business Ethics	3	0	3
BUS 260 Business Communication	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

BUSINESS MARKETING CERTIFICATE (C25120F)

This certificate prepares individuals for careers in marketing. It is designed to introduce individuals to the core aspects of the marketing and the digital world.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 240 Business Ethics	3	0	3
MKT 120 Principles of Marketing	3	0	3
MKT 123 Fundamentals of Selling	3	0	3
Select one course from the following:			
MKT 121 Retailing	3	0	3
MKT 221 Consumer Behavior	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

CORE BUSINESS CERTIFICATE (C25120E)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
BUS 110 Introduction to Business	3	0	3
BUS 137 Principles of Management	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	2	16

MANAGEMENT CERTIFICATE (C25120A)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 137 Principles of Management	3	0	3
BUS 230 Small Business Management	3	0	3
BUS 240 Business Ethics	3	0	3
BUS 253 Leadership and Mgmt. Skills	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	0	12

ENTREPRENEURSHIP CERTIFICATE (C25120J)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
BUS 110 Introduction to Business	3	0	3
BUS 230 Small Business Management	3	0	3
BUS 240 Business Ethics	3	0	3
ECO 251 Principles of Microeconomics	3	0	3
MKT 120 Principles of Marketing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	0	15

COMMUNITY SPANISH INTERPRETER DEGREE (A55370)

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CIS 110 Introduction to Computers OR CIS 113 Computer Basics	0/2	2	1/3
*ENG 111 Writing and Inquiry	3	0	3
SPA 111 Elementary Spanish I	3	0	3
SPA 120 Spanish for the Workplace	3	0	3
SPA 181 Spanish Lab 1	0	2	1
*Humanities/Fine Arts Elective	3	0	3
Total	12/15	4/6	15/17
SPRING SEMESTER			
**English Composition Elective	3	0	3
**Math	2/3	2	3/4
SPA 112 Elementary Spanish II	3	0	3
SPA 161 Cultural Immersion	2	3	3
SPA 182 Spanish Lab 2	0	2	1
SPA 215 Spanish Phonics/Structure	3	0	3
Total	13/14	7	16/17
SUMMER SEMESTER			
**Communication Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	6	0	6
FALL SEMESTER			
SPA 141 Culture and Civilization	3	0	3
SPA 211 Intermediate Spanish I	3	0	3
SPA 281 Spanish Lab 3	0	2	1
SPI 113 Intro to Spanish Inter. (8-week course offering)	3	0	3
SPI 114 Analytical Skills Spanish Inter. (8-week course offering)	3	0	3
SPI 213 Review of Grammar	3	0	3
Total	15	2	16
SPRING SEMESTER			
SPA 212 Intermediate Spanish II (1 st 8-week course offering)	3	0	3
SPA 221 Spanish Conversation (2 nd 8-week course offering)	3	0	3
SPA 231 Reading and Composition (2 nd 8-week course offering)	3	0	3
SPA 282 Spanish Lab 4 (1 st 8-week course offering)	0	2	1
SPI 214 Intro to Translation	3	0	3
WBL 111 Work Based Learning I	0	10	1
WBL 115 Work Based Learning Seminar I	1	0	1
Total	13	12	15
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			68/71

*This course is a component of the general education requirements needed for graduation.

COMMUNITY SPANISH INTERPRETER DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
**ENGLISH COMPOSITION ELECTIVE Select <i>one</i> course from the following:			
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3

SPANISH LANGUAGE & WORKPLACE CERTIFICATE (C55370)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
SPA 111 Elementary Spanish I	3	0	3
SPA 181 Spanish Lab I	0	2	1
SPA 120 Spanish for the Workplace	3	0	3
SPA 112 Elementary Spanish II	3	0	3
SPA 182 Spanish Lab II	0	2	1
SPA 215 Spanish Phonics/Structure	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	4	14

CRIMINAL JUSTICE TECHNOLOGY DEGREE (A55180)

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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 112 Criminology	3	0	3
CJC 115 Crime Scene Photography	2	3	3
CJC 121 Law Enforcement Operations	3	0	3
Total	11/12	3/5	13
SPRING SEMESTER			
CJC 113 Juvenile Justice	3	0	3
CJC 131 Criminal Law	3	0	3
CJC 141 Corrections	3	0	3
CJC 214 Victimology	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
Total	15	0	15
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
PSY 150 General Psychology	3	0	3
**Humanities/Fine Arts Elective	3	0	3
Total	8	2	9
FALL SEMESTER			
CJC 132 Court Procedure & Evidence	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
CJC 221 Investigative Principles	3	2	4
**English/Communication Elective	3	0	3
**Math	2/3	2	3/4
Total	14/15	4	16/17
SPRING SEMESTER			
CJC 213 Substance Abuse	3	0	3
CJC 222 Criminalistics	3	0	3
CJC 231 Constitutional Law	3	0	3
WBL 111 Work-Based Learning I	0	10	1
WBL 115 Work-Based Learning Seminar	1	0	1
***Major Elective	3	0	3
Total	13	10	14
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.

NOTE: CJC 223 can be taken in place of WBL 111 and WBL 115.

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

CRIMINAL JUSTICE TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

CRIMINAL JUSTICE TECHNOLOGY TRANSFER CERTIFICATE (C55180)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CJC 111 Introduction to Criminal Justice	3	0	3
CJC 113 Juvenile Justice	3	0	3
CJC 121 Law Enforce. Operations	3	0	3
CJC 141 Corrections	3	0	3
CJC 212 Ethics and Community Relations	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	0	15

BASIC LAW ENFORCEMENT TRAINING (C55120)

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 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.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
LET 110 Basic Law Enforcement BLET	28	27	37

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

CULINARY ARTS DEGREE (A55150)

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

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

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CUL 110 Sanitation & Safety	2	0	2
CUL 140 Culinary Skills I	2	6	5
CUL 160 Baking I	1	4	3
*ENG 111 Writing and Inquiry	3	0	3
Total	8/9	10/12	14
SPRING SEMESTER			
BPA 165 Hot and Cold Desserts	1	4	3
CIS 110 Introduction to Computers	2	2	3
CUL 240 Culinary Skills II	1	8	5
CUL 260 Baking II	1	4	3
**Math	2/3	2	3/4
Total	7/8	20	17/18
SUMMER SEMESTER			
BPA 130 European Cakes & Tortes	1	4	3
CUL 170 Garde Manger I	1	4	3
HRM 245 Human Res. Mgmt. - Hospitality	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	8	8	12
FALL SEMESTER			
**English/Communication Elective	3	0	3
CUL 120 Purchasing	2	0	2
CUL 230 Global Cuisines	1	8	5
CUL 275 Catering Cuisine	1	8	5
WBL 111 Work-Based Learning I	0	10	1
Total	7	26	16
SPRING SEMESTER			
CUL 112 Nutrition for Foodservice	3	0	3
CUL 135 Food and Beverage Service	2	0	2
CUL 245 Contemporary Cuisines	1	8	5
**Humanities/Fine Arts Elective	3	0	3
WBL 121 Work-Based Learning II	0	10	1
Total	9	18	14
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			73/74

*This course is a component of the general education requirements needed for graduation.

CULINARY ARTS DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

BAKING AND PASTRY CERTIFICATE (C55150A)

This certificate prepares individuals to work as a pastry chef in the baking/pastry industry, including restaurants, hotels, baking/pastry shops, and retail markets.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CUL 110 Sanitation & Safety	2	0	2
CUL 160 Baking I	1	4	3
CUL 260 Baking II	1	4	3
BPA 130 European Cakes and Tortes	1	4	3
BPA 165 Hot and Cold Desserts	1	4	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	6	16	14

EARLY CHILDHOOD EDUCATION DEGREE (A55220C)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/ social/ health/ physical/ language/ communication, approaches to play and learning, working with diverse families, and related observations/ student teaching experiences.

Career-Ready Non-Transfer Track: *This track is for students seeking to earn an Associate in Applied Science (A.A.S. 2-year degree) and continue into the workforce.*

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CIS 110 Introduction to Computers OR CIS 113 Computer Basics	0/2	2	1/3
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 144 Child Development I	3	0	3
EDU 131 Child, Family, & Community	3	0	3
Total	10/13	2/4	12/14
SPRING SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
<i>Choose one of the following:</i>			
EDU 163 Classroom Mgmt. & Instruction	3	0	3
EDU 188 Trends/Policies in Early Child	3	0	3
Total	15	0	15
SUMMER SEMESTER			
*COM 231 Public Speaking	3	0	3
**Math	2/3	2	3/4
*PSY 150 General Psychology	3	0	3
**Humanities/Fine Arts Elective	3	0	3
Total	11/12	2	12/13
FALL SEMESTER			
EDU 153 Health, Safety & Nutrition	3	0	3
EDU 221 Children With Exceptionalities	3	0	3
EDU 234 Infants, Toddlers, & Twos	3	0	3
EDU 235 School-Age Activities	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
Total	15	0	15
SPRING SEMESTER			
EDU 252 Math & Science Activities	3	0	3
EDU 271 Educational Technology	2	2	3
EDU 284 Early Child Capstone Practicum	1	9	4
***Major Elective	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
Total	9	11	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/70

*This course is a component of the general education requirements needed for graduation.

EARLY CHILDHOOD EDUCATION DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 143 Quantitative Literacy	2	2	3
MAT 171 Precalculus Algebra	3	2	4
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
***MAJOR ELECTIVE <i>Select one course from the following:</i>			
EDU 222 Learners with Behavior Disorders	3	0	3
EDU 223 Specific Learning Disabilities	3	0	3
EDU 261 Early Childhood Admin I	3	0	3
EDU 262 Early Childhood Admin II	3	0	3

EARLY CHILDHOOD EDUCATION – BIRTH THROUGH KINDERGARTEN (B-K) LICENSURE TRANSFER TRACK DEGREE (A55220L)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/ social/ health/ physical/ language/ communication, approaches to play and learning, working with diverse families, and related observations/ student teaching experiences.

B-K Licensure Transfer Track: This track is for students seeking to earn an Associate in Applied Science (A.A.S. 2-year degree) and transfer to a 4-year institution to complete his/her Bachelor of Science degree in a Birth through Kindergarten program.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family & Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
Total	13/14	0/2	14
SPRING SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 151 Creative Activities	3	0	3
Total	12	0	12
SUMMER SEMESTER			
**Biological Science Transfer Specialty	3	3	4
**English Composition Transfer Specialty	3	0	3
**Math	2/3	2	3/4
*PSY 150 General Psychology	3	0	3
Total	11/12	5	13/14
FALL SEMESTER			
EDU 221 Children With Exceptionalities	3	0	3
EDU 234 Infants, Toddlers, & Twos	3	0	3
EDU 280 Language & Literacy Experiences	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Natural Science Transfer Specialty	3	2/3	4
Total	15	2/3	16
SPRING SEMESTER			
*COM 231 Public Speaking	3	0	3
EDU 216 Foundations of Education	3	0	3
EDU 250 Teacher Licensure Program	3	0	3
EDU 284 Early Child Capstone Practicum	1	9	4
**Social/Behavioral Science Transfer Specialty	3	0	3

Total	13	9	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			71/72

*This course is a component of the general education requirements needed for graduation.

EARLY CHILDHOOD EDUCATION – BIRTH THROUGH KINDERGARTEN LICENSURE TRANSFER TRACK DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 143 Quantitative Literacy	2	2	3
MAT 171 Precalculus Algebra	3	2	4
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
**BIOLOGICAL SCIENCE TRANSFER SPECIALTY Select <i>one</i> course from the following:			
BIO 110 Principles of Biology	3	3	4
BIO 111 General Biology I	3	3	4
**ENGLISH COMPOSITION TRANSFER SPECIALTY Select <i>one</i> course from the following:			
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**NATURAL SCIENCE TRANSFER SPECIALTY Select <i>one</i> course, or course/lab, from the following:			
CHM 151 General Chemistry I	3	3	4
PHY 110/110A Conceptual Physics/Lab	3	2	4
**SOCIAL/BEHAVIORAL SCIENCE TRANSFER SPECIALTY Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
POL 120 American Government	3	0	3
SOC 210 Introduction to Sociology	3	0	3

ADMINISTRATION CERTIFICATE (C55220F)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 146 Child Guidance	3	0	3
EDU 188 Trends/Policies in Early Child	3	0	3
EDU 261 Early Childhood Admin. I	3	0	3
EDU 262 Early Childhood Admin II	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	16	0	16

INFANT/TODDLER CARE CERTIFICATE (C55290)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family & Community	3	0	3
EDU 144 Child Development I	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
EDU 234 Infants, Toddlers & Twos	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	16	0	16

PRESCHOOL CERTIFICATE (C55220P)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
EDU 119 Intro to Early Childhood Education	4	0	4
EDU 131 Child, Family & Community	3	0	3
EDU 145 Child Development II	3	0	3
EDU 146 Child Guidance	3	0	3
EDU 153 Health, Safety & Nutrition	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	16	0	16

ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA (D35130)

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
ELC 112 DC/AC Electricity	3	6	5
ELC 117 Motors and Controls	2	6	4
ELC 125 Diagrams and Schematics	1	2	2
Total	6/7	14/16	12
SPRING SEMESTER			
ELC 114 Commercial Wiring	2	6	4
ELC 118 National Electrical Code	1	2	2
ELC 119 NEC Calculations	1	2	2
ELC 128 Intro to PLC	2	3	3
*MAT 110 Mathematical Measurement & Lit.	2	2	3
Total	8	15	14
SUMMER SEMESTER			
ELC 115 Industrial Wiring	2	6	4
ELN 229 Industrial Electronics	3	3	4
*ENG 101 Applied Communications I	3	0	3
Total	8	9	11
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			37

*This course is a component of the general education requirements needed for graduation.

MOTOR CONTROLS CERTIFICATE (C35130M)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ELC 112 DC/AC Electricity	3	6	5
ELC 117 Motors and Controls	2	6	4
ELC 118 National Electrical Code	1	2	2
ELC 125 Diagrams and Schematics	1	2	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	7	16	13

INFORMATION TECHNOLOGY IT SUPPORT TRACK DEGREE (A25590A)

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.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CIS 110 Introduction to Computers	2	2	3
CTI 110 Information Technology Foundations	2	2	3
CTI 120 Network & Sec. Foundations	2	2	3
CTI 150 Mobile Computing Devices	2	2	3
Total	8/9	8/10	13
SPRING SEMESTER			
CIS 115 Intro. to Programming & Logic	2	3	3
CTS 115 Info Systems Business Concepts	3	0	3
*ENG 111 Writing and Inquiry	3	0	3
NET 110 Networking Concepts	2	2	3
NOS 130 Windows Single User	2	2	3
Total	12	7	15
SUMMER SEMESTER			
**English/Communication Elective	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Math	2/3	2	3/4
**Social/Behavioral Science Elective	3	0	3
Total	11/12	2	12/13
FALL SEMESTER			
CTS 120 Hardware/Software Support	2	3	3
CTS 155 Tech. Support Functions	2	2	3
DBA 120 Database Programming I	2	2	3
NOS 120 Linux Single User	2	3	3
Total	8	10	12
SPRING SEMESTER			
CTI 140 Virtualization Concepts	1	4	3
CTS 287 Emerging Technologies	3	0	3
NOS 230 Windows Administration I	2	2	3
SEC 110 Security Concepts	2	3	3
WBL 110 World of Work	1	0	1
Total	9	9	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			65/66

*This course is a component of the general education requirements needed for graduation.

INFORMATION TECHNOLOGY IT SUPPORT TRACK DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

INFORMATION TECHNOLOGY NETWORKING AND CYBERSECURITY TRACK DEGREE (A25590B)

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.

Graduates in the Networking and Cybersecurity track will have the skills and knowledge to design, install, configure, manage, and secure a network infrastructure, and they will be prepared to sit for CCENT (Cisco Certified Entry Networking Technician), CCNA (Cisco Certified Network Associate) Routing & Switching, CCNA Cybersecurity Operations, CompTIA Security+, CompTIA Linux+, and Microsoft Windows Desktop and Server industry certifications.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
CIS 110 Introduction to Computers	2	2	3
CTI 110 Information Technology Foundations	2	2	3
CTI 120 Network & Sec. Foundations	2	2	3
NET 125 Introduction to Networks	2	3	3
Total	8/9	9/11	13
SPRING SEMESTER			
CIS 115 Intro. to Programming & Logic	2	3	3
*ENG 111 Writing and Inquiry	3	0	3
NET 126 Switching and Routing	2	3	3
NOS 130 Windows Single User	2	2	3
SEC 110 Security Concepts	2	3	3
Total	11	11	15
SUMMER SEMESTER			
**English/Communication Elective	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Math	2/3	2	3/4
**Social/Behavioral Science Elective	3	0	3
Total	11/12	2	12/13
FALL SEMESTER			
CTS 120 Hardware/Software Support	2	3	3
NET 225 Enterprise Networking	2	3	3
NOS 120 Linux Single User	2	3	3
SEC 151 Introduction to Protocol Analysis	2	3	3
SEC 160 Security Administration I	2	2	3
Total	10	14	15
SPRING SEMESTER			
CTI 140 Virtualization Concepts	1	4	3
CTS 115 Info Systems Business Concepts	3	0	3
CTS 287 Emerging Technologies	3	0	3

Course Number & Name	Class Hours	Lab Hours	Credit Hours
NOS 230 Windows Administration I	2	2	3
WBL 110 World of Work	1	0	1
Total	10	6	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			68/69

*This course is a component of the general education requirements needed for graduation.

INFORMATION TECHNOLOGY NETWORKING AND CYBERSECURITY TRACK DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3

A+ CERTIFICATION PREP CERTIFICATE (C25590A)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CTI 150 Mobile Computing Devices	2	2	3
CTS 120 Hardware/ Software Support	2	3	3
CTS 155 Tech. Support Functions	2	2	3
NOS 130 Windows Single User	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	9	12

NOTE: Upon completing this certificate program, students will be prepared for the current CompTIA A+ exams.

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) PREP CERTIFICATE (C25590B)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CTI 120 Network & Sec. Foundations	2	2	3
NET 125 Introduction to Networks	2	3	3
NET 126 Switching & Routing	2	3	3
NET 225 Enterprise Networking	2	3	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	11	12

NOTE: Upon completing courses in this certificate program students will be prepared for the current Cisco Certified Networking Associate (CCNA) exam.

IT SUPPORT FOUNDATIONS CERTIFICATE (C25590C)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CIS 110 Introduction to Computers	2	2	3
CTI 110 Information Technology Foundations	2	2	3
CTI 120 Network & Sec. Foundations	2	2	3
CTI 150 Mobile Computing Devices	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	8	12

CYBERSECURITY CERTIFICATE (C25590H)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
NET 125 Introduction to Networks	2	3	3
NET 126 Switching & Routing	2	3	3
NET 225 Enterprise Networking	2	3	3
SEC 110 Security Concepts	2	3	3
SEC 151 Introduction to Protocol Analysis	2	3	3
SEC 160 Security Administration I	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	12	17	18

NOTE: Upon completing this certificate, students will be prepared for the current Cisco Certified Network Associate Routing & Switching (CCNA Routing & Switching), CompTIA Security+, and Cisco Certified Network Associate Cybersecurity Operations (CCNA CyberOps) **certification exams**.

MEDICAL OFFICE ADMINISTRATION DEGREE – MEDICAL BILLING AND CODING (A25310A)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
OST 131 Keyboarding	1	2	2
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 164 Office Editing	3	0	3
Total	10/11	2/4	12
SPRING SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
OST 136 Word Processing	2	2	3
OST 142 Med Office Terms II	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
Total	12	6	15
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
**English/Communication Elective	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	11	2	12
FALL SEMESTER			
**Math	2/3	2	3/4
OST 161 Medical Office Procedures	2	2	3
OST 260 Adv Coding Methodologies	2	2	3
OST 280 Electronic Health Records	2	2	3
***Major Elective	3	0	3
Total	11/12	8	15/16
SPRING SEMESTER			
OST 149 Medical Legal Issues	3	0	3
OST 249 Med Coding Certification Prep	2	3	3
OST 288 Medical Office Administration Capstone	2	2	3
WBL 110 World of Work	1	0	1
***Major Elective	3	0	3
Total	11	5	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.
Dean

MEDICAL OFFICE ADMINISTRATION DEGREE – MEDICAL BILLING AND CODING REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE Select <i>one</i> course from the following:			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE Select <i>one</i> course from the following:			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE Select <i>one</i> course from the following:			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS Select <i>one</i> course from the following:			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES Select <i>six (6)</i> SHC from the following:			
BUS 260 Business Communication	3	0	3
OST 134 Text Entry and Formatting	2	2	3
OST 137 Office Applications I	2	2	3
OST 263 Healthcare Customer Relations	3	0	3
WBL 111 Work-Based Learning I	0	10	1

MEDICAL OFFICE ADMINISTRATION DEGREE – PATIENT SERVICES REPRESENTATIVE (A25310B)

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
OST 122 Office Computations	2	2	3
OST 131 Keyboarding	1	2	2
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
Total	9/10	4/6	12
SPRING SEMESTER			
OST 136 Word Processing	2	2	3
OST 142 Med Office Terms II	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 247 Procedure Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
Total	12	6	15
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	11	2	12
FALL SEMESTER			
BUS 260 Business Communication	3	0	3
**English/Communication Elective	3	0	3
**Math	2/3	2	3/4
OST 161 Medical Office Procedures	2	2	3
OST 164 Office Editing	3	0	3
Total	13/14	4	15/16
SPRING SEMESTER			
BUS 151 People Skills	3	0	3
OST 263 Healthcare Customer Relations	3	0	3
OST 288 Medical Office Administration Capstone	2	2	3
WBL 110 World of Work	1	0	1
***Major Elective	--	--	3
Total	9	2	13
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.

MEDICAL OFFICE ADMINISTRATION DEGREE – PATIENT SERVICES REPRESENTATIVE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select three (3) SHC from the following:</i>			
OST 134 Text Entry and Formatting	2	2	3
OST 137 Office Applications I	2	2	3
OST 249 Medical Coding Certification Prep	2	3	3
OST 260 Adv Coding Methodologies	2	2	3
OST 280 Electronic Health Records	2	2	3
OST 284 Emerging Technologies	1	2	2
WBL 111 Work-Based Learning I	0	10	1

MEDICAL ADMINISTRATIVE SPECIALIST CERTIFICATE (C25310A)

The Medical Administrative Specialist certificate prepares individuals for basic skills necessary for entry-level employment, such as keyboarding, medical terminology, and medical office software applications.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
CIS 110 Introduction to Computers	2	2	3
OST 141 Med Office Terms I	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 149 Medical Legal Issues	3	0	3
OST 161 Medical Office Procedures	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	16	4	18

MEDICAL INSURANCE SPECIALIST CERTIFICATE (C25310B)

The Medical Insurance Specialist certificate is designed to provide individuals with the basic knowledge and skills necessary for entry-level employment to complete basic medical billing and medical coding tasks such as insurance verification, claim form completion and filing, and procedure and diagnostic code selection.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 141 Med Office Terms I	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 247 Procedural Coding	2	2	3
OST 248 Diagnostic Coding	2	2	3
OST 149 Medical Legal Issues	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	16	4	18

OFFICE MANAGEMENT DEGREE (A25370)

The Office Management 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. The Office Accounting Assistant/Bookkeeping track emphasizes skills in accounts payable, receivable, payroll, accounting software (usually QuickBooks®), and general accounting assistant duties.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

NOTE: Courses previously completed in this program may be subject to review for readmitted students to ensure current proficiency based on changing technology needs and industry standards. The Dean and program instructor(s) will determine if courses need to be repeated.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
OST 122 Office Computations	2	2	3
OST 131 Keyboarding	1	2	2
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 164 Office Editing	3	0	3
Total	10/11	8/10	15
SPRING SEMESTER			
ACC 120 Principles of Financial Accounting	3	2	4
OST 134 Text Entry and Formatting	2	2	3
OST 138 Office Applications II	2	2	3
OST 236 Advanced Word Processing	2	2	3
WBL 110 World of Work	1	0	1
Total	10	8	14
SUMMER SEMESTER			
*ENG 111 Writing and Inquiry	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	9	0	9
FALL SEMESTER			
**English/Communication Elective	3	0	3
**Math	2/3	2	3/4
OST 286 Professional Development	3	0	3
WBL 111 Work-Based Learning I	0	10	1
***Major Elective	3	0	3
Total	11/12	12	13/14
SPRING SEMESTER			
ACC 150 Accounting Software Applications	1	3	2
BUS 137 Principles of Management	3	0	3
OST 233 Office Publications	2	2	3
OST 284 Emerging Technologies	1	2	2
OST 289 Office Admin Capstone	2	2	3
***Major Elective	3	0	3
Total	12	9	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			67/68

*This course is a component of the general education requirements needed for graduation.

OFFICE MANAGEMENT DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select six (6) SHC from the following:</i>			
BUS 115 Business Law I	3	0	3
BUS 151 People Skills	3	0	3
BUS 260 Business Communication	3	0	3
OST 141 Med Office Terms I	3	0	3
OST 142 Med Office Terms II	3	0	3
OST 148 Med Ins and Billing	3	0	3
OST 149 Medical Legal Issues	3	0	3

ADMINISTRATIVE ASSISTANT CERTIFICATE (C25370E)

The Administrative Assistant certificate prepares individuals for basic skills necessary for entry-level employment, such as keyboarding, grammar, document formatting, paper and electronic filing, and office software applications. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associate in Applied Science degree in Office Management.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 131 Keyboarding	1	2	2
OST 134 Text Entry and Formatting	2	2	3
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 164 Office Editing	3	0	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	10	8	14

OFFICE SOFTWARE CERTIFICATE (C25370B)

The Office Software certificate is designed to provide Microsoft® Office software skills to produce documents, spreadsheets, presentations, and databases. Upon completion of this certificate, students may use these skills to find entry-level employment and/or elect to continue their education by earning an Associated in Applied Science degree in Office Management.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
OST 131 Keyboarding	1	2	2
OST 136 Word Processing	2	2	3
OST 137 Office Applications I	2	2	3
OST 138 Office Applications II	2	2	3
OST 236 Advanced Word Processing	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	9	10	14

NOTE: After completing the Computer Software Applications certificate, students will be eligible to take the Microsoft Office Specialist exams through an independent testing facility.

OFFICE ASSISTANT/BOOKKEEPING CERTIFICATE (C25370F)

The Office Assistant/Bookkeeping certificate is designed for students who wish to specialize as accounting assistants or bookkeepers. Upon completion of the certificate, students will be able to perform accounts payable, receivable, payroll, or general accounting assistant duties. They may find entry-level employment with these finance skills and/or elect to continue their education by earning an Associate in Applied Science degree in Office Management and/or Accounting.

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ACC 120 Principles of Financial Accounting	3	2	4
ACC 150 Accounting Software Applications	1	3	2
OST 122 Office Computations	2	2	3
OST 137 Office Applications I	2	2	3
OST 138 Office Applications II	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	10	11	15

PARALEGAL TECHNOLOGY DEGREE (A25380)

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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
*ENG 111 Writing and Inquiry	3	0	3
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 250 Wills, Estates & Trusts	2	2	3
LEX 270 Law Office Management/Technology	1	2	2
Total	10/11	6/8	14
SPRING SEMESTER			
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 160 Criminal Law and Procedure	2	2	3
**Math	2/3	2	3/4
***Major Elective	1/3	0/2	2/3
Total	10/13	6/8	14/16
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
**English/Communication Elective	3	0	3
**Humanities/Fine Arts Elective	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	11	2	12
FALL SEMESTER			
ACC 120 Principles of Financial Accounting	3	2	4
LEX 121 Legal Research/Writing II	2	2	3
LEX 210 Real Property I	3	0	3
LEX 214 Investigation & Trial Prep	1	4	3
WBL 111 Work-Based Learning I	0	10	1
Total	9	18	14
SPRING SEMESTER			
LEX 130 Civil Injuries	3	0	3
LEX 170 Administrative Law	2	0	2
LEX 211 Real Property II	1	4	3
LEX 240 Family Law	3	0	3
LEX 260 Bankruptcy & Collections	3	0	3
LEX 280 Ethics & Professionalism	2	0	2
Total	14	4	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			70/72

*This course is a component of the general education requirements needed for graduation.

NOTE: This program has been designated by the North Carolina State Bar Board of Paralegal Certification as a "qualified paralegal studies program". Graduates of this program may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become a NC Certified Paralegal.

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

PARALEGAL TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4
**ENGLISH/COMMUNICATION ELECTIVE <i>Select one course from the following:</i>			
COM 110 Introduction to Communication	3	0	3
COM 120 Intro to Interpersonal Communication	3	0	3
COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Disciplines	3	0	3
ENG 114 Professional Research & Reporting	3	0	3
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3
**HUMANITIES/FINE ARTS <i>Select one course from the following:</i>			
ART 111 Art Appreciation	3	0	3
ART 113 Art Methods and Materials	0	6	3
ENG 131 Introduction to Literature	3	0	3
ENG 231 American Literature I	3	0	3
ENG 232 American Literature II	3	0	3
ENG 241 British Literature I	3	0	3
ENG 242 British Literature II	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
MUS 111 Fundamentals of Music	3	0	3
MUS 112 Introduction to Jazz	3	0	3
PHI 210 History of Philosophy	3	0	3
PHI 215 Philosophical Issues	3	0	3
PHI 240 Introduction to Ethics	3	0	3
REL 110 World Religions	3	0	3
***MAJOR ELECTIVES <i>Select a minimum of two (2) SHC from the following:</i>			
BUS 115 Business Law I	3	0	3
BUS 260 Business Communication	3	0	3
CJC 214 Victimology	3	0	3
CJC 231 Constitutional Law	3	0	3
OST 131 Keyboarding	1	2	2
OST 134 Text Entry and Formatting	2	2	3
OST 136 Word Processing	2	2	3
OST 149 Medical Legal Issues	3	0	3
OST 164 Office Editing	3	0	3
SPA 120 Spanish for the Workplace	3	0	3

PARALEGAL TECHNOLOGY DIPLOMA (D25380)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 250 Wills, Estates & Trusts	2	2	3
LEX 270 Law Office Management/Technology	1	2	2
OST 131 Keyboarding	1	2	2
OST 164 Office Editing	3	0	3
Total	11/12	8/10	16
SPRING SEMESTER			
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 160 Criminal Law and Procedure	2	2	3
OST 134 Text Entry and Formatting	2	2	3
Total	9	6	12
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
**Social/Behavioral Science Elective	3	0	3
Total	8	2	9
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			37

*This course is a component of the general education requirements needed for graduation.

PARALEGAL TECHNOLOGY DIPLOMA REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE <i>Select one course from the following:</i>			
ECO 251 Principles of Microeconomics	3	0	3
ECO 252 Principles of Macroeconomics	3	0	3
HIS 111 World Civilizations I	3	0	3
HIS 112 World Civilizations II	3	0	3
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
POL 120 American Government	3	0	3
PSY 150 General Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3
SOC 213 Sociology of the Family	3	0	3
SOC 225 Social Diversity	3	0	3

PARALEGAL CERTIFICATE (C25380)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 210 Real Property I	3	0	3
LEX 270 Law Office Management/Technology	1	2	2
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 280 Ethics & Professionalism	2	0	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	6	18

NOTE: This certificate has been designated by the North Carolina State Bar Board of Paralegal Certification as a “qualified paralegal studies program”. Students who earn a certificate from a qualified paralegal studies program and an associate’s or bachelor’s degree in any discipline from an accredited college or university may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become an NC Certified Paralegal.

SURGICAL TECHNOLOGY DEGREE (A45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Health Science Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation. This test is given the last day of class of the Summer Semester.

For questions related to accreditation, students should contact:

CAAHEP

9355 113th St. N, #7709, Seminole, FL 33775

Phone: 727-210-2350 • Fax: 727-210-2354 • Email: mail@caahep.org

COURSE & HOUR REQUIREMENTS

CLASS TITLE	CLASS HRS	LAB HRS	CLINICAL HRS	CREDIT HRS
FALL SEMESTER				
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	0	1
BIO 168 Anatomy and Physiology I	3	3	0	4
SUR 110 Intro to Surgical Tech	3	0	0	3
SUR 111 Periop Patient Care	5	6	0	7
Total	11/12	9/11	0	15
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	3	3	0	4
SUR 122 Surgical Procedures I	5	3	0	6
SUR 123 SUR Clinical Practice I	0	0	21	7
Total	8	6	21	17
SUMMER SEMESTER				
BIO 175 General Microbiology	2	2	0	3
SUR 134 Surgical Procedures II	5	0	0	5
SUR 135 SUR Clinical Practice II	0	0	12	4
Total	7	2	12	12
FALL SEMESTER				
*ENG 111 Writing and Inquiry	3	0	0	3
*PSY 150 General Psychology	3	0	0	3
SUR 211 Advanced Theoretical Concepts	2	0	0	2
SUR 212 SUR Clinical Supplement	0	0	12	4
Total	8	0	12	12
SPRING SEMESTER				
COM 231 Public Speaking	3	0	0	3
SUR 137 Prof Success Prep	1	0	0	1
SUR 210 Advanced SUR Clinical Practice	0	0	6	2
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	3	0	0	3
Total	7	0	6	9
TOTAL SEMESTER CREDIT HOURS FOR DEGREE				65

*This course is a component of the general education requirements needed for graduation.

NOTE: Wilson Community College's Surgical Technology Program is accredited by the Commission on Accreditation of Health Science Education Programs (CAAHEP) through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting requires the following information be made available to all prospective, incoming, and enrolled students:

Program Minimum Expectations Statement: “To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

Goal 1 - Demonstrate knowledge of the body systems and scientific principles when providing assistance in all phases of patient care.

- Cognitive: Students will complete the course work in anatomy and physiology and relate the information within the theoretical concepts of Surgical Technology.
- Psychomotor: Students will demonstrate motor skills in the lab component of the biology courses and practice in clinical skills.
- Affective: Students will analyze and select positive outcomes for perioperative patient care, including, but not limited to, positioning, draping, and preps.

Goal 2 - Identify the purpose of management and the physical environment of the hospital, including the operating room and the auxiliary departments.

- Cognitive: Students will define the roles in management and identify indirect and direct patient care environments.
- Psychomotor: Students will recognize the chain of command and utilize knowledge of the different environments to perform safe practice.
- Affective: Students respond positively to changes within management and the different environments and departments of the hospital.

Goal 3 - Describe the ethical, moral, and legal responsibilities of the Surgical Technologists and other members of the health care team.

- Cognitive: Students will differentiate between the ethical, moral, and legal responsibilities of the surgical technologist and other members of the health care team.
- Psychomotor: Students will demonstrate professional conduct and perform skills within their defined scope of practice
- Affective: Students will respond positively to diverse cultural experiences and embrace legal guidelines.

Goal 4 - Students will communicate using medical terminology effectively in the classroom and clinicals.

- Cognitive: Students will learn the pronunciation, spelling, and definitions of common medical terminology used in the clinical setting.
- Psychomotor: Students will write medical terminology in class and in documentation of clinical events.
- Affective: Students will respond with confidence utilizing medical terminology as their medical term pool increases.

Goal 5 - Students will discuss and demonstrate universal precautions, principles of asepsis, and sterilization in the surgical setting.

- Cognitive: Students will define surgical conscience and discover its relation to the use of universal precautions, principles of asepsis, and sterilization techniques in the surgical setting.
- Psychomotor: Students will consistently perform clinical skills in the surgical setting utilizing universal precautions, principles of asepsis, and sterilization techniques.
- Affective: Students’ surgical conscience will guide decision making to provide a safe environment and outcome for the patient and all members in the operating setting.

Goal 6 - Students will discuss wound healing and pharmacology as they relate to patient care.

- Cognitive: Students will identify types of wound healing and classify drugs used in the surgical setting.
- Psychomotor: Students will safely distribute medications to the surgeon and apply dressings at the end of the procedures.
- Affective: Students’ awareness will prompt verification of medications and dressings needed at the end of a procedure.

Goal 7 - Students will progress to an entry-level surgical technologist who can describe and prepare, with appropriate set ups, the operative sequence in all perioperative phases of surgical procedures.

- Cognitive: Students will identify basic surgical procedures in a variety of specialties, and anticipate the preparation, equipment, supplies, basic instrumentation, and expected outcomes for the procedures.
- Psychomotor: Students will prioritize preparation and set up for basic surgical procedures, performance in first scrubs, and break down of surgical cases.
- Affective: Students will value the knowledge and proficiency gained to perform clinical skills that secure the safety of the patient and all members in the surgical setting.

Goal 8 - Students will retain theoretical knowledge and proficiency in skills to demonstrate an entry-level surgical technologist through successful completion of the NBSTSA exam and obtaining a position in a facility that relates to surgical technology.

- Cognitive: Students will review theory courses.
- Psychomotor: Students will practice testing.
- Affective: Students will value the knowledge and skills acquired to obtain a position as a Surgical Technologist.

WELDING TECHNOLOGY DIPLOMA (D50420)

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.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success OR ACA 122 Transfer & Career Success	0/1	0/2	1
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
Total	5/6	18/20	12
SPRING SEMESTER			
ISC 112 Industrial Safety	2	0	2
**Math	2/3	2	3/4
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 131 GTAW (TIG) Plate	2	6	4
Total	7/8	17	13/14
SUMMER SEMESTER			
*ENG 101 Applied Communications I OR *ENG 111 Writing and Inquiry	3	0	3
WLD 132 GTAW (Tig) Plate/Pipe	1	6	3
WLD 141 Symbols & Specifications	2	2	3
WLD 262 Inspection & Testing	2	2	3
Total	8	10	12
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			37/38

*This course is a component of the general education requirements needed for graduation.

WELDING TECHNOLOGY DEGREE REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
**MATH ELECTIVE <i>Select one course from the following:</i>			
MAT 110 Mathematical Measurement & Lit.	2	2	3
MAT 121 Algebra/Trigonometry I	2	2	3
MAT 143 Quantitative Literacy	2	2	3
MAT 152 Statistical Methods I	3	2	4
MAT 171 Precalculus Algebra	3	2	4

BASIC CERTIFICATE (C50420B)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
ISC 112 Industrial Safety	2	0	2
WLD 110 Cutting Processes	1	3	2
WLD 115 SMAW (Stick) Plate	2	9	5
WLD 121 GMAW (MIG) FCAW/Plate	2	6	4
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	7	18	13

ADVANCED CERTIFICATE (C50420A)

COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
WLD 116 SMAW (Stick) Plate/Pipe	1	9	4
WLD 131 GTAW (TIG) Plate	2	6	4
WLD 141 Symbols & Specifications	2	2	3
WLD 262 Inspection & Testing	2	2	3
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	8	19	14

CURRICULUM COURSE DESCRIPTIONS

NOTES:

1. A course may be divided into A, B, C, and D subsections, which will include specific components of the described course.
2. Prerequisite or corequisite courses that are italicized are not offered by Wilson Community College.
3. State and local prerequisites or corequisites must be met by all students, including special credit and audit students.
4. Some courses are also taught via the Internet through the Virtual Learning Community (VLC) library provided by the North Carolina Community College System.

ACADEMIC RELATED (ACA)

ACA 111 College Student Success

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 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.

ACA 122 Transfer & Career Success

Prerequisites: None

Corequisites: None

Class: 0 | Lab: 2 | Work: 0 | Credit: 1

This course introduces students to career and transfer opportunities while building skills for academic success, career exploration, and transfer preparation, ensuring readiness for success in community college and beyond. Topics include transfer agreements with public and independent institutions, programs and processes that facilitate transfer, and transfer tools and resources; career topics include career exploration and information and skills such as resume writing, portfolio development, and professional communication. Upon completion, students will be able to identify the community college program that matches their transfer and career goals, navigate transfer policies and processes, use Transfer Guides, develop an academic plan for future success, and identify professional application materials.

ACCOUNTING (ACC)

ACC 120 Principles of Financial Accounting

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

ACC 121 Principles of Managerial Accounting

Prerequisites: ACC 120

Corequisites: None

Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

ACC 129 Individual Income Taxes

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze

basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting

Prerequisites: ACC 115 or ACC 120

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

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.

ACC 149 Intro to ACC Spreadsheets

Prerequisites: ACC 115 or ACC 120

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

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.

ACC 150 Accounting Software Applications

Prerequisites: ACC 115 or ACC 120

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

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.

ACC 180 Practices in Bookkeeping

Prerequisites: ACC 120

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

ACC 210 Enterprise Risk Management

Prerequisites: Take ACC 120

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces enterprise risk management as it applies to accounting and finance. Topics include risk recognition, assessment, risk analysis, internal controls, and risk management plans. Upon completion, students should be able to demonstrate the daily managerial and organizational requirements of enterprise risk management in written and oral format.

ACC 215 Ethics in Accounting

Prerequisites: Take ACC 121

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussion of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 Intermediate Accounting I

Prerequisites: ACC 120

Corequisites: None

Class: 3 | Lab: 2 | Work: 0 | Credit: 4

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.

ACC 227 Practices in Accounting

Prerequisites: Take ACC 220

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

ACC 267 Fraud Examination

Prerequisites: Take ACC 120

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is an introduction to the investigation techniques used to discover fraudulent activities. Emphasis is placed on the techniques for the detection, deterrence and prevention of the major types of occupational and management frauds. Upon completion, students should be able to examine relevant fraud cases and apply critical thinking and technology skills used in fraud examination.

ACC 268 Info Systems & Internal Ctrl's**Prerequisites:** Take ACC 121**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course covers the design and operation of accounting information systems, with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documentation, and monitoring; flowcharting, data flow diagrams, and scheduling; and some auditing concepts. Upon completion, students should be able to demonstrate an analytical problem-solving ability to communicate effectively their analysis in written and oral presentations.

ACC 269 Auditing & Assurance Services**Prerequisites:** ACC 220**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces selected topics pertaining to the objectives, theory, and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

AGRICULTURE (AGR)

AGR 110 Agricultural Economics**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111 Basic Farm Maintenance**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 3 | Work: 0 | Credit: 2**

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 139 Intro to Sustainable Ag**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 140 Agricultural Chemicals**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

AGR 170 Soil Science**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

AGR 212 Farm Business Management**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business

organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 Ag Law & Finance

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 Agricultural Marketing

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 220 Ag Mechanization

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 221 Farm Structures

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers basic agricultural buildings and structures. Topics include building materials, cost estimating, basic blueprint reading, and job planning. Upon completion, students should be able to complete a cost estimate for constructing an agricultural structure.

AGR 261 Agronomy

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

AGR 262 Weed ID & Control

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AIR CONDITIONING, HEATING AND REFRIGERATION (AHR)

AHR 110 Introduction to Refrigeration

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 5

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.

AHR 111 HVACR Electricity

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 4 | Work: 0 | Credit: 4

This course covers the fundamentals of heating systems. Topics include safety, instrumentation, system operating, efficiency testing, electrical power, and control systems. Upon completion, students should be able to perform maintenance, service, and testing for major components of a heating system.

AHR 113 Comfort Cooling

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 4 | Work: 0 | Credit: 4

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 psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology

Prerequisites: AHR 110 or AHR 113

Corequisites: None

Class: 2 | Lab: 4 | 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.

AHR 115 Refrigeration Systems

Prerequisites: AHR 110

Corequisites: None

Class: 2 | Lab: 4 | Work: 0 | Credit: 4

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 125 HVACR Electronics

Prerequisites: AHR 111, ELC 111, or ELC 112

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces the common electronic control components in HVACR systems. Emphasis is placed on identifying electronic components and their functions in HVACR systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.

AHR 130 HVAC Controls

Prerequisites: AHR 111, ELC 111, or ELC 112

Corequisites: None

Class: 2 | Lab: 2 | 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.

AHR 133 HVAC Servicing

Prerequisites: None

Corequisites: AHR 110, AHR 112, or AHR 113

Class: 2 | Lab: 6 | 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.

AHR 151 HVAC Duct Systems I

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification

Prerequisites: None

Corequisites: AHR 110, AHR 113, or AHR 120

Class: 1 | Lab: 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.

AHR 180 HVACR Customer Relations

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 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.

AHR 211 Residential System Design

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces the principles and concepts of conventional residential heating and cooling system design. Emphasis is placed on using tables, worksheets, and/or appropriate software to calculate a residential load based on Air Conditioning Contractors of America (ACCA) standards. Upon completion of the course students should be able to calculate a heating and cooling residential load.

AHR 212 Advanced Comfort Systems

Prerequisites: AHR 114

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course covers advanced comfort systems for residential and commercial applications. Emphasis is placed on the application, maintenance, and servicing of residential and commercial advanced comfort systems. Upon completion, students should be able to test, analyze, troubleshoot, and service multiple types of residential and commercial advanced comfort systems.

AHR 213 HVACR Building Code

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers the North Carolina codes that are applicable to the design of HVACR systems. Topics include current North Carolina codes as applied to HVACR design and service industries. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR 235 Refrigeration Design

Prerequisites: AHR 110

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine procedures on a commercial refrigeration system.

AHR 240 Hydronic Heating

Prerequisites: AHR 112

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

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.

AHR 263 Energy Management

Prerequisites: AHR 125 or AHR 215

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course covers building automation computer programming as currently used in energy management. Topics include night setback, duty cycling, synchronization, schedule optimization,

and anticipatory temperature control. Upon completion, students should be able to write programs utilizing the above topics and connect computer systems to HVAC systems.

ANIMAL SCIENCE (ANS)

ANS 110 Animal Science

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

ANS 160 Animal Waste Management

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization.

ARCHITECTURE (ARC)

ARC 112 Constr Matls & Methods

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 2 | Work: 0 | Credit: 4

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC 131 Building Codes

Prerequisites: Take One: ARC 112 or CAR 111

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects.

ART (ART)

ART 111 Art Appreciation

Prerequisites: None

Corequisites: None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts. This is a Universal General Education Transfer Component (UGETC) course.

ART 113 Art Methods and Materials**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 6 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

AMERICAN SIGN LANGUAGE (ASL)**ASL 111 Elementary ASL I****Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

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, as well as practical application through field experience and community engagement. Upon completion, students will be able to comprehend and respond with grammatical accuracy in expressive American Sign Language, demonstrate cultural awareness, and apply foundational ASL skills in real-world settings. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

ASL 112 Elementary ASL II**Prerequisites: ASL 111****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is designed to be 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,

along with practical application through field experience. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language, demonstrate cultural awareness, and apply their skills in real-world communication settings. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

ASL 181 ASL Lab 1**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an opportunity to enhance the acquisition of fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials and community engagement. Upon completion, students should be able to comprehend and respond to expressive American Sign Language with grammatical accuracy and demonstrate increased cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

ASL 182 ASL Lab 2**Prerequisites: ASL 181****Corequisites: None****Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an opportunity to enhance the acquisition of fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials and community engagement. Upon completion, students should be able to comprehend and respond to expressive American Sign Language with increasing proficiency and demonstrate cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

ASL 211 Intermediate ASL I**Prerequisites: ASL 112****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy

and cultural texts, and practical application through field experience. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future, and apply their skills in real-world settings. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

ASL 212 Intermediate ASL II**Prerequisites:** ASL 211**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides a continuation of ASL 211. Emphasis is placed on the continued development of expressive and receptive skills, the study of authentic and representative literary and cultural texts, and the practical application of skills through field experience. Upon completion, students should be able to communicate spontaneously and accurately in American Sign Language with increasing complexity, sophistication, and cultural fluency in real-world contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

ASL 221 Advanced ASL I**Prerequisites:** ASL 212**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development on the advanced development of expressive, receptive, and conversational skills, student of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in various registers, pragmatics and genres of ASL.

ASL 250 Linguistics of ASL**Prerequisites:** ASL 112**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is designed to increase knowledge and skills necessary to linguistically analyze American Sign Language (ASL). Emphasis is placed on applying principles of phonology, morphology, syntax, semantics, discourse, and sociolinguistics, along with opportunities to observe and analyze language use through field experience. Upon completion, students should be able to demonstrate knowledge and

understanding of the basic linguistics of ASL through a variety of assessment methods and real-world applications.

ASL 252 ASL Classifiers**Prerequisites:** ASL 211**Corequisites:** None**Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an opportunity to enhance the use of principles of ASL classifiers and to expand the use of ASL classifiers. Emphasis is placed on using different categories of classifiers including body part, descriptive, element, instrument and semantic classifiers. Upon completion, students should be able to communicate effectively, accurately, and creatively incorporating ASL classifiers.

ASL 253 ASL Non-manual Signals**Prerequisites:** ASL 112**Corequisites:** None**Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an opportunity to enhance and expand the essential skills of ASL's non-manual signals. Emphasis is placed on using different parts of non-manual signals including listener's feedback, ASL mouth morphemes, eye and forehead expressions, and head and shoulder shifts. Upon completion, students should be able to use ASL non-manual signals effectively, accurately and creatively.

ASL 281 ASL Lab 3**Prerequisites:** ASL 182**Corequisites:** None**Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an opportunity to enhance the review and expansion of essential skills in American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts, supported by various supplementary learning media and materials, as well as engagement with the Deaf community. Upon completion, students should be able to communicate effectively, accurately, and creatively in American Sign Language about the past, present, and future, while demonstrating increased cultural fluency through real-world application. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

AUTOMATION AND ROBOTICS (ATR)

ATR 112 Intro to Automation**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | 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.

ATR 219 Automation Troubleshooting

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course introduces troubleshooting procedures used in automated systems. Topics include logical fault isolation, diagnostic software usage, component replacement techniques, and calibration; safety of equipment; and protection of equipment while troubleshooting. Upon completion, students should be able to analyze and troubleshoot an automated system.

AUTOMOTIVE (AUT)

AUT 114 Safety and Emissions

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, exhaust emission controls, tire definitions, vehicle tint, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 116 Engine Repair

Prerequisites: None

Corequisites: AUT 116A (local)

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab

Prerequisites: None

Corequisites: AUT 116

Class: 0 | Lab: 4 | Work: 0 | Credit: 2

This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the

ASE Education Foundation standards for hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering Sys

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, balance wheels, and calibrate/reset related driver assist systems using appropriate tools, equipment, procedures, and service information.

AUT 151 Brake Systems

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, braking with ADAS, electric braking controls, emerging brake technologies, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems using appropriate tools, equipment, procedures, and service information.

AUT 181 Engine Performance I

Prerequisites: None

Corequisites: AUT 181A (local)

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation, diagnose and repair basic ignition, fuel and emission related drivability problems using appropriate equipment, procedures, and service information.

AUT 181A Engine Performance I Lab

Prerequisites: None

Corequisites: AUT 181

Class: 0 | Lab: 3 | Work: 0 | Credit: 1

This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the ASE Education Foundation standards for hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation, diagnose, and repair basic ignition, fuel and emission related drivability problems using appropriate tools, equipment, procedures, and service information.

AUT 183 Engine Performance II

Prerequisites: AUT 181A (local) and AUT 181

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, modern OBD (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 213 Automotive Servicing II

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course is a lab used as an alternative to work-based learning. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transm/Transaxles

Prerequisites: None

Corequisites: AUT 221A (local)

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools, equipment, and service information. Upon completion, students should be able to explain operational theory, diagnose and repair

automatic drive trains using appropriate tools, equipment, procedures, and service information.

AUT 221A Auto Transm/Transax Lab

Prerequisites: None

Corequisites: AUT 221

Class: 0 | Lab: 4 | Work: 0 | Credit: 2

This course is an optional lab to be used in conjunction with or as an alternative to work-based learning placements in order to meet the ASE Education Foundation standards for hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools, equipment, and service information. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains using appropriate tools, equipment, procedures, and service information.

AUT 231 Man Trans/Axles/Drtrains

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains using appropriate tools, equipment, procedures, and service information.

AUT 281 Advanced Engine Performance

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair using appropriate tools, equipment, procedures, and service information.

BANKING AND FINANCE (BAF)

BAF 143 Financial Planning

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the perspectives, principles, and practices of financial planning. Topics include investment, retirement, tax, and estate planning. Upon completion, students should be able to understand the process that looks at a customer's

financial picture and recommend strategies to achieve the customer's objectives.

BIOLOGY (BIO)

BIO 090 Foundations of Biology

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 2 | Work: 0 | Credit: 4

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

BIO 110 Principles of Biology

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

BIO 111 General Biology I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

BIO 112 General Biology II

Prerequisites: BIO 111

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

BIO 140 Environmental Biology

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences.

BIO 140A Environmental Biology Lab

Prerequisites: None

Corequisites: Take BIO-140

Class: 0 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences.

BIO 155 Nutrition

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has

been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIO 163 Basic Anatomy & Physiology

Prerequisites: None

Corequisites: None

Class: 4 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIO 168 Anatomy and Physiology I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIO 169 Anatomy and Physiology II

Prerequisites: BIO 168

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent

Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIO 175 General Microbiology

Prerequisites: Take one: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

Class: 2 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIO 275 Microbiology

Prerequisites: Take one: BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BIOTECHNOLOGY (BTC)

BTC 150 Bioethics

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues.

BTC 181 Basic Lab Techniques

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable lab practices, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.

BTC 250 Principles of Genetics

Prerequisites: Take one set: **BIO 110; BIO 111; BIO 163; BIO 168**

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the basic principles of genetics. Topics include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity.

BTC 281 Bioprocess Techniques

Prerequisites: **BTC 181**

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, chromatography, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing.

BTC 285 Cell Culture

Prerequisites: Take **BIO 110** or **BIO**

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course introduces the theory and practices required to successfully initiate and maintain plant or animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture.

BTC 288 Biotechnology Lab Experience

Prerequisites: Take **BPM 110** or **BTC 181**

Corequisites: None

Class: 0 | Lab: 6 | Work: 0 | Credit: 2

This course provides an opportunity to pursue an individual laboratory project in biotechnology.

Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process.

BLUEPRINT READING (BPR)

BPR 130 Print Reading Construction

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BUSINESS (BUS)

BUS 110 Introduction to Business

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BUS 115 Business Law I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BUS 125 Personal Finance

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing

finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 137 Principles of Management

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

BUS 147 Business Insurance

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 151 People Skills

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

BUS 230 Small Business Management

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces the challenges of entrepreneurship, including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 240 Business Ethics

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 253 Leadership and Management Skills

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

BUS 260 Business Communication

Prerequisites: ENG 110 or ENG 111

Corequisites: None

Class: 3 | Lab: 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.

BUS 261 Diversity in Mgmt

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

BUS 270 Professional Development

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 285 Business Management Issues

Prerequisites: BUS 137

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

BAKING AND PASTRY ARTS (BPA)

BPA 130 European Cakes and Tortes

Prerequisites: CUL 110 and CUL 160

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

BPA 165 Hot and Cold Desserts

Prerequisites: CUL 110 and CUL 160

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course covers the principles and techniques of frozen desserts, soufflés, cobblers, crisps, and strudel dough products. Topics include bombes, parfaits, baked Alaska, ice cream, sorbets, sherbets and granites; hand-stretched strudel products, crepes, and hot/cold soufflés. Upon completion, student should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes.

CHEMISTRY (CHM)

CHM 094 Basic Biological Chemistry

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 2 | Work: 0 | Credit: 4

This course introduces the chemistry important to biological processes. Emphasis is placed on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses.

CHM 131 Introduction to Chemistry

Prerequisites: None

Corequisites: CHM 131A (local)

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences.

CHM 131A Introduction to Chemistry Lab

Prerequisites: None

Corequisites: CHM 131

Class: 0 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences.

CHM 132 Organic and Biochemistry

Prerequisites: Take One Set:

- Set 1: CHM 131 and CHM 131A
- Set 2: CHM 151

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation

Agreement as a general education course in Natural Sciences.

CHM 151 General Chemistry I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

CHM 152 General Chemistry II

Prerequisites: CHM 151

Corequisites: None

Class: 3 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

COMMUNICATION (COM)

COM 110 Introduction to Communication

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive

Articulation Agreement as a general education course in Communication.

COM 120 Intro to Interpersonal Communication

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.

COM 231 Public Speaking

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive articulation agreement and the Independent Comprehensive Articulation Agreement as a general education course in Communication. This is a Universal General Education Transfer Component (UGETC) course.

COMPUTER INFORMATION SYSTEMS (CIS)

CIS 110 Introduction to Computers

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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. This course has been approved for transfer under the

Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative).

CIS 113 Computer Basics

Prerequisites: None

Corequisites: None

Class: 0 | Lab: 2 | Work: 0 | Credit: 1

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

CIS 115 Intro to Program & Logic

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative).

COMPUTER INFORMATION TECHNOLOGY (CTS)

CTS 115 Information Systems Business Concepts

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

CTS 120 Hardware/Software Support

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | 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.

CTS 155 Tech Support Function

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS 287 Emerging Technologies

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

COMPUTER SCIENCE (CSC)

CSC 121 Python Programming

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 221 Advanced Python Programming

Prerequisites: CSC 121

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced

algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs.

COMPUTER TECHNOLOGY INTEGRATION (CTI)

CTI 110 Information Technology Foundations

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.

CTI 120 Network & Sec Foundations

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

CTI 140 Virtualization Concepts

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 4 | 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.

CTI 150 Mobile Computing Devices

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

CONSTRUCTION (CST)

CST 111 Construction I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 112 Construction II

Prerequisites: CST 111

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

CST 113 Construction III

Prerequisites: CST 112

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry.

CST 131 OSHA/Safety/Certification

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 150 Building Science

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation

and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

CST 221 Statistics/Structures

Prerequisites: Take One Set:

- **Set 1: ARC-112 and MAT-110**
- **Set 2: ARC-112 and MAT-121**
- **Set 3: ARC-112 and MAT-171**
- **Set 4: CAR-112 and MAT-110**
- **Set 5: CAR-112 and MAT-121**
- **Set 6: CAR-112 and MAT-171**
- **Set 7: CST-112 and MAT-110**
- **Set 8: CST-112 and MAT-121**
- **Set 9: CST-112 and MAT-171**

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course covers the basic concepts of statics and strength of materials related to building structures. Topics include span charts, dimensional framing requirements, building forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be familiar with various load conditions present in structural members.

CST 241 Planning/Estimating I

Prerequisites: Take One: BPR 130, MAT 110, MAT 121, MAT 143, or MAT 171

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers the procedures involved in planning and estimating a construction/building project. Topics include Construction Specifications Institute (CSI) Master Format and performing quantity takeoffs of materials required for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

CRIMINAL JUSTICE (CJC)

CJC 111 Intro to Criminal Justice

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

CJC 112 Criminology

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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.

CJC 113 Juvenile Justice

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. This course has been approved for

transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

CJC 115 Crime Scene Photography

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.

CJC 121 Law Enforcement Operations

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces fundamental law enforcement operations. Topics include the contemporary evaluation of law enforcement operations and related issues. Upon completion,

students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

CJC 131 Criminal Law**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

CJC 132 Court Procedure & Evidence**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

CJC 141 Corrections**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

CJC 161 Introduction to Homeland Security**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 212 Ethics & Community Relations**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.

CJC 213 Substance Abuse**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

CJC 214 Victimology**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

CJC 221 Investigative Principles**Prerequisites: None****Corequisites: None**

Class: 3 | Lab: 2 | 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.

CJC 222 Criminalistics**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 223 Organized Crime**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 231 Constitutional Law**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

CULINARY (CUL)

CUL 110 Sanitation & Safety**Prerequisites: None****Corequisites: None****Class: 2 | Lab: 0 | Work: 0 | Credit: 2**

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 112 Nutrition for Foodservice**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 120 Purchasing**Prerequisites: None****Corequisites: None****Class: 2 | Lab: 0 | Work: 0 | Credit: 2**

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 135 Food & Beverage Service**Prerequisites: None****Corequisites: None****Class: 2 | Lab: 0 | Work: 0 | Credit: 2**

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 140 Culinary Skills I**Prerequisites: None****Corequisites: CUL 110****Class: 2 | Lab: 6 | Work: 0 | Credit: 5**

This course introduces the fundamental concepts, skills and techniques in basic cookery,

and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

CUL 160 Baking I

Prerequisites: None

Corequisites: CUL 110

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 Garde Manger I

Prerequisites: None

Corequisites: CUL 110

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230 Global Cuisines

Prerequisites: CUL 110 and CUL 140

Corequisites: None

Class: 1 | Lab: 8 | Work: 0 | Credit: 5

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240 Culinary Skills II

Prerequisites:

Take One Set:

- **Set 1:** CUL 110 and CUL 140
- **Set 2:** CUL 110, CUL 142, and CUL 170

Corequisites: None

Class: 1 | Lab: 8 | Work: 0 | Credit: 5

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery.

Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 245 Contemporary Cuisines

Prerequisites: CUL 110 and CUL 140

Corequisites: None

Class: 1 | Lab: 8 | Work: 0 | Credit: 5

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.

CUL 260 Baking II

Prerequisites: CUL 110 and CUL 160

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 275 Catering Cuisine

Prerequisites: Take all: CUL 110, CUL 140, and CUL 240

Corequisites: None

Class: 1 | Lab: 8 | Work: 0 | Credit: 5

This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.

DATABASE MANAGEMENT TECHNOLOGY (DBA)

DBA 120 Database Programming I

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course is designed to develop SQL programming proficiency. Emphasis is placed

on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DRAFTING (DFT)

DFT 119 Basic CAD

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | 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.

DFT 152 CAD II

Prerequisites: DFT 119 (local)

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 154 Intro Solid Modeling

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

ECONOMICS (ECO)

ECO 251 Principles of Microeconomics

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive

Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

ECO 252 Principles of Macroeconomics

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course is intended for those who have not received credit for ECO 151. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

EDUCATION (EDU)

EDU 119 Intro to Early Childhood Education

Prerequisites: None

Corequisites: None

Class: 4 | Lab: 0 | Work: 0 | Credit: 4

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. 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, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings and design a personal career/professional development plan.

EDU 131 Child, Family, & Community

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 144 Child Development I**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

EDU 145 Child Development II**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 146 Child Guidance**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

EDU 151 Creative Activities**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 Health, Safety, & Nutrition**Prerequisites: None**

Corequisites: None

Class: 3 | Lab: 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.

EDU 158 Healthy Lifestyles - Youth

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers maintaining the health and well-being of all school-age children. Topics include health, safety, nutrition, physical activities and environments that promote development, fitness, and healthy lifestyles. Upon completion, students should be able to plan developmentally appropriate, safe/healthy physical activities that support the healthy development of school-age children, be able to plan and identify healthy eating choices that support healthy development as well as design safety policies and procedures and environments that promote healthy lifestyles.

EDU 163 Classroom Management & Instruction

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide culturally, linguistically and developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, student should be able to utilize developmentally appropriate behavior management, utilize high-quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 187 Teaching and Learning for All

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include

growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 188 Trends/Policies in Early Childhood

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers current topics and policies in the diverse and inclusive field of early childhood education that affect young children, families, communities, and professionals. Emphasis is placed on but not limited to advocacy, equity, bias and social justice, emerging research, professionalism, reflective practice, and legal/ethical concerns. Upon completion, student should be able to list, discuss, and explain current trends/policies in early childhood education as well as develop an advocacy plan based on course content.

EDU 216 Foundations of Education

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 221 Children with Exceptionalities

Prerequisites: Take one set:

- Set 1: EDU 144 and EDU 145
- Set 2: PSY 244 and PSY 245

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

EDU 222 Learners with Behavior Disorders

Prerequisites: Take one set:

- Set 1: EDU 144 and EDU 145
- Set 2: PSY 244 and PSY 245

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides a comprehensive study of learners with emotional or behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusive environments and family interventions. Topics include etiology of emotional or behavioral disorders, appropriate intervention strategies, early intervention/special education referral and transition processes, family and community partnerships, inclusive environments, and legislative mandates. Upon completion, students should be able to identify characteristics of behavior for which additional supports are needed, describe the referral processes, identify community resources, collaborate with families/professionals, understand the importance of advocacy for learners, and recognize appropriate intervention strategies in inclusive environments.

EDU 223 Specific Learning Disabilities

Prerequisites: Take one set:

- Set 1: EDU 144 and EDU 145
- Set 2: PSY 244 and PSY 245

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying,

assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 Infants, Toddlers, & Twos

Prerequisites: EDU 144

Corequisites: None

Class: 3 | Lab: 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.

EDU 235 School Age Activities

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces developmentally supportive, inclusive, and creative learning environments for school-age programs, focusing on diverse, equitable, and engaging experiences in art, music, movement, and dramatic play. Emphasis is placed on fostering divergent thinking, creative problem-solving, and integrating process-driven activities across academic subjects in both indoor and outdoor settings. Upon completion, students should be able to observe, analyze, design, adapt, and advocate for creative learning opportunities that reflect the cultural, linguistic, and ability diversity of school-age children, ensuring accessibility and meaningful engagement in developmentally appropriate and inclusive educational experiences.

EDU 250 Teacher Licensure Preparation

Prerequisites: None

Corequisites: Take One Set:

- Set 1: ENG 111 and MAT 143
- Set 2: ENG 111 and MAT 152
- Set 3: ENG 111 and MAT 171

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

The 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. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 252 Math & Science Activities**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

EDU 261 Early Childhood Admin I**Prerequisites:** None**Corequisites:** EDU 119**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides an overview of essential administrative components for managing early childhood programs, including child development, program frameworks, North Carolina child care rules and regulations, effective leadership practices, reflective supervision, and the NAEYC Code of Ethical Conduct. Emphasis is placed on personnel management, financial planning, reflective supervision strategies, child development principles, ethical decision-making, and ensuring compliance with state regulations to maintain high-quality learning environments. Upon completion, students should be able to apply program standards, manage staffing and budgets, implement reflective supervision to support professional growth, integrate child development knowledge into program planning, uphold ethical responsibilities following the NAEYC Code of Ethical Conduct, and navigate regulatory requirements to support successful early childhood program operations.

EDU 262 Early Childhood Admin II**Prerequisites:** EDU 261**Corequisites:** EDU 119**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is designed to prepare students for leadership roles in licensed child care facilities in North Carolina by focusing on curriculum development, program assessment, and resource management for centers and families. Emphasis is placed on best practices in early childhood curriculum, quality improvement strategies,

advocacy, and leadership in early learning environments. Upon completion, students should be able to implement developmentally appropriate curriculum, assess program effectiveness, support families with relevant resources, and advocate for policies that enhance early childhood education and program quality.

EDU 263 School Age Program Administration**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 0 | Work: 0 | Credit: 2**

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271 Educational Technology**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

EDU 279 Literacy Develop and Instruct**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 3 | Work: 0 | Credit: 4**

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate

literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 Language & Literacy Exp.

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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.

EDU 281 Instructional Strategies/Reading & Writing

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284 Early Childhood Capstone Practicum

Prerequisites: Take One Set:

- Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
- Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
- Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151
- Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Corequisites: None

Class: 1 | Lab: 9 | 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.

ENGINEERING (EGR)

EGR 250 Statics/Strength of Mater

Prerequisites: MAT 121 or MAT 171

Corequisites: None

Class: 4 | Lab: 3 | Work: 0 | Credit: 5

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structure.

ELECTRICAL (ELC)

ELC 111 Intro to Electricity

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic 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.

ELC 112 DC/AC Electricity

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 6 | Work: 0 | Credit: 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 114 Commercial Wiring

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be

able to properly install equipment and conduit associated with commercial electrical installations.

ELC 115 Industrial Wiring

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | 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.

ELC 118 National Electrical Code

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 125 Diagrams and Schematics

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128 Intro to PLC

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | 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.

ELC 131 Circuit Analysis

Prerequisites: one

Corequisites: None

Class: 3 | Lab: 3 | 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.

ELC 213 Instrumentation

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 2 | Work: 0 | Credit: 4

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 228 PLC Applications

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | 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.

ELC 229 Applications Project

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | 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.

ELECTRONICS (ELN)

ELN 229 Industrial Electronics

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 3 | Work: 0 | Credit: 4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ENGLISH (ENG)

ENG 025 College English Skills

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

ENG 101 Applied Communications I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENG 111 Writing and Inquiry

Prerequisites: Satisfactory Placement Score or Take One (local):

- DRE 098
- ENG 002
- ENG 011
- ENG 025

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using

standard written English. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in English composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 112 Writing/Research in the Disciplines

Prerequisites: ENG 111

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in English composition. This is a Universal General Education Transfer Component (UGETC) course.

ENG 114 Professional Research & Reporting

Prerequisites: ENG 111

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in English composition.

ENG 131 Introduction to Literature

Prerequisites: ENG 111

Corequisites: ENG 112, 113, or 114

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.

ENG 231 American Literature I**Prerequisites:** ENG 112, ENG 113, or ENG 114**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course covers selected works in early American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 232 American Literature II**Prerequisites:** ENG 112, ENG 113, or ENG 114**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course covers selected works in early American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 241 British Literature I**Prerequisites:** ENG 112, ENG 113, or ENG 114**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.

ENG 242 British Literature II**Prerequisites:** ENG 112, ENG 113, or ENG 114**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.

HEALTH (HEA)

HEA 110 Personal Health/Wellness**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

HEA 112 First Aid & CPR**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 2 | Work: 0 | Credit: 2**

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

HISTORY (HIS)

HIS 111 World Civilizations I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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 development in pre-modern world civilizations. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation

Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 112 World Civilizations II**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 121 Western Civilization I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences.

HIS 122 Western Civilization II**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences.

HIS 131 American History I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 132 American History II**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

HIS 221 African-American History**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

HORTICULTURE (HOR)

HOR 134 Greenhouse Operations**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOTEL AND RESTAURANT MANAGEMENT (HRM)

HRM 245 Human Resource Mgmt-Hosp.

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

HUMANITIES (HUM)

HUM 115 Critical Thinking

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.

HYDRAULICS (HYD)

HYD 110 Hydraulics/Pneumatics I

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | 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.

INTERPRETER PREPARATION (IPP)

IPP 111 Introduction to Interpretation

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course introduces the ASL-English interpreting profession through classroom instruction and field experiences. Emphasis is placed on historical foundations of the profession, interpreting models, legislation, required assessments, roles and responsibilities in diverse settings, multicultural considerations, Deaf/hearing interpreter teams, and ethical standards. Upon completion, students will be able to demonstrate a foundational understanding of the interpreting profession.

IPP 112 Comparative Cultures

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

The course introduces the intersection of culture, language, and identity in interpreting, with a focus on Deaf culture through classroom instruction and field experiences. Emphasis is placed on applying knowledge to intercultural communication, analyzing the role of identity, and evaluating cultural impact on interpreting dynamics. Upon completion, students will be able to create strategies for culturally-responsive communication, demonstrate cultural competency through practical application, and engage in self-reflection to enhance interpreting practice.

IPP 130 Analytical Skills for Interpreting

Prerequisites: ASL 111 and ASL 181 (local)

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

The course introduces fundamental cognitive skills essential for effective ASL-English interpretation, with a focus on listening, memory retention, visualization, prediction, and discourse analysis through classroom instruction and field experiences. Emphasis is placed on processing auditory and visual information, maintaining semantic equivalence, and managing processing time to produce equivalent messages. Upon completion, students will be able to generate equivalent messages in both ASL and English.

IPP 152 ASL/English Translation

Prerequisites: ASL 112

Corequisites: ASL 211 (local)

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

The course introduces students to the principles and techniques of translating between ASL and English, providing a foundation for interpreting practice through classroom instruction and field

experience. Emphasis is placed on meaning transfer, linguistic accuracy, framing, cultural equivalency, discourse mapping, and translation across registers and contexts. Upon completion, students will be able to engage in textual analysis, apply appropriate translation techniques, and produce accurate and culturally appropriate translations in ASL/English.

IPP 153 Introduction to Discourse Analysis

Prerequisites: ASL 112 (state) and ASL 211, IPP 130, and IPP 152 (local)

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

The course introduces students to the foundational principles of discourse analysis in both ASL and English, through classroom instruction and field experience. Emphasis is placed on identifying and understanding language features such as linguistic jargon, cultural context, and specific features of ASL/English discourse. Upon completion, students will be able to transcribe and analyze real-world communication across various genres, apply theoretical concepts to practice, and demonstrate a deeper awareness of language structures for effective interpretation in ASL/English.

IPP 161 Consecutive Interpreting

Prerequisites: ASL 211 and IPP 130 (local) and IPP 152 (state)

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 5

The course introduces students to the fundamentals of consecutive interpreting between ASL and English, through classroom instruction and field experience. Topics include message management, message equivalence, and refining cognitive processing skills such as listening, comprehension, visualization, paraphrasing, and sight-translation. Upon completion, students will be able to demonstrate proficiency in consecutive interpreting protocols and techniques, accurately transfer meaning between ASL and English in various settings, with increasing accuracy.

IPP 221 Simultaneous Interpret

Prerequisites: IPP 161

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 5

The course introduces simultaneous ASL/English interpreting through classroom instruction and field experience, focusing on the skills necessary for real-time interpretation between ASL and English in diverse settings. Emphasis is placed on text analysis, self-monitoring, reflective practice, and cultural mediation to achieve dynamic equivalence between source and target message. Upon completion, students will be able to interpret between ASL and English, and employ

strategies for continuous professional development.

IPP 224 ASL to English Interpretation

Prerequisites: IPP 161 (local) and IPP 152 (state)

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course is designed to improve skills in ASL to English interpretation. Emphasis is placed on receptive skills, equivalent messages, grammatically correct English, and appropriate content, mood, and register. Upon completion, students should be able to generate appropriate English equivalents and apply appropriate linguistic and/or cultural adjustments.

IPP 245 Foundations of Educational Interpreting

Prerequisites: IPP 111

Corequisites: IPP 161 (local)

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

The course provides an in-depth exploration of interpreting in educational settings through classroom instruction and field experience. Emphasis is placed on understanding student development, the interpreter's role and its impact on Deaf and Hard of Hearing students' educational experience. Upon completion, students will be able to navigate complex educational interpreting scenarios, apply professional standards, and support diverse student needs.

INDUSTRIAL SCIENCE (ISC)

ISC 112 Industrial Safety

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 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.

ISC 132 Manufacturing Quality Control

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

ISC 220 Lean Manufacturing

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of

manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

ISC 278 cGMP Quality Systems

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 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.

LAW ENFORCEMENT TRAINING (LET)

LET 110 Basic Law Enforcement BLET

Prerequisites: None

Corequisites: None

Class: 28 | Lab: 27 | Work: 0 | Credit: 37

This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

LEGAL EDUCATION (LEX)

LEX 110 Intro to Paralegal Study

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 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, the student should be

able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

LEX 121 Legal Research/Writing II

Prerequisites: LEX 120

Corequisites: None

Class: 2 | Lab: 2 | 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.

LEX 130 Civil Injuries

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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.

LEX 140 Civil Litigation I

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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 the preparation of pleadings and motions.

LEX 150 Commercial Law I

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

LEX 160 Criminal Law & Procedure**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | 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.

LEX 170 Administrative Law**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 0 | Work: 0 | Credit: 2**

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210 Real Property I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

LEX 211 Real Property II**Prerequisites:** LEX 210**Corequisites:** None**Class: 1 | Lab: 4 | Work: 0 | Credit: 3**

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings.

Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 214 Investigation & Trial Prep**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 4 | Work: 0 | Credit: 3**

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 240 Family Law**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

LEX 250 Wills, Estates, & Trusts**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | 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.

LEX 260 Bankruptcy and Collections**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 Law Office Management/Technology

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

LEX 280 Ethics & Professionalism

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 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.

MACHINING (MAC)

MAC 118 Machine Shop Basic

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards.

MAC 121 Intro to CNC

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 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.

MAC 131 Blueprint Reading/Mach I

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | Work: 0 | Credit: 2

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and

thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

MATHEMATICS (MAT)

MAT 025 Concepts of Essential Math/Sta

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

MAT 035 Concepts of Algebra

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

MAT 110 Math Measurement & Literacy

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I

Prerequisites: Satisfactory Placement Score or Take One (local):

- DMA 060
- MAT 003

- MAT 021
- MAT 035
- MAT 110
- MAT 171
- MAT 143
- MAT 152

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

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.

MAT 143 Quantitative Literacy

Prerequisites: Satisfactory Placement Score or Take One (local):

- DMA 050
- MAT 003
- MAT 043
- MAT 025
- MAT 110
- MAT 121
- MAT 152
- MAT 171

Corequisites: None

Class: 2 | Lab: 2 | 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. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).

MAT 152 Statistical Methods I

Prerequisites: Satisfactory Placement Score or Take One (local):

- DMA 050

- MAT 003
- MAT 052
- MAT 025
- MAT 110
- MAT 121
- MAT 143
- MAT 171

Corequisites: None

Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

MAT 171 Precalculus Algebra

Prerequisites: Satisfactory Placement Score or Take One (local):

- DMA 080
- MAT 003
- MAT 071
- MAT 035
- MAT 110
- MAT 121
- MAT 143
- MAT 152

Corequisites: None

Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.

MAT 172 Precalculus Trigonometry

Prerequisites: MAT 171

Corequisites: None

Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 263 Brief Calculus**Prerequisites:** MAT 171 or MAT 175**Corequisites:** None**Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 271 Calculus I**Prerequisites:** MAT 172 or MAT 175**Corequisites:** None**Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 272 Calculus II**Prerequisites:** MAT 271**Corequisites:** None**Class: 3 | Lab: | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.

MAT 273 Calculus III**Prerequisites:** MAT 272**Corequisites:** None**Class: 3 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Mathematics.

MECHANICAL (MEC)

MEC 111 Machine Processes I**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 4 | Work: 0 | Credit: 3**

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC 130 Mechanisms**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Mfg Materials I**Prerequisites: None****Corequisites: None****Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MARKETING AND RETAILING (MKT)

MKT 120 Principles of Marketing**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 121 Retailing**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 123 Fundamentals of Selling**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 221 Consumer Behavior**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the

decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MUSIC (MUS)

MUS 110 Music Appreciation**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 111 Fundamentals of Music**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 112 Introduction to Jazz**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 121 Music Theory I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 122 Music Theory II**Prerequisites:** MUS 121**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 125 Aural Skills I**Prerequisites:** None**Corequisites:** None**Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 126 Aural Skills II**Prerequisites:** MUS 125**Corequisites:** None**Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course provides a foundation in aural skills. Emphasis is placed on the development of sight

singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 131 Chorus I**Prerequisites:** None**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 132 Chorus II**Prerequisites:** MUS 131**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 151 Class Music I**Prerequisites:** None**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 152 Class Music II**Prerequisites:** MUS 151**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 161 Applied Music I**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 162 Applied Music II**Prerequisites:** MUS 161**Corequisites:** None**Class: 1 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 231 Chorus III**Prerequisites:** MUS 132**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 232 Chorus IV**Prerequisites:** MUS 231**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

MUS 271 Music History I**Prerequisites:** MUS 122**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

NETWORK OPERATING SYSTEMS (NOS)**NOS 120 Linux Single User****Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.

NOS 130 Windows Single User**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | 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.

NOS 230 Windows Administration I**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | 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.

NETWORKING TECHNOLOGY (NET)

NET 110 Networking Concepts**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 Introduction to Networks**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.

NET 126 Switching and Routing**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best

practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 225 Enterprise Networking**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NURSING (NUR)

NUR 101 Practical Nursing I**Prerequisites:** Admission to the Practical Nursing Program (local)**Corequisites:** None**Class: 7 | Lab: 6 | Clinical: 6 | Credit: 11**

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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 Practical Nursing II**Prerequisites:** NUR 101**Corequisites:** None**Class: 7 | Lab: 0 | Clinical: 9 | Credit: 10**

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring

interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 Practical Nursing III

Prerequisites: NUR 102 (local) and NUR 101

Corequisites: None

Class: 6 | Lab: 0 | Clinical: 9 | Credit: 9

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 111 Intro to Health Concepts

Prerequisites: Admission to the ADN Degree Program (local)

Corequisites: None

Class: 4 | Lab: 6 | Clinical: 6 | 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.

NUR 112 Health-Illness Concepts

Prerequisites: BIO 168 (local) and NUR 111

Corequisites: None

Class: 3 | Lab: 0 | Clinical: 6 | 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 acid-base, metabolism, cellular regulation, oxygenation, health-wellness-illness, communication, caring interventions, managing care, safety, n, infection, stress/coping quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts

Prerequisites: NUR 112, NUR 114, and BIO 169 (local) and NUR 111

Corequisites: None

Class: 3 | Lab: 0 | Clinical: 6 | 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.

NUR 114 Holistic Health Concepts

Prerequisites: NUR 112, BIO 168 (local) and NUR 111

Corequisites: None

Class: 3 | Lab: 0 | Clinical: 6 | 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.

NUR 211 Health Care Concepts

Prerequisites: NUR 113 or NUR 214 (local) and NUR 111

Corequisites: None

Class: 3 | Lab: 0 | Clinical: 6 | 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.

NUR 212 Health System Concepts

Prerequisites: NUR 111

Corequisites: None

Class: 3 | Lab: 0 | Clinical: 6 | 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.

NUR 213 Complex Health Concepts**Prerequisites:** NUR 212 (local) and NUR 111**Corequisites:** NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212**Class: 4 | Lab: 3 | Clinical: 15 | 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.

NUR 214 Nursing Transition Concepts**Prerequisites:** LPN license and admission in the associate degree transition program (local)**Corequisites:** None**Class: 3 | Lab: 0 | Clinical: 3 | Credit: 4**

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

OFFICE SYSTEMS TECHNOLOGY (OST)

OST 122 Office Computations**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course introduces fundamental mathematical and computational skills necessary for success in an office environment. Emphasis will be placed on practical applications of mathematics in office-related tasks such as payroll calculations, inventory calculations, discounts, and markups, as well as financial calculations. Upon completion, students should be able to solve a wide variety of mathematical problems encountered in an office.

OST 131 Keyboarding**Prerequisites:** None**Corequisites:** None**Class: 1 | Lab: 2 | Work: 0 | Credit: 2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 Text Entry and Formatting**Prerequisites:** OST 131 (local)**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 136 Word Processing**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | 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 prepared to take a nationally accredited certification exam.

OST 137 Office Applications I**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course introduces the concepts and functions of software that meets the changing needs of the office environment through a hands-on approach. Emphasis will be placed on creating professional documents to enhance employability in various offices. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 138 Office Applications II**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course is designed to improve utilization and proficiency of software applications used in offices through a hands-on approach. Topics include mastery of the skills required to design documents that can be customized using the latest software applications. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 141 Med Office Terms I**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to

systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Office Terms II

Prerequisites: MED 121 or OST 141

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Medical Ins & Billing

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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.

OST 149 Medical Legal Issues

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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.

OST 161 Medical Office Procedures

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides instruction on the skills and procedures needed in today's medical office. Topics include medical data entry, medical communications, phone etiquette, use and maintenance of office equipment, inventory control, patient scheduling, and managing the financial aspects of a practice. Upon completion, students should be able to display skills and decision-making abilities essential in the medical office.

OST 164 Office Editing

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and documents for the workplace.

OST 233 Office Publications

Prerequisites: OST 136

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides foundational skills in utilizing a variety of desktop publishing programs. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical aspects of software use. Upon completion, students should be proficient in designing and producing professional documents and publications used in an office environment.

OST 236 Advanced Word Processing

Prerequisites: OST 136

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course focuses on enhancing students' proficiency in utilizing advanced features of word processing software. Emphasis is placed on the mastery of advanced functions to create a range of complex business documents. Upon completion, students should be able to produce a variety of complex business documents effectively and be prepared to take a nationally accredited certified exam.

OST 247 Procedure Coding

Prerequisites: MED 121 or OST 141

Corequisites: None

Class: 2 | Lab: 2 | 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.

OST 248 Diagnostic Coding

Prerequisites: MED 121 or OST 141

Corequisites: None

Class: 2 | Lab: 2 | 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.

OST 249 Medical Coding Certification Prep

Prerequisites: OST 247 and OST 248

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course provides instruction that will prepare students to sit for a national coding certification

exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

OST 260 Adv Coding Methodologies

Prerequisites: OST 247 and OST 248

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

OST 263 Healthcare Customer Relations

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

OST 280 Electronic Health Records

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

OST 284 Emerging Technologies

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | 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.

OST 286 Professional Development

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 288 Medical Office Admin Capstone

Prerequisites: OST 148 or HMT 210

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

OST 289 Office Administrative Capstone

Prerequisites: OST 164

Corequisites: None

Class: 2 | Lab: 2 | 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.

PHYSICAL EDUCATION (PED)

PED 110 Fit and Well for Life

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | 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 pro-gram based on individual needs, abilities, and interests. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

PED 120 Walking For Fitness**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

PED 121 Walk, Jog, Run**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

PED 122 Yoga I**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

PED 123 Yoga II**Prerequisites: PED 122****Corequisites: None****Class: 0 | Lab: 2 | Work: 0 | Credit: 1**

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

PHILOSOPHY (PHI)

PHI 210 History of Philosophy**Prerequisites: ENG 111****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces fundamental philosophical issues through a historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

PHI 215 Philosophical Issues**Prerequisites: ENG 111****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

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. This is a Universal General Education Transfer Component (UGETC) course.

PHI 240 Introduction to Ethics**Prerequisites: ENG 111****Corequisites: None****Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

PHYSICS (PHY)

PHY 110 Conceptual Physics**Prerequisites: None****Corequisites: PHY 110A (local)****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PHY 110A Conceptual Physics Lab

Prerequisites: None

Corequisites: PHY 110

Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Natural Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PHY 131 Physics - Mechanics

Prerequisites: MAT 121 or MAT 171

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 4

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PLUMBING (PLU)

PLU 111 Intro to Basic Plumbing

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | Work: 0 | Credit: 2

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE (POL)

POL 120 American Government

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSYCHOLOGY (PSY)

PSY 150 General Psychology

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

PSY 237 Social Psychology

Prerequisites: PSY 150 or SOC 210

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences.

PSY 241 Developmental Psychology

Prerequisites: PSY 150

Corequisites: None

Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences.

PSY 281 Abnormal Psychology**Prerequisites:** PSY 150**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences.

RELIGION (REL)**REL 110 World Religions****Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 0 | Work: 0 | Credit: 3**

This course introduces the world's major religious traditions. Topics includes Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

INFORMATION SYSTEMS SECURITY (SEC)**SEC 110 Security Concepts****Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | 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.

SEC 151 Intro to Protocol Analysis**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 3 | Work: 0 | Credit: 3**

This course introduces protocol analysis. Topics include protocol analysis tools, TCP/IP concepts, Internet protocols, network traffic analysis, monitoring network traffic, network security protocol analysis, and understanding data flow through protocol analysis. Upon completion, students should be able to perform simple protocol analysis to determine baseline network performance and identify anomalies.

SEC 160 Security Administration I**Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Work: 0 | Credit: 3**

This course provides an overview of security administration with an emphasis on designing secure network architectures. Topics include networking technologies, TCP/IP fundamentals, network protocols, traffic analysis, monitoring strategies, and established security best practices. Upon completion, students should be able to use advanced network analysis tools to monitor network traffic and develop security measures to safeguard against various threats.

SOCIOLOGY (SOC)**SOC 210 Introduction to Sociology****Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

SOC 213 Sociology of the Family**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.

SPANISH (SPA)

SPA 111 Elementary Spanish I**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

SPA 112 Elementary Spanish II**Prerequisites: SPA 111****Corequisites: None****Class: 3 | Lab: 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. This

course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

SPA 120 Spanish for the Workplace**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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.

SPA 141 Culture and Civilization**Prerequisites: None****Corequisites: None****Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 161 Cultural Immersion**Prerequisites: SPA 111****Corequisites: None****Class: 2 | Lab: 3 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 181 Spanish Lab I**Prerequisites: None****Corequisites: None****Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 182 Spanish Lab II**Prerequisites:** SPA 111**Corequisites:** None**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 211 Intermediate Spanish I**Prerequisites:** SPA 112**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

SPA 212 Intermediate Spanish II**Prerequisites:** SPA 211**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under

the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in Humanities/Fine arts.

SPA 215 Spanish Phonetics/Structure**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

SPA 221 Spanish Conversation**Prerequisites:** SPA 212**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 231 Reading and Composition**Prerequisites:** SPA 212**Corequisites:** None**Class: 3 | Lab: 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 281 Spanish Lab 3**Prerequisites:** None**Corequisites:** SPA 211**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPA 282 Spanish Lab 4**Prerequisites:** None**Corequisites:** SPA 212**Class: 0 | Lab: 2 | 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. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

SPANISH INTERPRETER (SPI)**SPI 113 Intro to Spanish Interpreting****Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

SPI 114 Ana. Skills Spanish Inter.**Prerequisites:** SPI 113 (local)**Corequisites:** None**Class: 3 | Lab: 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.

SPI 213 Review of Grammar**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

SPI 214 Intro to Translation**Prerequisites:** None**Corequisites:** None**Class: 3 | Lab: 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.

SURGERY (SUR)**SUR 110 Intro to Surg Tech****Prerequisites:** Admission to Surgical Technology Program (local)**Corequisites:** BIO 168 (local), SUR 111**Class: 3 | Lab: 0 | Clinical: 0 | Credit: 3**

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Periop Patient Care**Prerequisites:** Admission to Surgical Technology Program (local)**Corequisites:** BIO 168 (local), SUR 110**Class: 5 | Lab: 6 | Clinical: 0 | Credit: 7**

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I**Prerequisites:** SUR 110 and SUR 111**Corequisites:** SUR 123 OR STP 101**Class: 5 | Lab: 3 | Clinical: 0 | Credit: 6**

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 Sur Clinical Practice I**Prerequisites:** SUR 110 and SUR 111**Corequisites:** SUR 122**Class: 0 | Lab: 0 | Clinical: 21 | Credit: 7**

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist, including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II**Prerequisites:** SUR 122 (local) and SUR 123**Corequisites:** SUR 135 (local)**Class: 5 | Lab: 0 | Clinical: 0 | Credit: 5**

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 Sur Clinical Practice II**Prerequisites:** SUR 122 (local) and SUR 123**Corequisites:** SUR 134**Class: 0 | Lab: 0 | Clinical: 12 | Credit: 4**

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Prof and Success Prep**Prerequisites:** SUR 122 and SUR 123 (local)**Corequisites:** None**Class: 1 | Lab: 0 | Clinical: 0 | Credit: 1**

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Advanced SUR Clinical Practices**Prerequisites:** SUR 211 and SUR 212 (local)**Corequisites:** SUR 137 (local)**Class: 0 | Lab: 0 | Clinical: 6 | Credit: 2**

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Adv Theoretical Concepts**Prerequisites:** SUR 134 and SUR 135 (local)**Corequisites:** SUR 212 (local)**Class: 2 | Lab: 0 | Clinical: 0 | Credit: 2**

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 212 SUR Clinical Supplement**Prerequisites:** SUR 134 and SUR 135 (local)**Corequisites:** SUR 211 (local)**Class: 0 | Lab: 0 | Clinical: 12 | Credit: 4**

This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

SUSTAINABILITY TECHNOLOGIES (SST)**SST 120 Energy Use Analysis****Prerequisites:** None**Corequisites:** None**Class: 2 | Lab: 2 | Clinical: 0 | Credit: 3**

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation

techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 140 Green Bldg. & Design Concepts

Prerequisites: None

Corequisites: None

Class: 3 | Lab: 0 | Work: 0 | Credit: 3

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

THREE DIMENSIONAL PRINTING (TDP)

TDP 110 Introduction to 3D Printing

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers the historical, social and ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

TRANSPORTATION TECHNOLOGY (TRN)

TRN 110 Intro to Transportation Technology

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | 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, 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.

TRN 120 Basic Transp Electricity

Prerequisites: None

Corequisites: None

Class: 4 | Lab: 3 | 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.

TRN 130 Intro to Sustainable Transp

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140 Transp Climate Control

Prerequisites: None

Corequisites: TRN 140A (local)

Class: 1 | Lab: 2 | 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.

TRN 140A Transp Climate Control Lab

Prerequisites: None

Corequisites: TRN 140

Class: 1 | Lab: 2 | 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.

TRN 145 Adv Transp Electronics

Prerequisites: TRN 120

Corequisites: None

Class: 2 | Lab: 3 | Work: 0 | Credit: 3

This course covers advanced transportation electronic systems including electronic control modules, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories.

Topics include interpretation of wiring schematics, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

TRN 170 PC Skills for Transp

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 2 | 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.

WORK-BASED LEARNING (WBL)

WBL 110 World of Work

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 0 | Work: 0 | Credit: 1

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

WBL 111 Work-Based Learning I

Prerequisites: None

Corequisites: None

Class: 0 | Lab: | 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.

WBL 112 Work-Based Learning I

Prerequisites: None

Corequisites: None

Class: 0 | Lab: 0 | Work: 20 | Credit: 2

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.

WBL 115 Work-Based Learning Seminar I

Prerequisites: None

Corequisites: Take One: WBL 111, WBL 112, WBL 113, OR WBL 114

Class: 1 | Lab: 0 | Work: 0 | Credit: 1

Work-based learning seminar will be tailored to fit the student needs within the specific curriculum.

WBL 121 Work-Based Learning II

Prerequisites: None

Corequisites: None

Class: 0 | Lab: 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.

WBL 131 Work-Based Learning III

Prerequisites: None

Corequisites: None

Class: 0 | Lab: 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.

WELDING (WLD)

WLD 110 Cutting Processes

Prerequisites: None

Corequisites: None

Class: 1 | Lab: 3 | 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.

WLD 115 SMAW (Stick) Plate

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 9 | 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. *Competencies and Student Learning Outcomes are listed in the*

WLD 116 SMAW (Stick) Plate/Pipe

Prerequisites: WLD 115

Corequisites: None

Class: 1 | Lab: 9 | 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.

WLD 117 Industrial SMAW

Prerequisites: WLD 115 (local)

Corequisites: None

Class: 1 | Lab: 4 | Work: 0 | Credit: 3

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | Work: 0 | Credit: 4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment set up and fillet and groove welds with emphasis on the application of proper GMAW and FCAW consumables on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed filler materials in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | 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.

WLD 132 GTAW (TIG) Plate/Pipe

Prerequisites: WLD 131

Corequisites: None

Class: 1 | Lab: 6 | 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.

WLD 141 Symbols & Specifications

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | 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.

WLD 151 Fabrication I

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 6 | 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.

WLD 261 Certification Practices

Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

Class: 1 | Lab: 3 | 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.

WLD 262 Inspection & Testing

Prerequisites: None

Corequisites: None

Class: 2 | Lab: 2 | Work: 0 | Credit: 3

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

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